



School / KIN Faculty Meetings

Terms of Reference

Purpose

School Meeting agendas may include, but are not limited to, the following topics:

- Updates on School-wide initiatives
- Discussion of new initiatives
- Sharing of general information
- Approval of administrative structures
- Curricular/programmatic changes
- Adjudication of marks and academic standing
- Presentation of candidates for degrees and scholarship, and other student awards

Frequency of Meetings

School Faculty Meetings (*School faculty, including tenured/tenure-stream + student reps*) are scheduled 5-6 times per academic year. School Meetings (*School faculty, including tenured/tenure-stream and staff + student reps*) are scheduled once per term, typically in September, and March. Two School Retreats are held once per term, typically December, and June. Depending on nature of agenda KIN Faculty and /or staff will attend.

Membership

School Meetings + School Retreats are open to voting members, restricted voting members, and non-voting members, as identified below, and special delegations who request in advance to speak on a topic.

Voting Members

- (a) The Dean of the Faculty of Education
- (b) The President or President's nominee
- (c) The Dean of the Faculty of Graduate and Postdoctoral Studies
- (d) The University Librarian or nominee
- (e) All tenured and tenure-track Professors, Associate Professors, Assistant Professors, Professors of Teaching, Associate Professors of Teaching, Assistant Professors of Teaching, and Lecturers, provided for in the budget of the Faculty, including those in the School of Kinesiology.
- (f) Such 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:
 - (i) Representatives from the Faculty of Arts (2)
 - (ii) Representatives from the Faculty of Science (2)



Restricted Voting Members

Student representatives will be selected through procedures established by their organizations and will include:

- (a) Three graduate student representatives (PhD, MSc, MKIN) from the School
- (b) Two undergraduate representatives from the School of Kinesiology, selected by the Kinesiology Undergraduate Society (KUS)

The selection process used and the names of representatives will be communicated to the Office of the Dean of Education.

Non-Voting Members

The following individuals are invited to participate in Faculty/School Meetings without voting privileges:

- (a) School of Kinesiology Emeritus Faculty
- (b) School of Kinesiology staff
- (c) Sessional, adjunct, and other temporarily/term appointed faculty
- (d) Such organizations and individuals as the Dean may invite from time to time

History

- In 1963, Senate defined membership of a faculty as full-time professors, associate professors and assistant professors, provided for in the budget of the faculty and “such other persons as the faculty shall appoint in the conformity with the rules determined by faculty and approved by Senate”.
- In 1977, further changes were provided for, based on the revised Universities Act (1974) and full-time lecturers and instructors were included in the voting membership.
- In 2003, the Faculty of Education revised the understanding of voting and non-voting members that Senate approved (<https://faculty.students.ubc.ca/membership/education>).

UNIQUE STATUS OF SCHOOLS AT UBC

The UBC Senate voted in 1949 (Chant Report, February 16) to grant special status to Schools within the University. Schools are interim administrative units that operate within faculties in a manner similar to departments but have unique lines of authority for reporting to Senate on undergraduate curriculum and student affairs and to the Faculty of Graduate and Postdoctoral Studies on graduate curriculum and student affairs. The governing curricular body for a School is a Council that is comprised of faculty members in the School and representatives of closely related departments. Hiring of faculty is done through the Faculty, but staff hiring, curriculum, student admissions, program quotas, teaching assignments and load, budget, fiscal accounting, planning, and allocation of research and office space are all done within the School.