

FACULTY OF HEALTH BYLAWS

Approved by Senate, November 27, 2017

Powers and Duties of the Faculty

Definitions:

As per the University Act [RSBC 1996] Chapter 468

"Faculty" means, in the case of a special purpose, teaching university, an educational administrative division of a university constituted by the board as a faculty under section 39, or the dean and faculty members of a faculty, as the context requires

"faculty member" means a person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate

"support staff" means employees of the special purpose, teaching university who are not

- (a) officers of the special purpose, teaching university, or
- (b) deans or faculty members

(KPU uses the term "Professional support staff" to reference this category to avoid confusion with BCGEU support staff.)

1. As per the University Act, the powers and duties of the Faculty of Health (FoH), hereafter called the "Faculty" are established in part by the University Act which currently describes the Faculty as having the power and duty:
 - a. "to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
 - b. to provide for student representation in the meetings and proceedings of the Faculty,
 - c. subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business,
 - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
 - e. subject to an order of the president to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited,
 - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results,
 - g. to deal with, and subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties,
 - h. generally, to deal with all matters assigned to it by the Board or the Senate."

2. The Faculty will establish committees it considers necessary for the conduct of its affairs and business, and to empower such committees, to report directly to the appropriate committee(s) of Senate.
3. A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

Faculty Membership

4. Membership of the FoH consists of:
 - a. All those employed within the FoH as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
 - b. The Dean of the Faculty,
 - c. Associate Dean(s) of the Faculty,
 - d. Professional support staff (as per University Act, section 35.2(3)),
 - e. The President of the University,
 - f. And the Registrar, who is non-voting.
5. The FoH endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.

Conduct of Faculty Business

6. The Dean is the Chair of the Faculty.
7. The Chair of Faculty Council shall be the Vice Chair of the Faculty.
8. The Faculty shall have at least 2 regular meetings per academic year, whereby all members of FoH attend. Faculty meetings will be conducted as follows:
 - a. Main motions for consideration during Faculty meetings may be put forth by the Faculty Council, 5% of the eligible voting faculty as defined by Senate or through their program coordinators.
 - b. If further review and discussion of a main motion are needed prior to vote, a second Faculty meeting will be held 1 to 3 weeks following the first meeting. Determination of the need for a second meeting will be made by the Chair and Vice Chair of the Faculty.
 - c. Main motions may be withdrawn only by those persons or groups that presented the original motions.
 - d. Voting will be by a show of hands at the meeting or via on-line vote, in accordance with Senate electronic voting rules, as found in the Senate Bylaws.
 - e. A decision made by Faculty vote will override decisions made by individual programs.
 - f. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present.
 - g. Notice of a meeting of the Faculty with supporting information, shall be sent to the members of the Faculty at least 7 days in advance of a meeting.

- h. The normal process of business at meetings of the Faculty shall be set by the Faculty Chair.
- i. The quorum for meetings of the Faculty shall be 25 voting members with 80% of programs represented.
- j. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair, except as otherwise provided.
- k. The majority required to pass a resolution shall be a majority of the members present and voting, except in the case of adoption or amendment to these Bylaws, when the majority required shall be 2/3 of the members present and voting.
- l. Meetings of the Faculty will be open to observers unless an in-camera session has been called.
- m. The Chair may recognize non-members on any matter of business.
- n. The Faculty may decide at any time, by 2/3 of those present and voting, that a whole meeting or any part of a meeting be held in camera.
- o. Documents

Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty shall be made available to the University. Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

 - i. Items which are subject to solicitor/client privilege.
 - ii. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
 - iii. Items where disclosure could harm KPU's financial or economic interests.
 - iv. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
 - v. Items concerning negotiations carried on, by or for KPU.
 - vi. Items where disclosure could be harmful to individual or public safety.
 - vii. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
 - viii. Items where protection of a third party's personal information and privacy is involved, and
 - ix. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty and, if appropriate, the Senate.

- p. Except for meetings, or part of a meeting, held in camera, minutes of meetings of the Faculty shall be made available to the University.
- q. All documents presented to the Faculty shall normally be regarded as public. The Chair may declare a document confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.
- r. Upon recommendation from Faculty Council, the Faculty will vote on approved revisions of the Faculty Bylaws and Standing Committee Terms of Reference.

- s. In person meetings are preferred. Faculty meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.
9. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice Chair of the Faculty. Extraordinary meetings may also be called into session by a petition to Faculty Council from 5% of the eligible faculty as defined by Senate, or a petition to Faculty Council from any combination of at least 3 program areas through their program coordinators. Conduct of Extraordinary meetings will follow the conduct of Regular Faculty meetings, with the following additions:
- a. Faculty meetings will be announced by the Chair of Faculty and will be held between 2 and 4 weeks after the request.
 - b. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.

Faculty Council

Rules Governing Faculty Council Proceedings

Powers and Duties of the Faculty Council

10. The academic scope of Faculty Council will include the following:
- a. Academic programs
 - b. Development, delivery and evaluation of academic programs
 - c. Academic procedures
 - d. Academic awards to students
 - e. Calendar entries
 - f. Relations with professional organizations
 - g. Fiscally informed decision-making
 - h. Academic planning
11. The powers and duties of the Faculty Council are delegated by the FoH. Unless otherwise addressed in these Bylaws, the Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
12. Any recommendation to delete a program shall be sent, with a recommendation from the Faculty Council, to the Faculty, which will provide advice to the Senate, the Board, or other bodies within the University as required.
13. Any proposed changes to these Bylaws by Faculty Council must be recommended to, and approved by the Faculty.
14. Electronic voting rules may be used in accordance with Senate Bylaws.

15. Faculty Council may, by a 2/3 vote of those present and voting, send any other matter to the Faculty for decision or advice.
16. Faculty Council may, by a 2/3 vote of those present and voting, recommend to the Chair of the Faculty that an extraordinary Faculty Meeting be called to address a matter forwarded by the Faculty Council to the Faculty for decision or advice. Without a recommendation from Faculty Council, the Chair of the Faculty will determine whether a matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.

Faculty Council Membership

17. Membership of the FoH Faculty Council consists of:
 - a. One representative elected from each of the program areas in FoH. Each of these representatives shall be a faculty member as defined by the University Act (Voting),
 - b. Programs with less than 5 faculty members may combine membership (Voting),
 - c. The Dean of the Faculty (Voting),
 - d. One BCGEU representative from the FoH (Voting),
 - e. One student representative currently registered in a FoH program (Voting),
 - f. The Associate Dean(s) of the Faculty (Non-voting, unless representing the Dean),
 - g. Two Faculty senator representatives (Non-voting), of which at least one is present at each Faculty Council meeting,
 - h. One Office of the Registrar representative (Non-voting).
18. When the student seat is vacant, then this position will not count towards quorum.
19. Members of Faculty Council in their function as members of this body must serve the interests of the entire Faculty.
20. Senate Bylaw No. 3, *Conflict of Interest*, applies.
21. Elections to Faculty Council will normally occur in the spring each year, unless a vacancy occurs prior to that time.
22. In the event that no one comes forward, the Nominations Committee will recommend or appoint someone to Faculty Council.
23. Members are eligible for re-election on Faculty Council.
24. The term of each elected Councilor will commence on September 1, unless otherwise required.
25. Members of Faculty Council will serve a 3 year term unless otherwise required. In order to ensure continuity of department representation, this term may be modified as necessary prior to any election.

26. It is an expectation that a member will fulfill their term of office, however, under extraordinary circumstances, their written resignation must be submitted to the Chair.
27. When elected Faculty Council members leave their constituency position, the seat of that constituency shall be declared vacant.
28. In order to ensure adequate representation at committees, retiring members are responsible to post their position and date of vacancy to the appropriate program area at least 4 months in advance of the intended completion of the term. As well, this information must be provided to the Chair, Nominations.
29. Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.
30. The seat of any constituency member who is absent from three regular meetings of Faculty Council, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of Faculty Council.
31. The use of proxy votes is permitted for up to two (2) meetings, determined annually from the voting member's start date. An alternate must be drawn from the same program or be acting in the same administrative capacity as the voting member being replaced.
32. In the event that a seat of a member becomes vacant, a replacement shall be made according to the usual process as per Faculty Council Membership section, item 17. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
33. Chair and Vice Chair of Faculty Council
 - a. Voting members of the Faculty Council will elect one Chair from within the Faculty Council's voting membership. The election will normally occur on or about September 1, and the normal term will be at least 2 years, or a shorter term corresponding to the Chair's Faculty Council term.
 - b. Voting members of the Faculty Council will elect one Vice Chair from within the Faculty Council's voting membership. The election will normally occur on or about September 1, and the normal term will be at least 2 years.
 - c. The Chair is a voting member of the Faculty Council. Normally, the Chair abstains from voting. In the event of a tie, the Chair casts the deciding vote.
 - d. The Chair keeps the work of the Faculty Council directed toward its purpose and functions.
 - e. The Chair conducts Faculty Council meetings and carries out such activities as voted upon by members of Faculty Council.
 - f. The Chair calls special meetings when requested by the Senate or when requested by 40% of the members of Faculty Council.
 - g. The Chair communicates with the faculty and professional support staff as appropriate.

- h. The Chair may be removed by a majority vote of councilors present and voting at any duly called meeting of Faculty Council.
- i. The Vice Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
- j. The Vice Chair will support the work of the Standing Committees.
- k. The Chair will be a member of the Standing Committee of Academic Planning and Priorities/Budget and the Vice Chair will be a member of the Standing Committee on Nominations.
- l. In the event of a vacancy or absence of the Chair and Vice Chair, the Chair will ask another Faculty Council member to serve as Chair pro-tem.

Conduct of Faculty Council Business

- 34. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings unless otherwise specified in these Bylaws.
- 35. The Faculty Council shall normally have at least 6 regular meetings per academic year.
- 36. In cases of urgency, extraordinary meetings of the Faculty Council may be called by the Chair of the Faculty Council.
- 37. Notice of a meeting of the Faculty Council shall be sent to the members of the Faculty Council at least 5 working days in advance of a meeting, as per # 36.
- 38. The normal process of business at meetings of the Faculty Council will be set by the Chair in collaboration with Faculty Council members.
- 39. The quorum for meetings of the Faculty Council shall be a majority of the voting members.
- 40. Unless specified otherwise in these Bylaws, a majority vote shall be required to pass resolutions.
- 41. Meetings of the Faculty Council shall normally be open to observers.
- 42. The Chair may recognize non-members on any matter of business.
- 43. The Faculty Council may decide by a 2/3 vote of those present and voting, that a whole meeting or any part of the meeting be held in camera.
- 44. Documents
Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty Council shall be made available to the University.

Notwithstanding this Bylaw, the Chair may declare a document confidential, as per the following guidelines:

- a. Items which are subject to solicitor/client privilege.
- b. Items where disclosure could reasonably be expected to harm a security or disciplinary matter.
- c. Items where disclosure could harm KPU's financial or economic interests.
- d. Items relating to management of personnel or the administration of KPU and that have not yet been implemented or made public.
- e. Items concerning negotiations carried on, by or for KPU.
- f. Items where disclosure could be harmful to individual or public safety.
- g. Items where the disclosure of information could reasonably be expected to result in the premature disclosure of a proposal or project or in undue financial loss or gain to a third party.
- h. Items where protection of a third party's personal information and privacy is involved, and
- i. Any other item that in the opinion of the Chair is not appropriate to discuss in an open session.

In this case, the document shall only be presented and made available to members of the Faculty Council and, if appropriate, the Senate.

- 45. Except for meetings, or part of a meeting held in camera, minutes of meetings of the Faculty Council shall be made available to the University.
- 46. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 47. The Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
- 48. Review of the Faculty Bylaws and Standing Committee Terms of Reference (ToRs) will occur annually at Faculty Council, for submission and approval at a Faculty of the Whole meeting.
- 49. In person meetings are preferred. Faculty Council meetings may be conducted by video conference or teleconference as long as everyone can hear and/or see each other simultaneously.

Standing and Sub-Committees to Faculty Council Rules Governing Committee Proceedings

The following Standing Committees shall report to and be governed by Faculty Council:

- A. Academic Planning and Priorities/Budget
- B. Curriculum

- C. International and Global Education
- D. Learning and Innovation in Teaching Education
- E. Nominations
- F. Research and Scholarship

Conduct of Business for Standing and Sub-Committees of Faculty Council

- 50. Faculty Council shall establish such committees as the Faculty Council from time to time may deem fit and may specify the duties to be performed by such committees.
- 51. The Dean (or designated Associate Dean) is recognized as a voting member of committees.
- 52. The Chair and Vice Chair of Council are recognized as voting members of committees, as designated by the committees.
- 53. Committees of the Faculty Council are restricted to making recommendations to the Faculty Council, and may not assume any of the powers of the Council unless they are expressly delegated within these Bylaws. Only Standing Committees will be delegated Faculty Council authority.
- 54. When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations, and make a recommendation to the Faculty for endorsement.
- 55. Terms of office for Standing Committee members shall normally be 3 years.
- 56. Terms of office for student representatives shall normally be 1 year.
- 57. When the student seat is vacant, then this position on the committee will not count towards quorum.
- 58. Members shall be expected to serve on Faculty Council or a Faculty Council Standing or Subcommittee, with no more than a 3 year absence as a member of any FoH committee.
- 59. Faculty members shall serve only 1 term on a particular Standing or Subcommittee, after which they will leave that Committee. If exceptional circumstances arise, a member may serve 1 additional consecutive term.
- 60. Programs with less than 5 faculty members may combine membership and retain their individual program voting rights.
- 61. Terms of office may be adjusted by the Standing Committee on Nominations to ensure continuity of membership, and to correspond to terms on Faculty Council.

62. Quorum for each Committee shall be a majority of the voting members.
63. It is an expectation that a member will fulfill their term of office, however under extraordinary circumstances, their written resignation must be submitted to the Chair of the committee.
64. The committee seat of a member who leaves the constituency from which that member has been appointed shall be declared vacant.
65. The use of proxy votes is permitted for up to two (2) meetings, determined from the voting member's start date. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.
66. The seat of any constituency member who is absent from three regular meetings, determined annually from the voting member's start date, may be declared vacant by a simple majority vote of the committee.
67. The Chair of each Committee shall be responsible for establishing the agenda, and for distributing it at least 2 days prior to any meeting to the members of the Committee. They shall also provide a monthly report to Faculty Council on the activities of the Committee.
68. Committee Chairs and Vice Chairs (if applicable) will be selected as per individual Committee Terms of Reference.
69. Committee members shall ensure work of the committee will be continuous throughout the year and meet their responsibilities.
70. Annually review the mandate, composition, processes and approval criteria and make such recommendations to the Standing Committee on Nominations as may be appropriate.
71. Administrative support for each Committee shall be assigned by the Divisional Business Manager or designate, FoH.
72. Standing and Sub-Committee annual reports are due March 31st.



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Academic Planning and
Priorities/Budget

Mandate

The Standing Committee on Academic Planning and Priorities/Budget (AP&P/B) serves to support Faculty of Health (FoH) on matters relating to vision, support and development of FoH programs, fiscal policy, processes, allocations and implications.

Responsibilities

1. Advise Faculty Council (FC) on the mission statement and the educational goals, objectives, strategies and priorities of FoH
2. In consultation with the FoH Committee on Curriculum, advise FC on the establishment, suspension and/or discontinuance of educational programs.
3. Recommend priorities for implementation of new programs leading to certificates, diplomas, degrees, and post baccalaureate degrees
4. Provide information and evidence related to fiscal decision making to FC
5. Identify potential implications for various initiatives and budgetary decisions
6. Identify and suggest funding opportunities for new initiatives and community partnerships
7. Review and develop academic budget priorities, major capital plans, and recommend funding allocations to FC
8. Develop consultation and communication strategies related to budgetary matters
9. Suggest policies and processes for the development, review, implementation and communication of educational plans that support the priorities of FoH
10. Review internal and external recommendations and Action Plans pertaining to FoH program reviews
11. Establish such subcommittees as needed to fulfill the Committee's responsibilities
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members (a minimum of 9 voting members)

- 2 degree program faculty members from different programs
- 2 non-degree program faculty members from different programs
- 2 additional faculty members
- 1 student representative, approved by the FoH Standing Committee on Nominations
- the representative from FoH to the Senate Standing Committee on University Budget
- the representative from FoH to the Senate Standing Committee on Academic Planning & Priorities
- Chair of FC
- Dean or Associate Dean

Ex Officio Non-Voting Members

- One of the elected Senators representing FoH

- Divisional Business Manager

Terms of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Curriculum

Mandate

The Faculty of Health (FoH) Standing Committee on Curriculum serves to support, promote and coordinate the curricula of all FoH programs.

Responsibilities

1. Exercise the delegated authority of FoH Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and/or its appropriate Standing Committees for approval
2. Review periodically curricular and program components, (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes), admission and declaration requirements, and make such recommendations to FC as may be appropriate
3. Ensure that all curricula developed within the FoH conforms to University policies and procedures
4. Ensure appropriate consultation for courses that will be seeking articulation
5. Receive and review Program Concepts and Full Program Proposals (or such equivalent submissions) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), in consult with the FoH Standing Committee on Academic Planning and Priorities/Budget (AP&P/B), and report with recommendations to FC
6. Review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council
7. Receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council
8. Receive and review FoH course and/or program discontinuances, and report with recommendations to Faculty Council
9. Review external recommendations for licensing, recognition and accreditation
10. Review and recommend changes to curricular materials for the approval process
11. Track curricular changes
12. Review external programs going through the degree quality assessment boards as appropriate.
13. Select one member of the Curriculum Committee to represent FoH at KPU Senate Subcommittee on Course Curriculum (SCC)
14. Consult with KPU Committees and Standing Committees of FoH
15. Provide an annual written report to FC, due March 31st, on the work, operations and decisions of the committee

Membership

- Faculty members for this Committee are generated through program release positions for curricular work
- The Chair of the Committee will be the FoH Curriculum Coordinator. This is a posted time release faculty position and is a non-voting member except in the case of a tie

Voting Members (9 voting members)

- Program/Curriculum Coordinators from each FoH program

- Dean or Associate Dean
- 1 student representative, approved by FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Registrar (or designate)
- Educational Advisor
- FoH Senate faculty member representative for Senate Standing Committee on Curriculum (S2C2) (if applicable)

Terms of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on International and Global
Education

Mandate

The Faculty of Health (FoH) Standing Committee on International and Global Education (IGEC) serves to support, promote and coordinate opportunities for international and global education by:

1. Facilitating mobility of faculty and students
2. Promoting globalization of the curriculum by integrating international knowledge and scholarship
3. Assessing suitability of international placements and making recommendations to program curricula
4. Aligning FoH international activities with the overall KPU direction

Responsibilities

1. Promote reciprocal learning opportunities that foster the growth of the global community
2. Facilitate international and global learning opportunities
3. Support, promote and guide the globalization (international knowledge and scholarship integration) of curriculum
4. Foster and develop international partnerships in conjunction with KPU International
5. Review guidelines for international travel and placement requests
6. Promote experiences to share expertise and knowledge
7. Develop expertise in relation to global health
8. Explore funding opportunities
9. Create a database for past, current, and future international activities
10. Consult and engage with community stakeholders as needed
11. Consult with Kwantlen Polytechnic University (KPU) Committees and Standing Committees of FoH
12. Provide an annual written report to FC due March 31st, on the work, operations and decisions of the committee

Membership

- The Chair of IGEC will be elected from existing voting Faculty representatives. Chairs may serve a maximum of two consecutive terms (maximum 4 years)
- The Vice Chair of IGEC will be elected from existing voting Faculty representatives. Vice Chairs may serve a maximum of two consecutive terms (maximum 4 years)

Voting Members (10 including Chair and Vice Chair)

- 5 faculty members from different programs (1 each from BSN, BPN, BSN-PB, GNIE), (1 from HAUC and HCAP)
- 2 additional faculty members
- Dean or Associate Dean
- 2 student representatives from different programs. Representatives approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Member, KPU International

Terms of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Learning Innovation in
Teaching Education

Mandate

The Faculty of Health (FoH) Standing Committee on Learning Innovation in Teaching Education (LITE) serves to support, promote and coordinate opportunities for innovation in teaching through the use of technology and innovative resources by:

1. Facilitating innovation discussions, planning and resource development
2. Spearheading trials of new innovations
3. Providing consultations related to technology and innovation of teaching to FoH committees as requested.
4. Promoting professional development opportunities related to technology and innovation in teaching.

Responsibilities

1. Promote best use of current innovative and technological resources
2. Develop and sustain innovative trials and orientations
3. Foster and develop partnerships in conjunction with IET and other departments using innovative resources and technologies
4. Promote experiences to share expertise and knowledge
5. Develop expertise in relation to teaching innovation and technologies
6. Explore funding opportunities
7. Consult and engage with community stakeholders as needed
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
10. Make recommendations related to FoH innovative teaching expenditures

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members (7 voting members)

- 5 voting faculty members from different programs
- Dean or Associate Dean
- 1 student representative, approved by the FoH Standing Committee on Nominations

Ex Officio Non-Voting Members

- Vice Provost, Teaching and Learning or designate
- Learning Technologies Manager or designate

Terms of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair



Faculty of Health Bylaws and Terms of Reference Standing Committee on Nominations

Mandate

The Faculty of Health (FoH) Standing Committee on Nominations serves to support, promote and coordinate the population of FoH standing, subcommittees and governance committees.

Responsibilities

1. Advise Faculty Council (FC) regularly on matters related to elections, including timelines for nominations, elections and appointments as required to meet the needs of the Faculty, FC and standing and sub-committees
2. Ensure nominations are made for all elections for FC
3. Conduct and oversee elections for vacancies on FC and standing and sub-committees
4. Appoint or recommend members to serve on FC, standing and sub-committees as needed
5. Advise FC on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee processes as requested by FC
6. Establish such sub-committees as required to meet the FC committee's requirements
7. Maintain database of membership
8. Consult with KPU Committees and Standing Committees of FoH
9. Provide an annual written report to FC, due March 31st on the work, operations and decisions of the Committee
10. Nominate candidates for honorary degrees and or awards
11. Assist with completing the nomination package for award candidates

Membership

- The Chair will be elected from within the existing membership

Voting Members (8 voting members)

- 4 faculty members
- the representative from FoH to the Senate Nominating Committee (if applicable)
- Dean or Associate Dean or Divisional Business Manager
- Vice Chair, FC
- 1 student representative, approved by FoH Standing Committee on Nominations

Terms of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of the current voting committee members

Meetings

- Minimum of 6 meetings per year (on-site/electronic/teleconference), or at the call of the Chair



Faculty of Health
Bylaws and Terms of Reference
Standing Committee on Research & Scholarship

Mandate

The Faculty of Health (FoH) Standing Committee on Research and Scholarship (R&S) serves to support, promote and coordinate research and scholarship* in all FoH programs.

Responsibilities

1. Encourage the establishment of a culture within the Faculty of Health that supports scholarly activities
 - 1.1. Provide opportunities for faculty members, staff and students to develop a Research and Scholarship career plan
 - 1.2. Provide notification of conferences, research opportunities and funding possibilities to faculty
 - 1.3. Support development of Aboriginal and International research and scholarship at the institution
 - 1.4. Develop and maintain a database of FoH research activities/involvement (past, present and future)
2. Support the development of internal and external research and scholarship networks
 - 2.1. Facilitate opportunities for faculty to meet with external researchers to encourage collaborative research and scholarly projects
 - 2.2. Support faculty sponsors for visiting scholars
 - 2.3. Contribute to FoH newsletter to share activities with community
 - 2.4. Encourage dissemination of research and scholarship, including the use of K.O.R.A., Kwantlen's Open Resource Access repository.
 - 2.5. Foster interdisciplinary research and scholarship throughout the institution
 - 2.6. Promote evidence-based teaching and learning
 - 2.7. Promote student engagement in research and scholarship
 - 2.8. Ensure alignment between institutional and FoH research and scholarship goals
 - 2.9. Review and provide strategic direction on research programming
 - 2.10. Provide support for Office of Research and Scholarship (ORS) applications, .6 PD, faculty education leaves, Research Ethics Board (REB) applications, external funding and FoH funding grant applications
 - 2.11. Advocate for access to professional grant writers
 - 2.12. Facilitate the provision of educational sessions
 - 2.13. Provide internal peer review to support application development
3. Provide an annual written report to Faculty Council (FC), due March 31st, on the work, operations and decisions of the committee
4. Celebrate research and scholarship
5. Provide opportunities for faculty and students to present their research and scholarship
6. As necessary, consult with KPU Committees (ORS) and Standing Committees of FoH

Membership

- The Chair and Vice Chair will be elected from within the existing membership
- The Chair will serve as a member of the KPU Research and Scholarship Committee (when applicable) and as liaison between the two Committees
- The Chair and Vice Chair may serve a maximum of 2 consecutive terms of 3 years each
- The terms of members are to be staggered to ensure continuity in the work of the Committee

Voting Members (9 voting members)

- 3 degree program faculty members
- 3 non-degree program faculty members
- 1 additional faculty member
- 1 student representative, approved by the FoH Standing Committee on Nominations
- Dean or Associate Dean

Ex Officio Non-Voting Members

- 1 representative from the Office of Research & Scholarship (ORS)

Term of Office

- Faculty: 3 years
- Students: 1 year

Quorum

- A majority of current voting committee members

Meetings

- Minimum of 6 meetings per year, or at the call of the Chair

* KPU Model of Scholarship: discovery, integration, application, creative artistry and teaching *