



Terms of Reference for the Faculty Council of the Schulich School of Music

1. Enacting Provisions

- 1.1 In accordance with the Statutes of McGill University, the Schulich School of Music shall have a Faculty Council.
- 1.2 The Faculty Council shall have authority to deal with all matters which, under the Statutes of McGill University, may be dealt with by the Schulich School of Music.
- 1.3 A meeting of the Faculty Council shall be considered to be a meeting of the Schulich School of Music for purposes of section 7.6 of the Statutes, namely, that “All faculties shall meet not less than four times during the academic session.”

2. Purpose

- 2.1 The Faculty Council provides a collegial setting for discussion of the governance, strategic direction and general management of the Faculty, and advises or makes decisions, where required, on matters concerning the academic work of the Faculty in teaching, research and service.
- 2.2 It considers and reports on matters within the Council's mandate and function, provides advice and makes recommendations, as appropriate, to the Dean, Provost and Vice-Principal (Academic), Principal, and Senate.
- 2.3 It facilitates communication and consultation within the Schulich School of Music and with affiliated institutes and centres, and with the broader University community, as appropriate.

3. Composition

For the purposes of its meetings, the Faculty Council shall consist of:

- 3.1 Voting members:
 - 3.1.1 Academic staff as defined by Article 7.2 of the University Statutes and including all professors, associate professors, assistant professors, and other ranked contract academic staff in the Schulich School of Music who are appointed to it by the Board of Governors;



3.1.2 The Head Music Librarian;

3.1.3 Student representatives, whose eligibility shall be governed by the provisions of Articles 6.1.1.1, 6.1.1.2, 6.1.1.5 and 6.1.2.1 of the Statutes, as follows:

3.1.3.1 The President, Vice-President (Academic) and Music Senator for the Music Undergraduate Students' Association (MUSA);

3.1.3.2 Two representatives appointed by the Music Graduate Students' Society (MGSS) Executive Council who are currently registered in graduate programs of the Faculty;

3.1.3.3 One Postdoctoral representative of the Faculty.

3.2 *Ex-officio* non-voting members:

3.2.1 Principal of the University;

3.2.2 Provost and Vice-Principal (Academic).

4. Authority and Powers

The Faculty Council of the Schulich School of Music shall be advisory to the Dean and—subject to the established governance structure, authority and policy of McGill University—shall:

4.1 Have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the Schulich School of Music.

4.2 Establish, and from time to time amend, the rules and regulations governing its own meetings and procedures for the transaction of business properly coming before it, including the determination of quorum, and these shall be appended to these Terms of Reference.

4.3 Consider matters related to the governance, strategic direction and management of the Faculty as may be referred to it by the Dean, Provost and Vice-Principal (Academic) or Principal, or be identified by the Faculty Council, including, but not limited to strategic plans and priorities, goals and objectives, budget planning, policies and procedures, establishment and discontinuance of departments, centres and institutes.

4.4 Exercise appropriate oversight of the academic work of the Faculty in accordance with Senate and Academic Policy Committee (APC) authority and expectations, and may include:



- 4.4.1 Development and implementation of academic programs, degree requirements, curricula, courses and admission standards for recommendation to Senate/Academic Policy Committee (APC);
 - 4.4.2 Methods of instruction and assessment of students; academic standing and graduation of students; accreditation of professional programs;
 - 4.4.3 Guidelines for academic recruitment;
 - 4.4.4 Addressing matters that may be referred by the Principal, the Provost, the Dean or Senate/APC; and
 - 4.4.5 Considering and advising the Dean on other matters affecting the Faculty.
- 4.5 Establish Standing and *ad hoc* committees as it deems necessary to act for it on any matter within the mandate of the Faculty Council, with membership and terms of reference as the Faculty Council shall determine.
- 4.5.1 Standing committees shall report, in writing, to Faculty Council at least once each year;
 - 4.5.2 *Ad hoc* committees will report as defined by their terms of reference;
 - 4.5.3 Without limiting the generality of the foregoing, the list of all committees of the Faculty Council should be maintained with the up-to-date membership and mandate.
- 4.6 Any decision or recommendation of the Faculty Council shall have force only upon approval in accordance with the established governance structure, authority and policy of McGill University, understanding that for academic matters this usually will mean approval by the Academic Policy Committee and Senate.

5. Conduct of Meetings

- 5.1. Conduct and procedure of Faculty Council Meetings are set out in Appendices A and B to this document.

6. Changes to these Terms of Reference

- 6.1. Revisions to these Terms of Reference, as may be considered from time to time by the Faculty Council, shall be subject to approval by a two-thirds majority vote of the members of Faculty Council in attendance at a duly constituted meeting following notice of such resolution at least two weeks in advance of the meeting, and subject to final approval by the Senate.