



Faculty Bylaws

Preamble

The Faculty of Health and Human Services shall conduct its business according to these Bylaws. The Faculty of Health and Human Services includes all faculty and support staff in the departments as listed in the VIU Calendar. The Faculty has the following mission, beliefs and values.

Mission

In Health and Human Services at Vancouver Island University we foster student success. We develop and maintain relevant, responsive, and stimulating learning opportunities that are community-based, globally and locally, and offered in a visionary, interprofessional environment that is conducive to learning and promotes health and wellness for all.

Beliefs

We believe that learning is a lifelong endeavor, and we can work together with individuals and communities to co-create a positive, relational environment that promotes a sense of belonging, personal and collaborative participation, a sense of community, and enhanced well-being. We believe our work should be based on clear communication and open dialogue, evidence-based practice and research, and on joy and passion.

Values

- Lifelong learning as a way of being.
- Being part of the community.
- Community partnerships.
- Equity.
- Diversity.
- Interprofessional teaching, learning, and practice.
- A positive working, teaching, and learning environment.
- The pursuit of new knowledge.
- Community partnerships.
- Collegiality.
- Collaboration.
- Innovation.
- Learner-centredness.
- Humanism.
- Quality of work life.
- "The tried and true" as well as the new.

Definitions

1. From the University Act:

- a) Chair of Faculty: The Dean of the Faculty, who chairs the meetings of the Faculty.
- b) Educational: A term for instruction-related activities; interchangeable with "academic"; used in the University Act to include programs not typically considered "academic," such as trades training.
- c) Faculty: An educational administrative division of the University constituted by the Board as a faculty under Section 39 of the Act of the dean and faculty members of a faculty, as the context requires.
- d) Faculty Member: A person employed by the University [and in the Faculty] as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.
- e) Program: A group of credit courses used towards the completion of a degree, diploma, certificate, or other credential.
- f) Student: A person who is presently enrolled at the University [and in the Faculty] in a credit course or who is designated by resolution of the Senate as a student.
- g) Support Staff: Employees of the University [and in the Faculty] who are not (a) officers of the University or (b) deans or faculty members.

2. Additional Definitions:

- a) Academic: A term for instruction-related activities; interchangeable with "educational."
- b) Ad Hoc Committee: An elected or appointed committee with limited lifespan and informal status, voluntary membership, and no decision-making responsibilities and reports to the Faculty or Faculty Council as directed.
- c) Ex Officio Member: A member of the Faculty, the Faculty Council, or a standing committee whose membership is not defined by his or her election as a person but by an office he or she performs, and who may or may not have voting rights as determined by these Bylaws.
- d) Faculty Council: The representative governance council of the Faculty charged by the Faculty with the responsibility to recommend or make academic decisions as determined by these Bylaws.
- e) Non-Voting Member: A member of the Faculty, the Faculty Council, or a standing committee who participates fully in its activities but who does not have the right to vote.
- f) Standing Committee: An elected or appointed committee with formal status, unlimited lifespan, a fixed cycle of membership change and renewal, decision-making capabilities, and the duty to report routinely and formally.
- g) Vice-Chair of Faculty: The voting member of the Faculty elected by the Faculty to take the place of the Chair in the absence of the Chair.

Rules of Procedure

1. Powers and Duties of the Faculty

The power and duties of the Faculty are as set out in Section 40 of the University Act. As set out in Section 41 of the University Act, 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.

2. Composition of the Faculty

The Faculty of Health and Human Services is composed of:

- a) the Dean of the Faculty.
- b) the President (ex-officio voting).
- c) the Chief Librarian (ex officio and non-voting).
- d) the Registrar (ex officio and non-voting).
- e) all faculty members as defined by the University Act.
- f) The other members will include the Associate Dean, VIUFA Technicians, Support Staff and such other members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate. Members included under this section are identified and approved by the Faculty at a regular Faculty meeting by simple majority.
- g) Fifteen student representatives (representing each HHS program) elected in accordance with the rules established by the Faculty. The rules are as follows: (a) Student representatives will be self or peer nominated annually by September 15th through a call for nominations distributed to all students registered in the Faculty's programs; (b) Elected student representatives will serve the shorter of a two-year term, or a term that is the length of their program(s); (c) Any unfilled seats after the first (September) meeting of Faculty will be filled by any student within the Faculty from any campus, appointed by the Dean.

2.1 Annual Tally

An annual tally of Faculty membership in kind and numbers will be completed. When Faculty membership is subject to an increase or decrease within the academic year, this tally will be revised and published in advance of meetings for the purpose of quorum.

3. Chair and Vice-Chair

3.1 Chair

In accordance with the University Act, the Dean is the Chair. The Chair shall also chair the Faculty Council and/or standing committees. The Faculty of Health and Human Services does not have formal standing committees.

3.2 Election of Vice-Chair

The Vice-Chair of the Faculty shall be elected annually, with provision for re-election for no more than two consecutive terms, by the Faculty from among those members who have voting rights. There are no committees that the Vice-chair will chair. The Vice Chair will also serve as the Vice Chair of the Faculty Council.

4. Meetings of the Faculty

4.1 Authority of the Faculty

The Faculty is the foremost decision-making body of the Faculty, whose authority cannot be ceded to any part thereof. Meetings of the Faculty share information and perspective and make decisions on matters of program and course curriculum, educational standards, planning and priority setting, awards, and honors, and bylaws, policy, and procedure. The Faculty may strike standing or other committees to perform these or other functions, whose formal requirements may or may not be defined by the Bylaws.

4.2 General Rules

Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Rules lay down specific procedures shall be excepted from the foregoing.

4.3 Frequency, Agenda, Process, Quorum, Majority

4.3.1 Regular Meetings

The Faculty shall have at least two regular meetings per academic year.

4.3.2 Notice of Meetings

Notice of meetings shall be sent to the members of the Faculty at least seven days in advance of meetings.

4.3.3 Special Meetings

In urgent circumstances, special meetings may be called by the Chair. A minimum notice of three business days will be given.

4.3.4 The Process of Business

The normal process of business at regular meetings of the Faculty shall be set by the Chair. Matters of appeal and redress will be brought back as a new business items to the next Faculty meeting with support of 35% of the Faculty.

4.3.5 Quorum

The total number of Faculty will be declared at the start of each Faculty meeting. The quorum for meetings of the Faculty shall be 25% of the members entitled to vote. Temporary faculty members in attendance at a meeting are voting; faculty members on full-time assisted or unassisted leave shall be deemed non-voting for the duration of their leave.

4.3.6 Majority

The majority required to pass a resolution shall be 50% plus one of the members voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be two-thirds of the members voting.

4.3.7 Electronic Voting

The Chair may determine that an electronic vote is required for issues that need a decision prior to the next Faculty or Faculty Council meeting. Electronic voting will not be a substitute for public meetings and due representative process.

4.4 Open and In Camera Meetings

4.4.1 Open Meetings

Meetings of the Faculty shall normally be open to the University.

4.4.2 The Chair may recognize non-members on any matter of business.

4.4.3 In-Camera Meetings

The Faculty may decide at any time, by majority vote of those present and voting, that a whole meeting or any part of a meeting be held in camera. All members of the Faculty, including elected students, are eligible to participate in an in-camera meeting, subject to conflict of interest guidelines consistent with Senate bylaws.

4.5 Reporting Requirement

Minutes of open meetings of the Faculty shall be recorded and distributed to the University via the Faculty website and will be provided immediately upon approval to the Provost and Vice-President Academic, and the President.

4.6 Confidential Documents

Documents presented to the Faculty shall normally be regarded as public. Nevertheless, 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.

5. Faculty Council and Standing Committees

5.1 Faculty Council

As the representative governance council of the Faculty, the Faculty Council shall consist of the Dean, Vice-Chair of the Faculty, Associate Dean, six faculty members at large as elected by faculty members, up to five student members of the Faculty as elected by student members of the Faculty, one support staff representative as elected by support staff, Program Chairs, and the two Faculty Senators (non-voting). Elected faculty members shall serve two-year terms; re-election is permitted to a maximum of two consecutive terms. Elected students shall serve for one-year terms; re-election is permitted to a maximum of four consecutive terms. Elected support staff shall serve one-year terms; re-election is permitted to a maximum of four consecutive terms. The Vice-Chair of the Faculty shall be the Vice-Chair of the Faculty Council. The Council shall be chaired by the Chair of the Faculty or by the Vice-Chair in his or her absence.

5.1.1 Authority of the Faculty Council

The authority of the Faculty Council is as delegated by the faculty.

As set out in these Bylaws, the Council may make decisions on behalf of the Faculty; such decisions shall be deemed official until such time as they are overturned by the Faculty as a whole.

On behalf of the Faculty, the Faculty Council shall study, prepare briefs, and recommend decisions on diverse matters to Senate, which may include program and course

curriculum, educational standards, planning and priority setting, awards and honours, and bylaws, policy, and procedures.

As sanctioned by the Faculty, the Council may create, instruct, and receive reports from ad hoc committees as necessary. The Council shall report to the Faculty on a routine basis.

5.1.2 Meetings of the Faculty Council

Meetings of the Faculty Council shall be subject to the same conditions of timeliness, openness, due notice, provision for special meetings, process of business, reporting requirements, and standard of confidentiality as set out for meetings of the Faculty in Section Four.

This includes the following:

- Roberts's Rules of Order shall govern the conduct of all Faculty Council meetings, subject to interpretation by the Chair. Such matters on which these Rules lay down specific procedures shall be excepted from the foregoing.
- Notice of meetings shall be sent to the members of the Faculty Council during the first two weeks of September and the first two weeks of January.
- The Agenda for the Faculty Council shall be made available to members of the Faculty one week advance of each meeting.
- In urgent circumstances, special meetings may be called by the Chair
- The normal process of business at regular meetings of the Faculty Council shall be set by the Chair. Matters of appeal and redress will be brought back as a new business items to the next Faculty meeting with support of 35% of the Faculty.
- Meetings of the Faculty Council shall normally be open to the Faculty and University.
- Minutes of the meetings of the Faculty Council will be recorded and posted for the University via the Faculty website and will be provided immediately upon approval to the Provost and Vice-President Academic, and the President.
- All documents presented to the Faculty Council shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance to members of the Faculty Council and, if appropriate, the Senate.
- The Council shall meet no fewer than three times per year; quorum for the Faculty Council shall be 35% of the members entitled to vote; the majority required to pass a resolution shall be 50% plus one of the members voting in attendance.

5.2 Standing and Other Committees

The Faculty shall develop standing committees when and as needed. Standing committees developed shall report formally to the Faculty and/or Faculty Council as directed by the Faculty. Standing committees will be representative of the Faculty as a whole. Standing committees shall in general follow the same meeting standards as the Faculty and/or the Faculty Council as regards to timelines, due notice, process of business, reporting requirements, and confidentiality. The Faculty and/or the Faculty council may strike ad hoc committees.

6. Maintenance and Review of Faculty Bylaws, Policies, and Procedures

6.1 Bylaws Maintenance and Review

The Faculty Bylaws will be reviewed every five years by an ad hoc committee struck for that purpose. The ad hoc committee will be from the Faculty as a whole and will report to the Faculty recommended changes. Recommended amendments to the Bylaws are subject to approval of the Faculty and Senate.