



BYLAW 4

THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

This bylaw is pursuant to the Minister of Colleges and University (MCU) Binding Policy Directive *Governance and Accountability Framework* made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)* regarding the establishment of an Advisory College Academic Council .

BE IT ENACTED as a bylaw of THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY as follows:

1. ESTABLISHMENT of the ACADEMIC COLLEGE ADVISORY COUNCIL

In accordance with the Minister's Binding Policy Directive, Algonquin College of Applied Arts and Technology shall establish an Advisory College Academic Council to be called the College Academic Council, hereinafter referred to as the "Academic Council".

2. DEFINITIONS

- 2.1 Academic Administrator means an Administrative Staff who is a Program Chair, Course Chair, Academic Manager or Dean.
- 2.2 Academic Staff means a person who is employed by the College as a teacher, counsellor or librarian.
- 2.3 Administrative Staff means a person who is employed by the College in a function other than as an academic or support staff.
- 2.4 Support Staff means a person who is employed by the College as a member of the office, clerical, technical, health services, maintenance, building service, shipping transportation, cafeteria or nursery staff.
- 2.5 Staff means Academic Staff, Administrative Staff and Support Staff, collectively.
- 2.6 Student means a person who is enrolled in a program of instruction on a full-time or part-time basis.

3. PURPOSE

The purpose of the Academic Council is to establish a forum for Students and Staff of the College to provide advice to the President on matters of importance to Students and Staff. The Academic Council acts in an advisory capacity to the President.

4. MANDATE

- 4.1 The Academic Council shall review, monitor and make recommendations to the President on such issues as:
- a. pedagogy;
 - b. course and program evaluation;
 - c. teaching methodology and standards;
 - d. evaluation and promotion policies;
 - e. standards of student conduct and discipline;
 - f. admission policies and practices;
 - g. student awards and scholarships;
 - h. academic equivalencies.
- 4.2 Consistent with the consultative function of the Academic Council, its members shall endeavour to consult and report to their relevant constituency groups.

5. MEMBERS

- 5.1 The Academic Council shall consist of voting members from the following constituency groups:

Academic Staff - one Academic Staff representative from each of the schools, institutes, or centres and one representative each from the librarians and counsellors.

Support Staff - 1 representative

Students - 3 representatives

Academic Administrators - 3 representatives

Chair/Past Chair - 2 representatives

The Academic Council shall also have the following non-voting members:

Ex-officio Non-Voting Members

- Senior Vice President, Academic
- Vice President, Student Services
- Registrar
- Administrative staff or designate from AC Online
- Administrative staff or designate from Cooperative Education Office
- Administrative staff or designate from Applied Research, Innovation and Entrepreneurship

- 5.2 The Chair of Academic Council shall be elected by the members of the Academic Council from among themselves at its first meeting of the academic year, for a term of one year, renewable once. A vacancy in one of the constituency groups created with the appointment of the Chair of Academic Council will be filled as stated in article 6.6 below.
- 5.3 The Academic Council may appoint non-voting members to serve as resource persons, as required.
- 5.4 The Academic Council may appoint task forces as deemed necessary.

5.5 Academic Staff Election

- 5.5.1 The Faculty Union shall be responsible for the establishment of electoral procedures and the supervision of the election of the academic staff to sit on the Academic Council.

5.6 Support Staff Election

- 5.6.1 The Support Staff Union shall elect one support staff member to serve on the Academic Council.

5.7 Student Appointment

- 5.7.1 The Board of Directors of the Students' Association shall name three students to serve on the Academic Council.

5.8 Academic Administrators Selection

- 5.8.1 The Deans and Directors Council shall request nominations from the academic administrators to sit on the Academic Council and select from the nominations received two academic administrators from different Schools to serve on the Academic Council.

6. TERMS OF OFFICE

- 6.1 The terms of office of Academic Council members shall commence September 1 of each year and continue for two years.
- 6.2 No member representing a constituency group shall serve more than four consecutive years but on the expiration of two years after having served on the Academic Council, a person shall again be eligible for election.
- 6.3 A member of the Academic Council may resign at any time by submitting a written resignation to the Chair of the Academic Council.
- 6.4 Where an Academic Council member is absent from two consecutive meetings without regrets to the Chair of the Academic Council or the Secretary, or three consecutive meetings with regrets, that position shall be declared vacant.
- 6.5 If an Academic Council member changes status and can no longer represent the group or constituency, the position shall be declared vacant.
- 6.6 Vacancies, however caused, shall be filled in the following manner:
- 6.6.1 After March 31, at the time of the next election.
- 6.6.2 Before March 31, by appointment by the Students' Association, Support Staff Union, Faculty Union, the Deans and Directors Council, as appropriate for the vacancy from their respective constituency group.

7. MEETINGS

- 7.1 The Academic Council shall meet at least twice each fall and winter term.
- 7.2 All meetings shall be open to College staff and students. .
- 7.3 Fifty percent (50%) of the members plus one excluding vacancies shall constitute a quorum.

8. EXECUTIVE COMMITTEE OF THE ACADEMIC COUNCIL

- 8.1 The Executive Committee of the Academic Council is composed of six members: the Chair, the past Chair and one Academic Council member representing the Academic Staff, the Support Staff, the Administrative Staff and Student constituency groups respectively.
- 8.2 The role of the Executive Committee is to:
 - report to the President annually or sooner if needed;
 - follow-up on Academic Council recommendations;
 - prepare an annual report for submission to the President and the Board of Governors. The Academic Council annual report shall form part of the College annual report.

Enacted this 7th day of June, 2021.



Jay McLaren
Chair, Board of Governors



Claude Brule
Secretary, Board of Governors