

**Bylaws of the Faculty of
Academic and
Career Preparation**

Bylaws of the Faculty of Academic and Career Preparation

Powers and Duties of the Faculty

1. The powers and duties of the Faculty of Academic and Career Preparation (“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, and,
 - i. to form standing committees, and special committees from time to time as may be applicable, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
2. 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

3. Membership of the Faculty of Academic and Career Preparation consists of
 - a. All those employed within the Faculty of Academic and Career Preparation as an instructor, or an equivalent position designated by the Senate,
 - b. The Dean of the Faculty,
 - c. Associate Dean(s) of the Faculty,
 - d. Divisional Business Manager,
 - e. The Registrar, or designate, who is non-voting.
4. The Faculty of Academic and Career Preparation endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council (“Council”) and Standing Committees.
5. The Faculty of Academic and Career Preparation endorses the principle of support staff participation in Faculty decision making and will reflect this in the constitution of its Faculty Council and Standing Committees.
6. The Dean is the Chair of the Faculty.
7. The Chair of Council shall hold the position of Vice-Chair of the Faculty ex officio.

Conduct of Business of the Faculty

8. The Faculty will have at least one regular meeting per academic year.
9. In cases of urgency, extraordinary meetings of the Faculty shall be called by the Chair or the Vice-Chair of the Faculty.
10. Notice of a meeting of the Faculty will be sent to the members of the Faculty at least seven days in advance of a meeting.
11. The normal process of business at meetings of the Faculty shall be set by the Chair.
12. The quorum for meetings of the Faculty is the majority of its voting members.
13. Robert’s Rules of Order shall normally govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures will be excepted from the foregoing.
14. To pass a resolution, a vote from the majority of voting membership is required, except in the case of adoption of or amendments to these Bylaws, which requires a two-thirds majority vote.
15. Meetings of the Faculty will normally be open to observers.
16. The Chair may recognize non-members on any matter of business.

17. The Faculty may decide at any time, by a majority vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.
18. Minutes of open meetings of the Faculty will be recorded and distributed to the University.
19. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document will be made available in advance only to members of the Faculty and, if appropriate, the Senate.

Powers and Duties of Faculty Council

20. The powers and duties of Council, hereinafter referred to as Council, are delegated by the Faculty of Academic and Career Preparation (ACP); unless otherwise addressed in these Bylaws, Council has all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
21. Council shall make governance rules and regulations for the business of Council, including the creation of committees and the quorum necessary for conducting the business of its committees.
22. Council shall address all matters related to the business of Council that Faculty members bring forward to it.
23. Council shall address all matters related to the business of Council that the Senate, the Board of Governors, or the President assigns to it.
24. Appropriate representation of Faculty members shall be provided for in Council meetings and proceedings.
25. Council is responsible to ensure that appropriate student assessment practices and procedures (e.g., those related to entrance and placement) are maintained and followed.
26. Council shall make recommendations to Senate or other bodies within the University concerning the addition or deletion of courses of instruction, plans, and/or programs.
27. Council advises Senate in any matter, academic or otherwise, that affects the interests of ACP.
28. Council advises the President in any matter, academic or otherwise, that affects the interests of ACP.
29. Council nominates candidates for honorary credentials and awards.
30. Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.

31. Council may recommend changes to these Bylaws or those pertaining to Standing Committees of the Faculty. These recommendations must be approved by the Faculty and by Senate as required.

Faculty Council Membership

32. Council operates as a representative council which reports annually to the Faculty.
33. All those appointed to positions within the Faculty (as of September each year) are eligible for election to Council.
34. Representation by members of the Faculty is to be distributed between departments based on the size and composition of the department.
 - a. Each department determines the process for choosing, appointing, or electing its own Council representatives with the exception of one position, which is held by the department Chair.
 - b. Each department will inform the Nominations and Governance Committee of the process.
 - c. Where there are Co-Chairs for a department, each Chair or both Co-Chairs may attend Council meetings, but only one Chair may vote, except where the second Co-Chair has an elected/appointed voting position on Council.
35. ACP's Senators are ex-officio non-voting.
36. One voting seat for support staff.
37. One Upgrading Advisor, assigned to Council by the Dean, ex officio, non-voting.
38. Composition of Council will be reviewed annually in September, or as deemed necessary by Council or the Nominations and Governance Committee, to consider growth and other factors that may affect representation.
39. Each department shall nominate one student candidate. These nominations will go forward to the Nominations and Governance Committee, which shall recommend two representatives to the elected and ex officio members of Council for endorsement. The student nominees must be current students or alumni of the nominating department.

Role and Term of Members of Faculty Council

40. Members of Council, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must serve the interest of the entire Faculty to the best of their ability.
41. Senate Bylaw on Conflict of Interest applies.
42. Elections or recommendations for Council shall normally occur in the Spring semester

each year.

43. The term of each elected member shall normally begin on September 1 and be two years. An elected member must have an appointment consistent with the length of term; however, term lengths may vary. Prior to any election, where applicable, a department may modify this term to ensure a staggering of terms and continuity of departmental representation. In no case may the term exceed three years.
44. Any member may resign from Council by giving the Chair written notice.
45. A Council seat will be declared vacant if the representative leaves the department or resigns.
46. Any member who will be absent from a Council meeting shall notify the Chair prior to the meeting.
47. The use of alternates is not allowed.
48. The seat of any elected or appointed member who fails to attend three meetings of Council between September 1 and July 31 may be declared vacant by the Chair.
49. Replacements to fill vacant seats will be elected or appointed according to the usual process and will serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
50. Council members will commit to serving on at least one standing committee, as set by Council. Members who do not serve on at least one standing committee may have their seat on Council declared vacant by the Chair.

Faculty Council Chair and Vice-Chair Roles

51. Voting members of Council will elect one Chair from within the Council's voting membership. The election shall normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding with the Chair's Council term. The Chair is permitted to serve a maximum of two consecutive terms.
52. As a voting member of Council, the Chair has the same voting rights as any other member; however, the Chair shall protect the impartiality of this position by exercising this right only when the vote would affect the outcome, in which case a vote may be cast by the Chair, or the Chair may abstain. If the Chair abstains, the results of the vote are announced without mention of the Chair's vote. In the case of a tie without the Chair's vote, the Chair may vote in the affirmative, and adopt the motion, or abstain, by which the motion is lost.
53. Voting members of Council will elect a Vice-Chair from within Council's voting membership. The election shall normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding to the Vice-Chair's Council term. The Vice-Chair is permitted to serve a maximum of two consecutive

terms.

54. 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.
55. The Chair or Vice-Chair may be removed by a two-thirds majority vote of voting Council members present and voting at a meeting of the Council called expressly for this purpose and at which a quorum has been achieved.
56. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro tem.

Conduct of Business of Faculty Council

57. Council will normally have at least six (6) regular meetings per academic year. A schedule of meetings will be set at the commencement of the academic year.
58. In cases of urgency, extraordinary meetings shall be called by the Chair of Council or upon written request of two-thirds of the voting members of Council.
59. Notice of meetings and proposed agendas will be provided to the Faculty at least seven days prior to the meeting.
60. The quorum for meetings of Council shall be a majority of the voting membership.
61. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next Council meeting which forms a quorum. Any communication resulting from a meeting where no quorum is formed will be prefaced with a clear indication that the communication is subject to ratification. In the event that quorum is not met when a motion is time-sensitive, voting on the motion may proceed via electronic means.
62. Meetings shall normally be governed in conduct by Robert's Rules of Order. Such matters on which these Bylaws lay down specific procedures will be excepted from the foregoing.
63. Electronic voting will be conducted according to the process outlined in Senate bylaw 2.15.
64. Council will proceed with Faculty business at regularly scheduled Council meetings where there is a quorum. Council will have the right to delegate business to Standing Committees and ad hoc committees, which shall make any recommendations to Council for consideration.
65. Council's agenda will be set by the Chair (or Vice-Chair) in consultation with the members of Council.
66. To pass a resolution, meetings require a majority of the voting membership present at the meeting, except in the case of adoption of amendments to the Bylaws, for which a

vote comprising two-thirds of the voting members of Council will be required. Any Bylaw amendment will be subject to ratification by the voting members of the Faculty and Senate as required.

67. Meetings of Council will be open to all members of the Faculty and observers.
68. From time to time Council may invite guests to present at Council meetings and to answer questions related to their presentations.
69. Council may decide at any time, by majority vote of those present and voting, that an entire meeting or any part of the meeting be held *in camera*.
70. All documents presented to Council shall normally be regarded as public. Council may by a two-thirds vote declare a document to be confidential.
71. Minutes of Council meetings shall be recorded and made available to the University.

Committees of Faculty Council

72. Committees of Council are restricted to making recommendations to Council, and may not assume any of the powers of Council unless they are expressly delegated within these Bylaws. Committees may be Standing or ad hoc committees. Only Standing Committees will be delegated Council authority.
73. Council shall establish such committees, consisting of members and/or non-members, as needed and may specify the duties to be performed by such committees.
74. The following Standing Committees shall report to and be governed by Council:
 - a. Academic Planning and Priorities,
 - b. Assessment and Testing,
 - c. Communications,
 - d. Curriculum,
 - e. Nominations and Governance,
 - f. Research and Scholarship.
75. Standing Committees determine their membership as warranted; however, members of Standing Committees may include:
 - a. faculty members from the Faculty,
 - b. the Dean or designate,
 - c. the Chair or the Vice-Chair of Council,
 - d. the Divisional Business Manager
 - e. two voting Council members, appointed by Council,
 - f. one student representative, where possible, appointed by Council;

- g. additional membership from the Faculty, as deemed appropriate by Council or the standing committee (e.g., the ACP Educational Advisor for the Standing Committee on Curriculum).
- 76. Quorum for meetings of Faculty Council Standing Committees shall be the majority of the total number of voting members.
- 77. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next meeting which forms a quorum. Any communication coming out of a meeting where no quorum was present will be prefaced with a clear indication the communication is subject to ratification.
- 78. Any Committee member may resign from a committee by giving the Chair of the Committee written notice.
- 79. The Committee seat of a member who leaves the constituency from which that member has been appointed will be declared vacant.
- 80. All vacancies will be reported to the Standing Committee on Nominations and Governance.

Standing Committee on Academic Planning and Priorities

The mandate of the Standing Committee on Academic Planning and Priorities is to advise Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty.

To fulfill this mandate, the Committee will:

- a. advise Council on the establishment, revision or discontinuance of educational programs and other curricular changes;
- b. advise Council on Pathway-related information and data;
- c. advise Council on the establishment or discontinuance of departments of the Faculty;
- d. advise Council on the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions or external organizations;
- e. advise Council on processes for the development, review, implementation and communication of academic plans;
- f. advise Council on the Faculty budget;
- g. in consultation with the ACP Standing Committee on Research and Scholarship, advise Council on how research and scholarship within the Faculty may be facilitated,
- h. review Program Review reports;
- i. establish such subcommittees as needed to fulfill the Committee's responsibilities, as well as reporting mechanisms for these subcommittees; and

- j. perform other duties as assigned by Council.

Membership

The Committee will have the following voting members:

- a. Department Chairs plus 1 faculty member from each department;
- b. 2 members of Council if not found among A;
- c. Dean;
- d. Associate Dean;
- e. Divisional Business Manager;
- f. One student representative appointed by Council.

The Committee Chair will be elected from the voting members of the Committee.

For Departments that have Co-Chairs, in the event that the named Co-Chair member cannot attend, the other Co-Chair can serve as a voting member for that Department.

Standing Committee on Assessment and Testing

The mandate of the Standing Committee on Assessment and Testing is to ensure that students entering programs in Academic and Career Preparation and other areas of the University are efficiently and effectively assessed and appropriately placed.

To fulfill this mandate, the Committee will:

- a. Review/monitor best practices in English language proficiency assessments and make appropriate recommendations;
- b. Liaise with Assessment and Testing Services, the English Department, and other areas of the university involved in assessment and testing;
- c. Liaise with other areas of the University regarding placement assessments, including the ACP Dean's Office, Future Students' Office, Advising, KPU International, and Vice President, Students;
- d. Review and revise documents related to placement assessments;
- e. Request and review placement assessment data from departments, the Office of Planning and Accountability, or other areas of the University;
- f. Review placement assessment information on the Assessment and Testing website and other areas of the KPU website to ensure clarity, accuracy and ease-of-use;
- g. Establish such subcommittees as needed to fulfill the Committee's responsibilities such as the annual assessment standardization meeting for ENGL, EU, and ELS; and

- h. Perform other duties as assigned by Council.

Membership

The Committee will have the following voting members:

- a. Two faculty members from English Upgrading;
- b. Two faculty members from English Language Studies;
- c. ACP Academic Advisor;
- d. Dean or designate;
- e. One member of Council if not found among the above.

Participating or non-voting members may include representatives from the following:

- a. English Department faculty member(s) preferably from the English Placement Test Committee;
- b. Assessment and testing manager or designate;
- c. Future Students' Office;
- d. KPU International (Recruitment/Admissions and/or Advising twice per year).

The Committee Chair will be elected from the voting members of the Committee.

Standing Committee on Communications

The mandate of the Standing Committee on Communications is to help ensure ACP courses and programs are well-known so that potential students who need our programs can become aware of them and find them.

To fulfill this mandate, the Committee will:

- a. work with the ACP Dean's Office, KPU Marketing and Communications, and Future Students' Office to identify marketing priorities and strategies to promote ACP offerings to relevant internal and external audiences;
- b. report to the Council on Committee activities. The Committee Chair, or designate, may attend Council meetings for this purpose.

Membership

The Committee will have the following voting members:

- a. Two members from each department within the Faculty;
- b. The Dean or designate;

Participating or non-voting members may include representatives from the following:

- a. Marketing and Communications;
- b. Future Students' Office.

The Committee Chair will be elected from the voting members of the Committee.

Standing Committee on Curriculum

The mandate of the Standing Committee on Curriculum is to receive, review, and approve all course curriculum within ACP, and to recommend curriculum to Senate and its standing committees for approval.

To fulfill this mandate, the Committee will:

- a. exercise the delegated authority of Council to receive, review, and approve all curricula offered for credit by the departments, and to recommend curricula to Senate and its appropriate Standing Committees for approval;
- b. ensure that all curriculum materials are properly documented for approval;
- c. review curricular and program components as brought forward by the ACP Departments including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes, and make such recommendations to ACP Departments or Council as may be appropriate;
- d. ensure that all curricula developed within the Faculty conform to University policies and procedures;
- e. ensure appropriate consultation for courses;
- f. receive and review Program Concept Papers and Full Program Proposals (or equivalent submissions) for new programs; consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Council;
- g. receive and review program revisions, and report with recommendations to Council;
- h. review Pathway data on student success in ACP and undergraduate courses and advise Council, other KPU departments, or other relevant bodies as appropriate;
- i. provide detailed minutes, including a list of curricula approved at each meeting of the Curriculum Committee, for information, to the next scheduled meeting of Council;
- j. attend/ensure attendance by each department at provincial articulation meetings and bring reports back to Council;
- k. periodically review the Committee's mandate, composition, processes, and approval criteria and makes such recommendations to the Nominations and Governance Committee as may be appropriate;

- l. establish such subcommittees as required to fulfill the Committee's responsibilities; and
- m. perform other related duties as assigned by Council.

Membership

The Committee will have the following voting members:

- a. Two faculty members from English Upgrading;
- b. Two faculty members from English Language Studies;
- c. Two faculty members from Access Programs;
- d. ACP Academic Advisor;
- e. Associate Dean, or designate;
- f. One member of Council if not found among the above.

Participating or non-voting members may include representatives from the following:

- a. Office of the Registrar Representative;
- b. KPU International (Recruitment/Admissions and/or Advising).

The Committee Chair will be elected from the voting members of the Committee.

Standing Committee on Nominations and Governance

The mandate of the Standing Committee on Nominations and Governance is to advise Council on all matters related to Council processes and proceedings.

To fulfill this mandate, the Committee will:

- a. advise Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Council, and Standing Committees;
- b. advise Council on matters related to awards and recognitions, including timelines for nominations and selection;
- c. receive calls for nominations and ensure that nominations are made for all elections for the Faculty, Council, Senate, or other KPU committees, where necessary;
- d. appoint or recommend members to serve on Council and Committees as outlined in these Bylaws;
- e. advise Council on procedures for the recommendation and selection of Faculty representatives for University committees, and oversee these processes as requested

by Council;

- f. advise Council on matters related to duties of members and conflict of interest;
- g. coordinate the work of Council Committees, especially where consultation between Committees is required;
- h. regularly review the Bylaws of the Faculty of Academic and Career Preparation, and provide advice to Council, which will make any recommendations to the Faculty for approval;
- i. review at least once every three years the configuration of Standing Committees, their membership, terms of reference, and their consultation and reporting relationships, and propose to Council any recommendations for change;
- j. establish such subcommittees as required to fulfill the Committee's responsibilities; and
- k. perform other duties as assigned by Council.

Membership

The Committee will have the following voting members:

- a. Chair plus 1 faculty member from each department;
- b. 2 members of Council if not found among A;
- c. Dean or designate.

The Committee Chair will be elected from the voting members of the Committee.

Standing Committee on Research and Scholarship

The mandate of the Standing Committee on Research and Scholarship is to advise Council on how research and scholarship within the Faculty may be facilitated in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in recognition of the diversity of research and scholarship undertaken in various disciplines within the Faculty.

To fulfill this mandate, the Committee will:

- a. celebrate exemplary research and scholarship through public recognition and dissemination;
- b. advise on the planning and operation of research and scholarship initiatives;
- c. review annually the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

- d. perform other duties as assigned by Faculty Council.

Membership

The Committee will have the following voting members:

- a. 1 faculty member from each department;
- b. 1 member of Council if not found among A;
- c. Dean;
- d. Associate Dean;
- e. One student representative appointed by Council.

The Committee Chair will be elected from the voting members of the Committee.