

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

(Amended May 3, 2023)

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. “Senate” refers to the Nova Scotia College of Art and Design’s Senate whose terms of reference are described in Article 3;
2. “Act” refers to the Nova Scotia College of Art and Design Act (S.N.S. 1969, c. 138);
3. “The Administration” or “Administrators” refers to persons holding the offices of President, Vice-President(s), Dean(s);
4. “Board” refers to the Board of Governors of the College, as defined in the Act;
5. “College” or “NSCAD” refers to the Nova Scotia College of Art and Design;
6. “Day” shall mean a calendar day;
7. “Faculty” or “Faculty Members” when capitalized, 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;
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;
9. “Officers” refers to the executive of the NSCAD Senate, specifically its Chair, Vice-Chair, Secretary and Chair-Elect;
10. “SUNSCAD” refers to the Student Union of the Nova Scotia College of Art and Design.

## **Article 2: The NSCAD Faculty Forum**

### **1.Membership**

The voting members of Faculty Forum are: all members of Senate; 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 Manager of the School of Extended Studies, and representatives of SUNSCAD and the Board shall not vote;

### **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 with the exception of Article 3.1, 3.2;

**2.2.2** Electing Faculty Members to the following: the Board of Governors (election to take place in the Winter Semester), the Honorary 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 Senate Members-at-Large (see Clause 3.3.1);

**2.2.3** Electing the Chair of Senate;

**2.2.4** Consulting with the Board of Governors on Program and/or Division establishment or discontinuation, and on significant Program modifications;

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

### **3.Meetings of Faculty Forum shall be chaired by the Chair of Senate;**

### **4.Twenty-two (22) voting members shall constitute a quorum of Faculty Forum;**

**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;

### **6.Elections shall be by secret ballot and proxy votes are not permitted.**

### **Article 3: The Senate**

#### **3.1 Voting Members of Senate shall be:**

- 3.1.1** The Chair of Senate (only in the case of a tie);
- 3.1.2** Nine (9) Faculty Members: the Chair of each Division (currently Art History and Contemporary Culture, Craft, Design, Fine Arts, 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 and Vice-President, Academic and Research;
- 3.1.4** The Academic 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** The Director of the Master of Design Program, the Director of the Master of Fine Arts Program and the Director of the Master of Arts in Art Education Program;
- 3.1.8** The University Director of Library Services;
- 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).

#### **2. Non-voting Members of Senate shall be:**

- 3.2.1** The President of the College;
- 3.2.2** The Chief Financial Officer (CFO);
- 3.2.3** The Registrar;
- 3.2.4** The Manager of the School of Extended Studies;
- 3.2.5** The Director of Teaching and Learning;
- 3.2.6** The Chair-Elect as per Article 4.3 (if not currently a member of Senate).

#### **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 Academic Administrative Assistant 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 their term of office, a by-election will be held within thirty (30) days.

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;

**3.4.3** To oversee the development, delivery and performance of academic programs, standards, policies and regulations.

5. Specific Rights and Responsibilities shall be:

**3.5.1** Amending Articles 3.1, 3.2 of the Constitution and By-Laws for Academic Governance of the Nova Scotia College of Art and Design;

**3.5.2** Setting the academic calendar and related policies;

**3.5.3** Setting basic units of measure of study (e.g., credits, semester hours); course classifications; and grading and evaluation systems;

**3.5.4** Setting requirements for degrees, majors and minors;

**3.5.5** Receiving and acting on proposals for new or revised credit courses;

**3.5.6** Setting standards and requirements for admission;

**3.5.7** Setting policies and procedures for admission to degree, major or minor programs;

**3.5.8** Setting academic standards required of all students 'in good standing' and the consequences of failing to meet these standards consistent with relevant NSCAD policies;

**3.5.9** Setting policies and procedures for individual student appeal of the application of policies, requirements, or procedures consistent with relevant NSCAD policies;

**3.5.10** Setting standards and policies for academic integrity for students;

**3.5.11** Forming committees to study and make proposals on issues related to academic matters;

**3.5.12** Initiating internal and external academic program reviews and determining protocols and processes for these reviews;

**3.5.13** Requesting and receiving information relevant to carrying out the rights and responsibilities described in Article 3.4;

**3.5.14** Making recommendations to the Board of Governors on the introduction or termination of degrees and major or minor programs of study;

**3.5.15** Making recommendations to the Administration and/or the Board of Governors on the allocation of resources (fiscal, space and staffing) to support academic programs;

**3.5.16** Considering any other issues that may fall within the mandate of Senate.

#### **Article 4: Officers of Senate**

1.The Officers of Senate shall be the Chair, the Vice-Chair, the Chair-Elect and the Secretary;

2.The Chair:

**4.2.1** The Chair shall be a Faculty member elected by 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 Senate and Forum;

**4.2.3.2** Presiding over all meetings of Senate 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 Senate business to and from committees, Forum, the Administration, the Board, or any other relevant body;

**4.2.3.6** Making or authorizing statements that represent the position of Senate or Forum, after appropriate consultation with other bodies or individuals, including the President.

3.The Chair-Elect:

**4.3.1** If the Chair-Elect is already a member of Senate, he or she shall continue in this position until June 30, but shall also immediately become an Officer of Senate. 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 Senate, he or she shall immediately become a non-voting member and an Officer of Senate.

4. The Vice-Chair:

**4.4.1** The Vice-Chair of Senate shall be a Faculty Member of Senate elected by Senate for a two (2) year term;

**4.4.2** The Vice-Chair of Senate shall be responsible for advising and assisting the Chair in the administration of Senate business. Specific responsibilities shall include, but are not limited to, assuming the duties and responsibilities of Chair during meetings of Senate and Forum at the request of the Chair or during the absence of the Chair. The election of the Vice-Chair of Senate 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.

5. The Secretary:

**4.5.1** The Secretary of Senate shall be the Provost and Vice-President, Academic and Research;

**4.5.2** The Secretary, in consultation with the Chair of Senate, shall be responsible for recording and maintaining the working and permanent records of Senate;

**4.5.3** Specific responsibilities of the Secretary shall include:

**4.5.3.1** Circulating notices of meetings and agendas of Senate and Forum;

**4.5.3.2** Recording and maintaining minutes of meetings and other records of Senate and Forum;  
and

**4.5.3.3** Maintaining a list of current voting members of the Forum.

**Article 5: Meetings of Senate**

1. Calendar:

**5.1.1** Regular monthly meetings of Senate 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 Senate.

2. Notices of Meetings of Senate:

**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.

### 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 Senate or, in the absence of the Chair, by the Vice-Chair;

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

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

### 4. Voting:

5.4.1 Twelve (12) voting members shall constitute a quorum;

5.4.2 Motions of Senate 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 Senate**

### 1. Standing Committees of Senate shall be:

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

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

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

### 2. Principles of Membership:

6.2.1 Standing Committees of Senate 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 Senate. Membership recommendations shall be brought to Senate by the Provost and Vice-President, Academic and Research, after consultation with the Division Chairs.

3. General Rights and Responsibilities:

**6.3.1** The Standing Committees shall exercise the responsibilities assigned to them by Senate;

**6.3.2** Standing Committees may form subcommittees of their members to address specific matters; and

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

4. The Standing Committees of Senate include the following:

**6.4.1** Senate Executive Committee (SEC)

Mandate

The Senate Executive Committee acts in the absence of the full Senate on matters of importance to the University and is responsible for the effective function and review of Senate.

Committee Composition

The Committee is composed of six (6) voting members and three (3) non-voting members of Senate. The Committee is chaired by the Chair of Senate and meets at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

Voting Members

Provost and Vice President Academic and Research, Secretary of Senate (or designate)

Chair of Senate (Chair of Committee)

Vice-Chair of Senate

Academic Dean

Two (2) voting Faculty members of Senate (elected by Senate)

One (1) voting Faculty member (elected by Faculty Forum)

One (1) voting Student member of Senate (elected by SUNSCAD)



#### Non-voting members

President of NSCAD

Chief Financial Officer (CFO)

Registrar (or designate)

Guest, as required by the Committee

#### Terms of Reference

The Senate Executive Committee will:

- a) Decide on matters referred to it under a specific delegation of authority by Senate during periods when Senate is not in session and within the limits defined in the NSCAD Constitution and By-Laws. All such decisions shall be reported to Senate electronically and at the next possible meeting;
- b) Report on committee business to Senate quarterly or as required by the work of the committee;
- c) Act in an advisory capacity and make recommendations to Senate on issues referred to it by Senate, the Chair of Senate or the President;
- d) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Senate Executive Committee.

NOTE: The Senate Executive Committee cannot make direct changes to the Constitution and Bylaws.

### **6.4.2 Academic Resource Committee (ARC)**

#### Mandate

The Academic Resources Committee develops, evaluates and makes recommendations to Senate and the Board of Governors and other areas of the University on the allocation of resources (fiscal, space and staffing) in support of academic programs.

#### Subcommittees of ARC

- Library Subcommittee (LC)
- Digital Technology Subcommittee (DC)
- Gallery and Exhibitions Subcommittee (GC)

### Committee Composition, Meeting Frequency and Quorum

The committee is composed of twenty-one (21) voting members and four (4) non-voting. The Committee is chaired by the VP, Academic and Research, Secretary of Senate (or designate) and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

#### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Vice-Chair of Senate

Six (6) Chairs of all Divisions (Fine Arts, Media Arts, Craft, Design, Art History and Contemporary Culture, Foundation)

Six (6) Directors (MFA program, MDes program, MA in Art Education program, Director of Library Services, Director of Teaching and Learning, Director of ALG)

Four (4) Faculty-at-Large (assigned by Senate)

One (1) voting Student member of Senate (appointed by SUNSCAD)

#### Non-voting members

President of NSCAD

Chief Financial Officer (CFO)

Registrar (or designate)

Academic Affairs Officer

Guest, as required by the Committee

#### Terms of Reference

The Academic Resource Committee will:

- a) Recommend to Senate and the Board of Governors on the allocation of academic resources within the limits defined in the NSCAD Constitution and By-Laws;
- b) Advise Senate and the Board of Governors on matters of resource planning and academic resources for the University;
- c) Communicate with program areas on academic resource planning;
- d) Review and recommend on all budgetary processes and priorities as they relate to academic programs;

- e) Report to Senate on the work of all subcommittees of ARC;
- f) Review to Senate annually on the effectiveness of all subcommittees;
- g) Report on committee business to Senate four (4) times per year or as required by the work of the committee, prepared by the Chair;
- h) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Academic Resource Committee.

#### Terms of Reference Subcommittees of ARC

##### **6.4.2.1** Library Subcommittee (LC)

###### Mandate

The Library Subcommittee oversees, evaluates and recommends to Academic Resources Committee library services and practices in support of academic programs;

###### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of seven (7) voting members. The Subcommittee is chaired by the Director of Library Services (or designate) and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

###### Voting Members

Director of Library Services

Four (4) members of ARC

One graduate student

One (1) voting Student member of Senate (appointed by SUNSCAD)

###### Terms of Reference

The Library Subcommittee will:

- a) Review and make recommendations to ARC concerning resource requirements for all library services;
- b) Develop and update policies related to library services;
- c) Act in an advisory capacity and make recommendations to ARC and Senate on such other issues which may be referred to it by ARC, Senate, or the Chair of Senate.

#### **6.4.2.2 Digital Technology Subcommittee (DC)**

##### Mandate

The Digital Technology Subcommittee oversees, evaluates and recommends to the Academic Resources Committee services and practices relating to electronic technology in support of academic programs;

##### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of five (5) voting members. The Subcommittee is chaired by the Director of Teaching and Learning (or designate) and meets monthly or as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Director of Teaching and Learning

Director of Library Services

Three (3) members of ARC

##### Terms of Reference

The Digital Technology Subcommittee will:

- a) Review and make recommendations to ARC concerning resource requirements for learning management systems, the NSCAD website or other related NSCAD digital platforms which have a bearing on academic programs or provide services or support to academic programs;
- b) Develop and update policies related to digital technologies and academic programs
- c) Acts in an advisory capacity and make recommendations to ARC and Senate on such other issues which may be referred to it by ARC, Senate, or the Chair of Senate.

#### **6.4.2.3 Gallery and Exhibitions Subcommittee (GC)**

##### Mandate

The Gallery and Exhibitions Subcommittee approves, advises and makes recommendations on Gallery programming and services consistent with the Gallery mandate;

### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of five (5) voting members. The Subcommittee is chaired by the Director of the Gallery (or designate) and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

#### Voting Members

Director of the Anna Leonowens Gallery

Exhibitions Co-Ordinator

Two (2) members of ARC (assigned)

One (1) Student member of Senate (appointed by SUNSCAD)

#### Terms of Reference

The Gallery and Exhibitions Subcommittee will:

- a) Review and make recommendations to ARC concerning all services and programs delivered through the Gallery;
- b) Recommend to ARC on long-term planning for the Gallery and gallery programming related to academic programs;
- c) Act in an advisory capacity and make recommendations to ARC and Senate on issues referred to it by ARC, Senate, or the Chair of Senate.

### **6.4.3 Academic Standards and Quality Assurance (ASQA)**

#### Mandate

The Academic Standards and Quality Assurance Committee is responsible for overseeing the academic standards for all studies and the development and review of all policies and procedures related to academic standards for the University. The committee will also receive, review and present to Senate on all quality assurance reviews produced internally for the University. The committee will decide and report to Senate on all matters related to the application of academic standards in cases of minimum standard requirements and the student appeals process.

#### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of eleven (11) voting members and three (3) non-voting members of Senate. The Committee is chaired by the VP, Academic and Research or designate and meets at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Two (2) voting Faculty members of Senate (assigned by Senate)

Seven (7) Faculty members (assigned by Senate with representation from all program areas)

### Non-voting members

President of NSCAD

Registrar

Academic Affairs Officer

Guest, as required by the Committee

### Terms of Reference

The Academic Standards and Quality Assurance will:

- a) Guide and oversee the academic standards for undergraduate and graduate studies at NSCAD within the limits defined in the NSCAD Constitution and By-Laws;
- b) Act on and oversee the quality assurance processes for NSCAD University;
- c) Consult, support and communicate with all Divisions and program areas during quality assurance review periods;
- d) Report to Senate on Quality Assurance Reviews;
- e) Review information regarding any student failing to meet the minimum academic standards, and determines appropriate action within the approved policy;
- f) Review and decide on all student appeals according to NSCAD policy, standards and procedures, and act to resolve them within approved policy. The committee shall report on all appeals to Senate;
- g) Review and recommend to Senate changes in academic policies and procedures related to academic standards;
- h) Report directly to Senate and make formal reports of committee business to Senate a minimum of two (2) times per year or as required by the work of the committee or the work of Senate.
- i) Act in an advisory capacity and make recommendations to Senate on such other issues which may be referred to it by Senate, the Chair of Senate, or the President;

j) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Academic Standards and Quality Assurance Committee.

#### **6.4.4 Policy and Planning Committee (PPC)**

##### Mandate

The Policy and Planning Committee (PPC) is the principal body responsible for strategic academic planning at NSCAD. This committee will act to develop policies and procedures including in the development of the Academic Plan and is the principal advisor for the University on matters of strategic academic planning.

##### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of eleven (11) voting members and three (3) non-voting members of Senate. The Committee is chaired by the VP, Academic and Research, Secretary of Senate (or designate) and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

One (1) Voting Member of Senate (assigned by Senate)

Seven (7) Faculty members (assigned by Senate with representation from all program areas)

One (1) voting Student member of Senate (elected by SUNSCAD)

##### Non-voting members

President of NSCAD

Chief Financial Officer (CFO)

Registrar

Guest, as required by the Committee

### Terms of Reference

The Policy and Planning Committee will:

- a) Develop and advise Senate on matters related to academic policy, planning and priorities within the limits defined in the NSCAD Constitution and By-Laws;
- b) Review yearly all academic policies and make recommendations for changes, deletions or development of new policies related to academics;
- c) Act to advise and review for Senate on the development and progress of the academic plan;
- d) Develop and review major academic structural changes and make recommendations to Senate;
- e) Recommend to Senate on matters of priority to the academic development of the University;
- f) Act in an advisory capacity and make recommendations to Senate on issues referred to it by Senate, the Chair of Senate, or the President;
- g) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Policy and Planning Committee (PPC).

### **6.4.5 Senate Research Committee (SRC)**

#### Mandate

The Senate Research Committee oversees and recommends to Senate on policies relating to research and grant activities and the development of programs that promote, support and celebrate high-quality research. The committee will communicate with the University on matters of importance to scholarly work and its dissemination.

#### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of seven (7) voting members and one (1) non-voting member of Senate. The Committee is chaired by the VP, Academic and Research, Secretary of Senate (or designate) and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

#### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Four (4) voting Faculty members of Senate

One (1) voting Student member of Senate (elected by SUNSCAD)



### Non-voting Members

President of NSCAD

Guest, as required by the Committee

### Terms of Reference

The Senate Research Committee will:

- a) Act as developer and advisor to Senate on matters related to research policy, planning and priorities within the limits defined in the NSCAD Constitution and By-Laws;
- b) Advise Senate on internal and external policies and practices for ethical, regulatory and other issues related to research and scholarly work and its dissemination;
- c) Advise Senate on internal and external funding of research and scholarly work;
- d) Recommend to Senate on matters of priority and planning for research at the University including the establishment of research centres and institutes;
- e) Review and report annually the activities of researchers, centres and institutes;
- f) Act in an advisory capacity to Senate on issues referred to it by Senate, the Chair of Senate, or the President;
- g) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Senate Research Committee (SRC)

## **6.4.6 Teaching and Learning Committee (TLC)**

### Mandate

The Teaching and Learning Committee, in keeping with the goals, timelines and priorities of the Academic Plan, will review and prepare templates, and make recommendations on the structure of course outlines and other pedagogy tools. The principal work of the committee will be to support and develop effective resources for teaching and learning and contribute to institutional objectives for the University.

### Subcommittees of TLC

- Off-Campus Subcommittee (OC)
- Art Education Subcommittee (AC)

### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of ten (10) voting members and one (1) regular non-voting member of Senate. The Committee is chaired by the Director of Teaching and Learning and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

#### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Two (2) voting Faculty members of Senate (Assigned by Senate)

Three (3) Faculty Members-at-Large (assigned by Senate)

One (1) Regular Part-Time Faculty member of Senate

One (1) voting Student member of Senate (Assigned by SUNSCAD)

#### Non-voting Members

Registrar

Guest, as required by the Committee

Director of Teaching and Learning

### Terms of Reference

The Teaching and Learning Committee will:

- a) Promote excellence in teaching and learning for all programs within the University;
- b) Assist in the development and review of the University's Academic Plan;
- c) Review and prepare templates for course outlines and other tools; and will act in an advisory role on the development of institutional, divisional and course outcomes;
- d) Review and advise Senate annually on the progress of the University's Academic Plan relative to the areas of this mandate;
- e) Act to develop policies related to the quality and excellence of teaching for the University's Undergraduate and Graduate programs;
- f) Act in an advisory capacity and make recommendations to Senate on issues referred to it by Senate, the Chair of Senate, or the President;
- g) Report on committee business to Senate two (2) times per year or as required by the work of the committee;

h) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Teaching and Learning Committee.

#### Terms of Reference Subcommittees of TLC

##### **6.4.6.1 Off-Campus Subcommittee (OC)**

###### Mandate

The Off-Campus Subcommittee supports opportunities for students to experience off-campus studies while ensuring a sound deliverable for academic work being performed for credit. The Subcommittee's main objectives are to oversee, review and revise as required policies and procedures for Off-Campus Study.

Off-Campus Study as defined as:

- Student Exchange
- Independent Study
- Internship
- Practicum
- Art In Schools Initiative
- Other opportunities that may arise

###### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of ten (10) voting members. The Subcommittee is chaired by the Coordinator Off-Campus, International and Advising (or designate) and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

###### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Registrar (or designate)

Academic Dean

Coordinator Off-Campus, International and Advising (Committee Chair)

Six (6) Full Time Faculty representatives (from each Division)

Student Union President (or designate)

#### **6.4.6.2 Art Education Subcommittee (AC)**

##### Mandate

To review existing and propose new art education initiatives in NSCAD undergraduate and graduate programs and curricula.

##### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of six (6) voting members. The Committee is chaired by the Director of MA in Art Education and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate  
(or designate)

Director of MA in Art Education

One (1) voting Faculty member of Senate (Assigned by Senate)

Two (2) Full Time Faculty representatives (assigned by Senate)

Registrar (or designate)

#### **6.4.7 Senate Graduate Committee (SGC)**

##### Mandate

The Senate Graduate Committee is the principal advisory body to Senate on for all graduate level programs. It is responsible for policy, planning, development and review from all sub-committees.

##### Subcommittee(s)

- Master of Design Subcommittee (MDes)
- Master of Fine Arts Subcommittee (MFA)

##### Committee Composition

The Committee is composed of ten (10) voting members and two (2) non-voting members of Senate. The Committee is chaired by the Vice-Chair of Senate (or designate) and meets at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Vice-Chair of Senate (Chair of Committee)

Academic Dean

Five (5) Faculty Members (one from each Division)

One (1) voting Faculty member (Senate assigned)

One (1) voting Student member of Senate (assigned by SUNSCAD)

Non-voting members

Registrar (or Designate)

One (1) Assistant Registrar

Guest, as required by the Committee

Terms of Reference

The Senate Graduate Committee will:

- a) Advise Senate on all matters related to graduate level programs at NSCAD;
- b) Advise Senate on policies and practices related to graduate level program development and implementation;
- c) Review all graduate level course development;
- d) Review policies and procedures for recruitment and admission of Graduate students;
- e) Reports on committee business to Senate four (4) times per year or as required by the work of the committee;
- f) Act in an advisory capacity and make recommendations to Senate on matters related to policy and planning of graduate-level study and programs;
- g) Act in an advisory capacity and make recommendations to Senate on such other issues which may be referred to it by Senate, the Chair of Senate, or the President;
- h) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Senate Graduate Committee.

Terms of Reference Subcommittees of SGC

**6.4.7.1 Master of Design Subcommittee (MDes)**

Mandate

The Subcommittee oversees and recommends policies relating to the MDes and the Post Baccalaureate Certificate in Design (PBAC) programs; meets regularly to discuss matters of program curriculum, structure and policy; serves the teaching and learning interests of MDes students in all

aspects of the Program's operation; makes recommendations on graduate admissions, including the Post Baccalaureate Certificate in Design; recommends the awarding of entrance scholarships, and oversees student performance reviews. Student representative on the subcommittee shall not participate in the student performance reviews. Under the authority of Senate, the subcommittee shall approve new topics courses within designated topic courses and report to Senate.

#### Subcommittee Composition, Meeting Frequency and Quorum

The subcommittee is composed of four (4) voting members. The Subcommittee is chaired by the Master of Design Program Director and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Master of Design Program Director (Subcommittee Chair)

Chair of the Design Division

One (1) (at least) full-time Design faculty member elected by the Division

One (1) graduate student from the Master of Design Program, elected by the graduate students in the Program

#### **6.4.7.2 Master of Fine Arts Subcommittee (MFA)**

##### Mandate

The Subcommittee meets to discuss matters of programming, curriculum, structure and policy; serves the interests of Master of Fine Arts students in all aspects of the Program's operation; oversees and approves recommendations on Master of Fine Arts admissions and makes recommendations on Master of Fine Arts Entrance Scholarships. Under the authority of Senate, the subcommittee shall approve new topics courses within designated topic courses and report to Senate.

#### Subcommittee Composition, Meeting Frequency and Quorum

The subcommittee is composed of seven (7) voting members. The subcommittee is chaired by the Master of Fine Arts Program Director and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Master of Fine Arts Program Director (Committee Chair)

Four (4) (1 each from each of the following Divisions; Craft, Art History and

Contemporary Culture, Fine Arts, and Media Arts)

One (1) first-year Master of Fine Arts student

One (1) second-year Master of Fine Arts student.

#### 6.4.8 Curriculum Committee (CC)

##### Mandate

To review all course proposals, changes, deletions, and general curricular concerns for NSCAD's for credit offerings, except for those specifically the responsibility of Faculty Forum. The Committee will prepare these proposals for presentation and vote in Senate.

##### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of nine (9) voting members and two (2) non-voting members of Senate. The Committee is chaired by the Vice-Chair of Senate (or designate) and meets at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

##### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Vice-Chair of Senate (Chair of Committee)

Five (5) Faculty Members (assigned by Senate with representation from all program areas)

One (1) voting student member of Senate (assigned by SUNSCAD)

##### Non-voting members

Registrar (or designate)

One (1) Assistant Registrar

Guest, as required by the Committee

##### Terms of Reference

- a) Review all new courses, changes to existing courses and undergraduate /graduate curriculum and prepare and recommend to Senate for approval using Senate policies and guidelines;
- b) Approve under the authority of Senate, new proposed topics within designated topic and report to Senate;
- c) Recommend to Senate on all policies and procedures related to the foundation year of studies;

- d) Recommend to Senate on policies and procedures pertaining to undergraduate programs and courses and recommend to Senate on policies and procedures pertaining to graduate programs and courses;
- e) Report to Senate quarterly on committee business or as required by the work of the committee;
- f) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Ad Hoc Curriculum Committee.

#### Terms of Reference Subcommittees of UCC

##### **6.4.8.1 BFA Interdisciplinary and Foundation Subcommittee**

###### Mandate

The BFA Interdisciplinary and Foundation Subcommittee meets to provide oversight, develop curriculum, structure and policy for the Interdisciplinary program and the Foundation year.

###### Subcommittee Composition, Meeting Frequency and Quorum

The Subcommittee is composed of eight (8) voting members. The Subcommittee is chaired by an assigned Senate member and meets as needed at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

###### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate

(or designate)

Four (5) Division Chairs (Foundation, Fine Arts, Media Arts, Craft, Art History and Contemporary Culture)

One (1) Faculty representative of Foundation

One (1) voting Faculty member of Senate (assigned by Senate)

One (1) voting Student member of Senate (assigned by SUNSCAD)

###### Non-Voting Member

Registrar (or designate)

##### **6.4.9 Scholarship and Awards Committee (SAC)**

###### Mandate

The Scholarship and Awards Committee's responsibilities include the recommending of students to Senate for scholarships, awards and bursaries on behalf of the University as per the criteria of each



individual scholarship, award or bursary and the principles outlined in the terms of reference. The committee will also review all matters, policies and procedures relating to awards, scholarships and bursaries.

#### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of nine (9) voting members and one (1) non-voting member of Senate. The Committee is chaired by the Registrar and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

#### Voting Members

VP, Academic and Research, Secretary of Senate (or designate)

Registrar (Chair of Committee)

One (1) voting Faculty member of Senate (assigned by Senate)

Five (5) Faculty members assigned by Senate (preferably with representation from all program areas)

One (1) voting Student member of Senate (assigned by SUNSCAD)

#### Non-voting members

Manager of Financial Aid and Student Counselling

Guest, as required by the Committee

#### Terms of Reference

The Scholarship and Awards Committee will:

- a) Act in an advisory capacity and make recommendations to Senate on all matters related to the awarding of scholarships, awards and bursaries;
- b) Recommend to Senate the awarding of all scholarships, awards and bursaries for the University as per the individual criteria of each;
- c) Review and develop policies and principles for the awarding of scholarships, awards and bursaries;
- d) Report committee business to Senate as required by the work of the committee no less than two (2) times per year, prepared by the Chair of the Committee;
- f) Will act in an advisory capacity and make recommendations to Senate on issues referred to it by Senate, the Chair of Senate, or the President;

g) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Scholarship and Awards Committee.

Note: At no time will the Scholarship and Awards Committee award more than is eligible to be allocated for any award, bursary or scholarship.

#### Committee principles for recommending awards, scholarships and bursaries

- The Committee shall award scholarships balancing two priorities, thereby ensuring the funds distributed are (1) benefitting an optimum number of students while (2) attracting and retaining students of exceptional merit. To achieve this balance, on a semi-annual basis, the Committee may choose to set limits on the number of scholarships or the total dollar amount awarded to each student.
- Scholarship awards based only on academic merit shall be determined by Grade Point Average, making an application process redundant.
- Scholarship awards requiring criteria indicated by the donor, other than, or in addition to, the consideration of a Grade Point Average, shall require an application process that includes the donor's criteria in addition to relevant full-time/part-time faculty and Division consultation.

The Scholarship and Awards Committee will continue to review the process for distributing awards.

Items for review within this process may include updating requirements, equitable distribution, the publication of former recipients and the inclusion of MFA, MDes and MA in Art Education students.

#### **6.4.10 Undergraduate Admissions Committee (UAC)**

##### Mandate

The Committee is responsible for overseeing, evaluating and implementing regulations and policies with regard to the admission of Undergraduate students to the University.

##### Committee Composition, Meeting Frequency and Quorum

The Committee is composed of ten (10) voting members and three (3) non-voting members. The Committee elects a Chair from the voting members and meets monthly or at the call of the Chair. Quorum for all meetings shall be 2/3 majority of voting members.

### Voting Members

Provost and Vice President, Academic and Research, Secretary of Senate (or designate)

Academic Dean

Seven (7) Faculty Representatives assigned (Fine Arts, Craft, Art History and Contemporary Culture, Media Arts, Design, Foundation)

One (1) Student member of Senate (elected by SUNSCAD)

### Non-voting members

Registrar

Director of Admission Services

Academic Affairs Officer

Guest, as required by the Committee

### Terms of Reference

The Undergraduate Admissions Committee will:

- a) Advise Senate on all matters related to the admission of Undergraduate students to the University;
- b) Review and recommend to Senate policies, regulations and procedures related to admissions, admission process and admission standards for all Undergraduate programs;
- c) Evaluate all applications for admission to the university in accordance with all University policies;
- d) Act in an advisory capacity and make recommendations to Senate on matters related to policy, planning and academic governance when required;
- e) Act in an advisory capacity and make recommendations to Senate on such other issues which may be referred to it by Senate, the Chair of Senate, or the President;
- f) Report to Senate twice per year or as required by the work of the committee;
- g) Review annually and make recommendations to Senate on the structure, mandate, committee composition and effectiveness of the terms of reference of the Undergraduate Admissions Committee.

### **Article 7: Other Committees of Senate**

1. Senate may establish *ad hoc* committees to perform specific tasks not assigned to Standing Committees;

2. Ad hoc committees of Senate shall be chaired by a member of Senate and may include other members of the College community, but may also include a majority of members who are not Faculty Members;
3. Ad hoc committees of Senate, at the time they are established, shall be given a clear and specific mandate and proposed membership;
4. Ad hoc committees shall dissolve when they have completed their assigned business and reported to Senate, or at the end of the academic year, whichever comes first.

### **Article 8: Amendments**

1. The Faculty Forum has the power to amend this Constitution and By-Laws;
2. The Constitution and By-Laws may be amended by a resolution passed by a two-thirds (2/3) majority of Faculty Forum;
3. A motion to amend requires thirty (30) days' Notice of Motion;
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

Approved August 30, 2007 by Faculty Forum

Approved November 1, 2007 by Board of Governors

Approved January 28, 2013 by Faculty Forum

Approved March 28, 2013 by Board of Governors

Approved December 8, 2014 by Faculty Forum

Approved March 26, 2015 by Board of Governors

Approved March 15th, 2019 by Faculty Forum

Approved June 27, 2019 by Board of Governors

Approved September 15, 2023 by Faculty Forum

Approved December 14, 2023 by Board of Governors