

FACULTY OF HEALTH BYLAWS

Faculty of the Whole

Definitions

1. As per the University Act [RSBC 1996] Chapter 468
 - 1.1. "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.'
 - 1.2. "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
 - 1.3. "professional support staff" means employees of the special purpose, teaching university who are not
 - 1.3.1. Officers of the special purpose, teaching university, or
 - 1.3.2. Deans or faculty members.
2. For the purposes of governance in the Faculty of Health,
 - 2.1. "program" refers to a collection of courses resulting in a KPU credential at the graduate or undergraduate level.
3. As per the University Act, the powers and duties of the Faculty of Health, hereafter called the "Faculty" are established in part by the University Act which currently describes the Faculty as having the power and duty:
 - 3.1. "to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
 - 3.2. to provide for student representation in the meetings and proceedings of the Faculty,
 - 3.3. 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,
 - 3.4. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
 - 3.5. 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,
 - 3.6. 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,

- 3.7. 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,
- 3.8. generally, to deal with all matters assigned to it by the Board or the Senate.”
- 4. 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.
- 5. 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

- 6. Membership of the Faculty of Health consists of:
 - 6.1. All those employed within the Faculty of Health as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
 - 6.2. The Dean of the Faculty,
 - 6.3. Associate Dean(s) of the Faculty,
 - 6.4. Professional support staff (as per University Act, section 35.2(3)),
 - 6.5. The President of the University,
 - 6.6. And the Registrar, who is non-voting.
- 7. The Faculty of Health 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

- 8. The Dean is the Chair of the Faculty.
- 9. The Chair of Faculty Council shall be the Vice Chair of the Faculty.
- 10. The Faculty shall have at least two regular meetings per academic year.
 - 10.1. Notice of a regular meeting of the Faculty, shall be sent to the members of the Faculty at least thirty days in advance of a meeting
 - 10.1.1. Supporting information shall normally be sent to the faculty at least fourteen calendar days in advance of a regular meeting.
 - 10.2. The normal process of business at meetings of the Faculty shall be set by the Faculty Chair.
 - 10.3. The quorum for meetings of the Faculty shall be 25 voting members.
 - 10.4. Robert’s Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair, except as otherwise provided.

- 10.5. The majority required to pass a resolution shall be a majority of the members present and voting.
- 10.5.1. In the case of adoption or amendment to these Bylaws, the majority required shall be two thirds of the members present and voting.
- 10.6. Main motions for consideration during Faculty meetings may be put forth by the Faculty Council, five percent of the eligible voting faculty as defined by Senate or through their Program Chairs.
- 10.7. If further review and discussion of a main motion are needed prior to vote, a second Faculty meeting will be held one to three 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.
- 10.8. Main motions may be withdrawn only by those persons or groups that presented the original motions.
- 10.9. 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.
- 10.10. A decision made by Faculty vote will override decisions made by individual programs.
- 10.11. 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.
- 10.12. The Chair may recognize non-members on any matter of business.
- 10.13. The Faculty may decide at any time, by two thirds of those present and voting, that a whole meeting or any part of a meeting be held in camera.
- 10.14. Minutes of open meetings of the Faculty shall be recorded and made available to the University community.
- 10.15. All documents presented to the Faculty shall normally be available to the University community, unless otherwise stipulated by the Chair. The Chair may, subject to ratification by a simple majority vote of the Faculty, stipulate that a document be confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.
- 10.16. Meetings of the Faculty will be open to observers unless an in-camera session has been called.
- 10.17. Upon recommendation from Faculty Council, the Faculty will vote on approved revisions of the Faculty Bylaws and Standing Committee Terms of Reference.
- 10.18. 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.
11. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice Chair of the Faculty.

12. 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 three program areas through their Program Chairs.
13. Notice of an extraordinary meeting of the Faculty shall be sent to the members of the Faculty at least seven business days in advance of a meeting.
14. Conduct of Extraordinary meetings will follow the conduct of Regular Faculty meetings, with the following additions:
 - 14.1. Faculty meetings will be announced by the Chair of Faculty and will be held between one and three weeks after the request.
 - 14.2. 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

Powers and Duties of the Faculty Council

15. The academic scope of Faculty Council will include the following:
 - 15.1. Fiscally informed decision-making
 - 15.2. Academic planning
 - 15.3. Academic programs
 - 15.4. Development, delivery and evaluation of academic programs
 - 15.5. Academic procedures
 - 15.6. Calendar entries
 - 15.7. Relations with professional organizations
 - 15.8. Academic awards to students.
16. The Faculty may, in the case of projects, needs, or issues, create a task force reporting directly to the Faculty Council, which will set the mandate and membership of that task force as appropriate.
 - 16.1. Task Forces created by the Faculty shall not hold delegated authority and are restricted to the making of recommendations.
17. The powers and duties of the Faculty Council are delegated by the Faculty of Health. 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.
18. Any recommendation to discontinue 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.
19. Any proposed changes to these Bylaws by Faculty Council must be recommended to, and approved by the Faculty.
20. Electronic voting rules may be used in accordance with Senate Bylaws.
21. Faculty Council may, by a two thirds vote of those present and voting, send any other matter to the Faculty for decision or advice.
22. Faculty Council may, by a two thirds 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

23. Membership of Faculty Council consists of:

23.1. Voting Members

23.1.1. One program representative elected from each of the program areas in The Faculty of Health. Each of these representatives shall be a faculty member as defined by the University Act.

23.1.1.1. In order to be eligible for election or appointment as a program representative, a faculty member must be assigned to teach in that program. Should the faculty member no longer be assigned to teach in the program in question, they may, on request of the program represented, complete their term but may not be reappointed until they are again assigned to teach in that program.

23.1.1.2. Programs may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative. The nomination of alternative representatives should occur on a yearly basis.

23.1.1.3. For programs with fewer than five faculty, a faculty member may be designated an alternate representative for a program in which they do not teach.

23.1.1.4. A member may only occupy one role on any given committee.

23.1.2. Dean or Designate.

23.1.3. One Faculty of Health BCGEU representative.

23.1.3.1. Faculty of Health BCGEU members may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

23.1.4. One student representative currently registered in a Faculty of Health program.

23.1.4.1. The student body may nominate up to two alternative representatives one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

23.1.5. Any representative who will be absent from a meeting must provide the Chair advance email notice and the name of their designated alternate.

23.2. Non-Voting Members.

23.2.1. Associate Dean(s) or Designate.

23.2.2. The Faculty Senators.

23.2.3. One Office of the Registrar representative.

24. Members of Faculty Council in their function as members of this body must serve the interests of the entire Faculty.

25. Senate Bylaw No. 3, *Conflict of Interest*, applies.

26. Elections to Faculty Council will normally occur in the fall each year, unless a vacancy occurs prior to that time.
27. Members are eligible for re-election on Faculty Council.
28. The term of each elected faculty representative will normally be three years, commencing on January 1st.
29. The term of each elected student representative shall normally be one year.
30. The Nominations Committee will endeavor to stagger nominations to ensure that no more than 1/3 of the voting membership of Faculty Council changes in a given year.
31. Members are encouraged to resign when full time attendance is about to become unmanageable. Email resignation from Faculty Council must be submitted to the Chairs of Faculty Council and the Nominations Committee.
32. A seat that is filled neither by the elected representative nor appointed alternatives for two meetings in a given calendar year, may be declared vacant by a simple majority vote of the committee.
33. In the event that a seat of a member become vacant, the term of their replacement shall normally be the remainder of the original term.
34. Only voting faculty members are eligible for Chair and Vice Chair positions.
35. Voting members of the Faculty Council will elect one Chair from within the Faculty Council's voting membership.
36. 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 temporarily. Should this not occur, the Dean shall serve as Chair pro-tem.
37. The Chair's normal term will be two years, or a shorter term corresponding to the Chair's Faculty Council term.
38. The Chair may be removed by a majority vote of councilors present and voting at any duly called meeting of Faculty Council.
39. 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.
40. The Chair will be a member of the Standing Committee of Academic Planning and Priorities/Budget.
41. The Chair keeps the work of the Faculty Council directed toward its purpose and functions.
42. The Chair conducts Faculty Council meetings and carries out such activities as voted upon by members of Faculty Council.
43. The Chair may call an extraordinary meeting of Faculty Council by providing seven business days' notice.
44. The Chair will call an extraordinary meeting of Faculty Council when requested by Senate or when requested by 40% of the members of Faculty Council.

45. Voting members of the Faculty Council will elect one Vice Chair from within the Faculty Council's voting membership, and the normal term will be at least two years.
46. The Vice Chair shall chair Faculty Council in the absence of the Chair and shall assist the Chair in the performance of their duties as Chair.
47. The Vice Chair will be a member of the Standing Committee on Nominations.
48. The Vice Chair will support the work of the Standing Committees.

Conduct of Faculty Council Business

49. The Faculty Council shall normally have at least 6 regular meetings per academic year.
50. Notice of a meeting of the Faculty Council with supporting information shall normally be sent to Faculty Council at least seven business days in advance of a meeting.
51. The normal process of business at meetings of the Faculty Council will be set by the Chair.
52. In person attendance at Faculty Council meetings is preferred where at all possible.
 - 52.1. When attendance in person is not feasible, members may participate in a faculty council meeting by telephone or other means that permits the participants to communicate effectively during the meeting.
53. The Chair of Faculty Council may determine that a meeting shall be held entirely by telephone or other means so long as the method used permits all participants to communicate effectively during the meeting.
54. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings unless otherwise specified in these Bylaws.
55. The quorum for meetings of the Faculty Council shall be a majority of the voting members.
 - 55.1. When the student seat is vacant, then this position will not count towards quorum.
56. 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.
57. Unless specified otherwise in these Bylaws, a majority vote shall be required to pass resolutions.
58. Meetings of the Faculty Council shall normally be open to observers.
59. The Chair may recognize non-members on any matter of business.
60. The Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
61. The Faculty Council may decide by a two thirds vote of those present and voting, that a whole meeting or any part of the meeting be held in camera.
62. All documents presented to the Faculty Council shall be made available to the University community.

- 62.1. The Chair may, subject to ratification by a simple majority vote of Faculty Council, stipulate that a document be confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.
63. Minutes of open meetings of the Faculty Council shall be recorded and made available to the University.

Standing Committees of Faculty Council

64. The following Standing Committees shall report to and be governed by Faculty Council:
- 64.1. Academic Planning and Priorities/Budget
 - 64.2. Curriculum
 - 64.3. Nominations
 - 64.4. Research and Scholarship.

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

65. 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.
66. 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.
67. 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.
68. Terms of office for Standing Committee members shall normally be three years.
69. Faculty members may serve a maximum of two consecutive terms on a particular Standing or Sub-Committee. If exceptional circumstances arise, a member may serve one additional consecutive term. Third term extensions must be approved by Faculty Council after consultation with the Nominations Committee.
70. Terms of office for student representatives shall normally be one year.
71. Members are encouraged to resign their committee when full time attendance is about to become unmanageable.
72. Written resignation from any Standing or subcommittee must be submitted in writing to the Chair of the committee, Faculty Council, and the Nominations Committee.
73. A seat that is filled neither by the elected representative nor elected alternatives for two meetings in a given calendar year, may be declared vacant by a simple majority vote of the committee.
74. Quorum for each Committee shall be a majority of the voting members.

- 74.1. When a student representative is absent, this absence will not count towards quorum.
75. Committee Chairs and Vice Chairs (if applicable) will be selected as per individual Committee Terms of Reference.
76. The Chair of each Committee shall be responsible for establishing the agenda, and for distributing it at least two days prior to any meeting to the members of the Committee.
77. Committee members shall ensure work of the committee will be continuous throughout the year and meet their responsibilities.
78. All committees shall annually review their terms, mandate, composition, processes and approval criteria and make their recommendations to the Standing Committee on Nominations as may be appropriate.
79. Administrative support for each Committee shall be assigned by the Faculty of Health Business Manager or designate.
80. All Standing and Sub-Committee shall provide brief annual reports of their activities as directed by Faculty Council.

Standing Committee on Academic Planning and Priorities/Budget Mandate & Responsibilities

81. The Standing Committee on Academic Planning and Priorities/Budget (AP&P/B) serves to support the Faculty of Health on matters relating to vision, support and development of Faculty of Health programs, fiscal policy, processes, allocations and implications.
82. The Standing Committee on Academic Planning and Priorities/Budget shall:
 - 82.1. Advise Faculty Council (FC) on the mission statement and the educational goals, objectives, strategies and priorities of the Faculty of Health.
 - 82.2. In consultation with the Faculty of Health Standing Committee on Curriculum, advise Faculty Council on the establishment, suspension and/or discontinuance of educational programs.
 - 82.3. Recommend priorities for implementation of new programs leading to certificates, diplomas, degrees, and post baccalaureate degrees.
 - 82.4. Provide information and evidence related to fiscal decision making to FC.
 - 82.5. Identify potential implications for various initiatives and budgetary decisions.
 - 82.6. Identify and suggest funding opportunities for new initiatives and community partnerships.
 - 82.7. Review and develop academic budget priorities, major capital plans, and recommend funding allocations to FC.
 - 82.8. Develop consultation and communication strategies related to budgetary matters.
 - 82.9. Suggest policies and processes for the development, review, implementation and communication of educational plans that support the priorities of the Faculty of Health.
 - 82.10. Review internal and external recommendations and Action Plans pertaining to Faculty of Health program reviews.
 - 82.11. Establish such subcommittees as needed to fulfill the Committee's responsibilities.
 - 82.12. Report annually, and at the request of Faculty Council, on the work, operations and decisions of the committee.

Membership

83. Membership of the Standing Committee on Academic Planning and Priorities/Budget consists of:
 - 83.1. Voting Members
 - 83.1.1. One representative elected from each of the program areas in the Faculty of Health. Each of these representatives shall be a faculty member as defined by the University Act.
 - 83.1.1.1. In order to be eligible for election or appointment as a program representative a faculty member must be assigned to teach in that program. Should the faculty member no longer be assigned to teach in the program in

question, they may, on request of the program represented, complete their term, but may not be reappointed until they are again assigned to teach in that program.

83.1.1.2. Programs may nominate up to two alternative representatives, one of whom who may, should the regular representative provide notice of absence, participate and vote in the stead of that representative. The nomination of alternative representatives should occur on a yearly basis.

83.1.1.3. For programs with fewer than five faculty, a faculty member may be designated an alternate representative for a program in which they do not teach.

83.1.1.4. A member may only occupy one role on the committee.

83.1.2. Dean or Designate.

83.1.3. One BCGEU representative from the Faculty of Health.

83.1.3.1. Faculty of Health BCGEU members may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

83.1.4. One student representative currently registered in a Faculty of Health program.

83.1.4.1. The Faculty of Health student body may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

83.2. Non-Voting Members.

83.2.1. One of the Faculty of Health Senators.

83.2.2. Chair of Faculty Council

83.2.3. Divisional Business Manager.

83.2.4. Faculty of Health representative to the Senate Standing Committee on University Budget.

83.2.5. Faculty of Health representative to the Senate Standing Committee on Academic Planning & Priorities.

Conduct of Business

84. The Chair and Vice Chair will be elected from within the existing membership.

85. The Chair and Vice Chair may serve two consecutive terms of three years each.

86. The terms of members are to be staggered to ensure continuity in the work of the Committee.

87. The term of Office for voting members is three years, commencing January 1st..

87.1. The term of office for student representatives is normally one year.

88. The Quorum shall be a majority of voting members.

88.1. When the student representative is absent, this absence will not count towards quorum.

89. The Standing Committee on Academic Planning and Priorities/Budget shall normally have at least six meetings per academic year.

Standing Committee on Curriculum

Mandate & Responsibilities

90. The Faculty of Health Standing Committee on Curriculum serves to support, promote and coordinate the curricula of all Faculty of Health programs.
91. The Standing committee on Curriculum shall:
 - 91.1. Exercise the delegated authority of the Faculty of Health 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.
 - 91.2. 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.
 - 91.3. Ensure that all curricula developed within the Faculty of Health conforms to University policies and procedures.
 - 91.4. Ensure appropriate consultation for courses that will be seeking articulation.
 - 91.5. 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 Faculty of Health Standing Committee on Academic Planning and Priorities/Budget and report with recommendations to Faculty Council.
 - 91.6. 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.
 - 91.7. Receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council.
 - 91.8. Receive and review Faculty of Health course and/or program discontinuances, and report with recommendations to Faculty Council.
 - 91.9. Review and recommend changes to curricular materials for the approval process
 - 91.10. Track curricular changes.
 - 91.11. Review external programs going through the degree quality assessment boards as appropriate.
 - 91.12. Consult with KPU Committees and Standing Committees of the Faculty of Health.
92. Recommend the Faculty of Health representative to Senate Standing Committee Curriculum to Faculty of Health Nominations.
93. Provide an annual written report to Faculty Council, on the work, operations and decisions of the Standing Committee on Curriculum.

Membership

94. Voting Membership in the Standing Committee on Curriculum consists of:

94.1. Voting Members

94.1.1. One Curriculum Committee representative elected from each of the program areas in the Faculty of Health. Each of these representatives shall be a faculty member as defined by the University Act.

94.1.1.1. In order to be eligible for election or appointment as a program representative a faculty member shall be chair (preferred) of or member of their program curriculum committee during the current academic year.

94.1.1.2. Should the faculty member no longer be a member of their program curriculum committee they shall step down from the Standing Committee on Curriculum.

94.1.1.3. Programs may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative. The alternate representative must be a member of the program curriculum committee.

94.1.1.4. For programs with fewer than five faculty, a faculty member may be designated an alternate representative for a program in which they do not teach as long as they are a member of one program curriculum committee.

94.1.1.5. A member may only occupy one role on the committee.

94.1.2. Dean or Designate.

94.1.3. One elected student representative.

94.1.4. The student body may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

94.2. Any representative who will be absent from a meeting must provide the Chair advance email notice and the name of their designated alternate.

94.3. Non-voting members:

94.3.1. Registrar (or designate)

94.3.2. Academic Advisor

Conduct of Business

95. The Chair of the Committee will be the Faculty of Health Curriculum Coordinator. This is a non-voting member except in the case of a tie. Should the position of Faculty of Health Curriculum coordinator be vacant or not exist, the committee will elect a chair from the voting representatives.

95.1. The Vice Chair of the committee will be elected from the voting representatives.

96. The terms of office for program representatives shall normally be three years, as long as they are members of their program curriculum committee.

97. Terms shall be staggered and normally commence January 1st.
98. The term of office for students shall normally be one year.
99. The Quorum for meetings shall be a majority of current voting committee members.
100. There shall be a minimum of six meetings per year, or at the call of the Chair.

Standing Committee on Nominations

Mandate & Responsibilities

101. The Faculty of Health Standing Committee on Nominations serves to support, promote and coordinate the population of Senate and Senate Standing Committees.
102. The Faculty of Health Standing Committee on Nominations serves to support, promote and coordinate the population of Faculty of Health standing, subcommittees and governance committees.
103. The Standing Committee on Nominations shall:
 - 103.1. Advise Faculty Council regularly on matters related to elections, including timelines for nominations, elections and appointments as required to meet the needs of the Faculty, Faculty Council and standing and sub-committees.
 - 103.2. Ensure nominations are made for all elections for Faculty Council.
 - 103.3. Oversee elections for vacancies on FC and standing and sub-committees
 - 103.4. Appoint or recommend members to serve on Faculty Council, standing and sub-committees as needed.
 - 103.5. Advise Faculty Council on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee processes as requested by Faculty Council.
 - 103.6. Establish such sub-committees as required to meet the FC committee's requirements
 - 103.7. Maintain database of Senate and Faculty of Health standing, subcommittees and governance committees membership
 - 103.8. Report annually, and on the request of Faculty council, on the work, operations and decisions of the Committee
 - 103.9. Nominate candidates for honorary degrees and or awards

Membership

104. Membership in the Standing Committee on Nominations consists of:
 - 104.1. Voting Members
 - 104.1.1. One representative elected from each of the program areas in Faculty of Health. Each of these representatives shall be a faculty member as defined by the University Act.
 - 104.1.1.1. In order to be eligible for election or appointment as a program representative a faculty member must be assigned to teach in that program. Should the faculty member no longer be assigned to teach in the program in question, they may, on request of the program represented, complete their term.

104.1.1.2. Programs may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative. The nomination of alternative representatives should occur on a yearly basis.

104.1.1.3. For programs with fewer than five faculty, a faculty member may be designated an alternate representative for a program in which they do not teach.

104.1.1.4. A member may only occupy one role on the committee.

104.1.2. Dean or Designate.

104.1.3. One student representative currently registered in a Faculty of Health program.

104.1.3.1. The Faculty of Health student body may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

104.1.4. Any representative who will be absent from a meeting must provide the Chair advance email notice and the name of their designated alternate.

104.2. Non-voting Members

104.2.1. Vice Chair of Faculty Council

Conduct of Business

105. The Chair will be elected from within the existing membership.

106. The Chair and Vice Chair may serve two consecutive terms of three years each.

107. The terms of members are to be staggered to ensure continuity in the work of the Committee.

108. The term of Office for voting members is normally three years, commencing January 1st..

109. One term extension by majority committee vote, further extensions by vote at Faculty Council.

110. The term of office for student representatives is normally one year.

111. The Quorum shall be a majority of the voting members.

111.1. When the student representative is absent, this absence will not count towards quorum.

112. Nominations shall normally have at least six regular (on-site/electronic/teleconference) meetings per academic year.

Standing Committee on Research & Scholarship

Mandate & Responsibilities

113. The Faculty of Health Standing Committee on Research and Scholarship (R&S) serves to support, promote and coordinate research and scholarship in all Faculty of Health programs.
114. Advise Faculty Council on University research priorities and allocation of University research funds.
115. Lead the ongoing discussions regarding the nature of research at a polytechnic teaching university and forms of support needed
116. Make recommendations to Faculty 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.
117. Advise Faculty Council on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Faculty Council approval.
118. Celebrate research and scholarly pursuits, including professional development experiences, through public recognition and dissemination that includes Kwantlen Access to Public Resources (KORA).
119. Advise in the planning and operation of research events and initiatives.
120. Review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations as may be appropriate.
121. Provide an annual written report to Faculty Council, on the work, operations and decisions of the Standing Committee on Curriculum.
122. Perform other research-related duties as assigned by Faculty Council.

Membership

123. Membership of the Standing Committee on Research and Scholarship consists of:
 - 123.1. Voting Members
 - 123.1.1. One representative elected from each of the program areas in Faculty of Health. Each of these representatives shall be a faculty member as defined by the University Act.
 - 123.1.1.1. In order to be eligible for election or appointment as a program representative a faculty member must be assigned to teach in that program during the current academic year. Should the faculty member no longer be

assigned to teach in the program in question, they may, on request of the program represented, complete their term, but may not be reappointed until they are again assigned to teach in that program.

123.1.1.2. Programs may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative. The nomination of alternative representatives should occur on a yearly basis.

123.1.1.3. For programs with fewer than five faculty, a faculty member may be designated an alternate representative for a program in which they do not teach.

123.1.1.4. A member may only occupy one role on the committee.

123.1.2. Dean or Designate.

123.1.3. One student representative currently registered in a Faculty of Health program.

123.1.3.1. The Faculty of Health student body may nominate up to two alternative representatives, one of whom may, should the regular representative provide notice of absence, participate and vote in the stead of that representative.

123.2. Any representative who will be absent from a meeting must provide the Chair advance email notice and the name of their designated alternate.

124. Non-Voting Members.

124.1. One Faculty of Health representative from the Office of Research & Scholarship

Conduct of Business

125. The Chair and Vice Chair will be elected from within the existing membership.

126. The Chair and Vice Chair may serve a maximum of two consecutive terms of three years each.

127. The terms of members are to be staggered to ensure continuity in the work of the Committee.

128. The term of Office for voting members is normally three years, commencing January 1st..

129. The term of office for student representatives is normally one year.

130. The Quorum shall be a majority of the voting members.

130.1. When the student representative is absent, this absence will not count towards quorum.

131. Research and Scholarship Committee shall normally have at least six regular meetings per academic year or at call of the Chair.