

# **STRUCTURE AND GOVERNANCE OF THE COLLEGE OF SCIENCE AND MANAGEMENT (CSAM)**

**(Passed College Council: March 13, 2008)**

Revised March 13, 2008

The College is constituted by the Board of Governors of the University of Northern British Columbia under the authority of the University Act of British Columbia.

The College espouses collegial governance and is guided by the recommendations and summary of conclusions and recommendations in the *Report of the Task Force on Collegial Governance* October 2003.

## **SECTION 1: PREAMBLE - THE VALUES, VISION AND MISSION OF THE COLLEGE OF SCIENCE AND MANAGEMENT**

### **1.1 VALUES**

We value: excellence in teaching, research, and service; an interdisciplinary and collaborative approach to learning and scholarship built upon a foundation of disciplinary excellence; and a working environment that promotes respect, integrity, and open dialogue.

### **1.2 VISION**

A College that integrates the sciences, business administration, and management of natural resources and environments in ways that foster progress in disciplines and explore emerging areas of scholarship at interfaces between disciplines to resolve northern problems and provide unique insights into and solutions for global questions.

### **1.3 MISSION**

Through research, teaching and outreach we aim to integrate the sciences, business administration, and management of natural resources and environments, in ways that are recognized internationally for their contribution to advancement of knowledge, their value to rural and remote communities, citizens and industries, and their global pertinence.

## **SECTION 2: THE GOVERNANCE STRUCTURE OF THE COLLEGE OF SCIENCE AND MANAGEMENT**

This section describes the various entities that make up the College of Science and Management, their relationship to one another, and decision-making processes.

### **2.1 COLLEGE COUNCIL**

2.1.1 College Council is the senior governing body of the College of Science and Management.

2.1.2 The voting membership of College Council shall consist of

- a) all continuing and/or full time academic staff appointed to the College with teaching appointments; but not including undergraduate or graduate students who have a teaching assignment but would not otherwise be a member of College Council;
  - b) two graduate students (or designates) (determined by the Northern Graduate Student Society);
  - c) two undergraduate students (or designates) (determined by the Northern Undergraduate Student Society); and
  - d) all Academic-Student Advisors who are assigned primarily to advising students Advisors within the College of Science and Management.
  - e) Librarians who identify themselves as serving primarily CSAM Programs and Schools.
- 2.1.3 College Council has Observer Members who are representatives of organizations or units either internal or external to the University who may be called upon to provide advice where appropriate. Observers have the same rights as regular members to participate in College Council except that they may not vote or make motions. Observers are appointed by the Dean after consultation with College Council. Observers are selected by the particular organization or unit they represent.
- 2.1.4 The College Council may change the voting membership by a two thirds majority with appropriate notice of motion (see 3.2.1).
- 2.1.5 All academic matters within the purview of the College and its component Programs and Schools are subject to the approval of College Council. In particular, all motions going on to Senate or one of its sub-committees require the approval of College Council.
- 2.1.6 College Council furthers the mission of the College by providing a forum for the discussion of all academic matters within the purview of the College and its component Programs and Schools, and all other matters of College-wide importance.
- 2.1.7 The College Council shall advise the Dean on other matters when so requested by the Dean or by Senate or when it chooses to do so.

## **2.2 RULES AND PROCEDURES**

- 2.2.1 The College Council shall meet at least twice during the fall semester and at least twice during the winter semester, and shall meet at the request of ten percent of the voting membership.
- 2.2.2 To foster harmony within CSAM, collegial approaches to decision making as set out in the Report on the Task Force on Collegial Governance shall be followed (specifically the Recommendations and Summary of Conclusions and Recommendations). Meetings of College Council and of committees of College Council shall make reasonable efforts to seek consensus, and where votes are needed, shall be governed by the rules of

order specified in *Robert's Rules of Order* to the extent which they are not amended by or inconsistent with this document.

- 2.2.3 Written notice of substantive motions must be submitted to the Dean's Executive Assistant or delegate one week prior to a meeting of College Council. The Dean's Executive Assistant shall be responsible for the distribution of all motions.
- 2.2.4 On the question being raised by a member, the Chair shall determine the presence or absence of a valid quorum.
- 2.2.5 Quorum for College Council shall consist of twenty percent of eligible voting members in the College as of 1 September each year as determined by the Dean and communicated to the College.
- 2.2.6 All votes shall be cast in person, or by telephone if off the Prince George campus, and none by proxy. All votes shall be decided by a simple majority except as specified in this document.
- 2.2.7 A simple majority means a simple majority of those voting.
- 2.2.8 A two-thirds majority means two-thirds of those voting.
- 2.2.9 College Council meetings are normally open. A motion to conduct a meeting *in camera* may be made at any time and requires a simple majority to pass.

## **2.3 COLLEGE COMMITTEES**

- 2.3.1 College Council will establish standing committees to consider and recommend policy and action to deal with ongoing issues in the College. These include but are not limited to the Graduate Program Committees. The Chair and members of such committees will be elected by College Council, or by means approved by College Council. Council may also establish *ad hoc* committees to deal with short term issues (no more than one year). Unless otherwise determined by College Council appointment to *ad hoc* committees is made by the Dean after a call for volunteers among members. Representation from across the constituencies of the College should be considered in the establishment of any standing or *ad hoc* committee.

## **2.4 PROGRAMS AND SCHOOLS**

- 2.4.1 Programs and Schools are responsible for detailed academic planning and recommendations and have budgetary responsibilities.
- 2.4.2 Subject to the authority of College Council and the supervision of the Dean, Program or School meetings provide a forum for discussion, planning, curriculum, and development of issues under their purview.

## **2.5 CHAIRS OF PROGRAMS AND SCHOOLS**

- 2.5.1 Under the supervision of the Dean, and the authority of the Faculty Agreement, it is the responsibility of Chairs of Programs and Schools to

provide academic and administrative leadership for their Programs or Schools. The Chair has a responsibility to the faculty, staff and students of the Program or School, and through the Dean to the senior administration of the University.

- 2.5.2 The Chair promotes and facilitates interdisciplinary research and teaching among Programs and represents the Program or School and its interests to relevant bodies both within and without the institution.
- 2.5.3 The Chair exercises powers related to the management of the Program or School. The Chair implements policies related to the functioning of the Program or School for which he/she is responsible, which may be developed within the Program or School, College, and the University.
- 2.5.4 The Chair has executive responsibility for the development and administration of the Program or School budget. The Chair, in consultation with the Program or School Members, proposes the Program or School budget each year and presents it to the CMT.
- 2.5.5 The Chair oversees the formation of undergraduate curriculum committee(s) who report to the Program or School.
- 2.5.6 The Program or School Chair recommends all teaching assignments to the Dean of the College. The Program or School Chair seeks assistance from the Graduate Program Committee Chair in recommending graduate teaching assignments to the Dean of the College.
- 2.5.7 Where appropriate, Program or School Chairs are responsible for developing and maintaining links with external agencies including accrediting bodies, professional associations, government ministries and community agencies.
- 2.5.8 The Program or School Chair has a number of additional responsibilities specified in the Faculty Agreement.

## **2.6 COLLEGE MANAGEMENT TEAM (CMT)**

- 2.6.1 The CMT consists of the Dean, the Chairs (or their designates) of all component Programs and Schools ~~and the Operations Manager (CSAM) and Graduate Chairs~~. The CMT is chaired by the Dean (or designate).
- 2.6.2 The CMT is the executive committee of the College. It attends to ongoing business and management of the College. It provides a forum for the exchange of information and mutual support and advice among its members.
- 2.6.3 The CMT makes recommendations on the functioning of the College and of the College curriculum and allocation of financial and academic resources. Policy recommendations from the CMT require the approval of College Council. All recommendations, decisions and minutes of the CMT are reported through the Chairs or their designate to their Programs and Schools.

2.6.4 To assure collegiality and transparency the CMT provides input and advice in preparing the budget submission that the Dean makes on behalf of the College to the ~~Vice-President Academic and~~ Provost. The CMT is fully informed of all details in the budget submission presented by the Dean.

## **2.7 THE DEAN**

2.7.1 Under the supervision of the ~~Vice-President Academic and~~ Provost, it is the responsibility of the Dean of the College of Science and Management to provide both academic and administrative leadership to the College. The Dean has a responsibility to the faculty, staff, and students of the College as well as to the senior administration of the University. In carrying out these responsibilities the Dean is normally guided by the decisions of College Council and by consultation with the CMT. The Dean represents the College to other units within the University, to the College of Arts, Social and Health Sciences, to the ~~Vice-President Academic and~~ Provost, and to agencies and bodies outside the University.

2.7.2 The Dean of the College of Science and Management has a number of responsibilities to the College Council, which include but are not limited to: chairing College Council, designating a replacement as Chair of College Council should the Dean be unable to attend a meeting of Council; calling meetings of the Council; proposing the agenda in consultation with the members of the College; and seeing to the provision of minutes of Council meetings.

2.7.3 The Dean has executive responsibility for the development and administration of the College budget. The Dean, in consultation with the School and Program Chairs (who in turn consult with their programs), prepares the College budget each year and presents it to the appropriate senior budgetary committees.

2.7.4 The Dean is the direct supervisor of the Program Chairs and School Chairs and, is the supervisor of all faculty members through their Chair. The Dean is the direct supervisor of the Dean's Executive Assistants and, through the Program Chairs ~~and the Operations Manager (CSAM)~~, is the supervisor of the Administrative Assistants.

2.7.5 The Dean has final responsibility for human resource allocations within the College.

2.7.6 The Dean has additional responsibilities as specified in the Faculty Agreement.

## **SECTION 3 LIMITS AND CHANGES**

### **3.1 CONFLICTS WITH OTHER AUTHORITY**

3.1.1 Should the Structure and Governance of the College of Science and Management conflict with (a) the University Act of British Columbia as it

applies to the University of Northern British Columbia, (b) the rules and policies of Senate, or (c) contractual agreements entered into by authority of the University Board of Governors such as the Faculty Agreement between the Faculty Association and the University; these statutes, policies and agreements shall take precedence over the Structure and Governance of the College of Science and Management. Otherwise, the Structure and Governance of the College of Science and Management shall be the final authority in determining the governance of College of Science and Management.

### **3.2 CHANGES TO THE GOVERNANCE STRUCTURE OF THE COLLEGE OF SCIENCE AND MANAGEMENT**

- 3.2.1 Changes to the Structure and Governance of the College of Science and Management may be made by a two-thirds majority of those voting provided that notice of such a motion has been made in a previous meeting of College Council at least two weeks prior to the meeting in which the change is made. Such changes must be consistent with other external restrictions mentioned in 3.1.1.
- 3.2.2 Changes approved under 3.2.1 take effect after ratification by Senate.