

UNDERGRADUATE PROGRAM COUNCIL Bylaws Template – Guidelines (*specify your Undergraduate Program in the Bylaw*):

Note: Content should be in Arial 11 font for AODA compliance and formatted using [accessible design principles](#). Font size for document titles are noted below.

Format:

1. Paragraph Header

1.1 Sub-section Header (Indent 0.25)

1.1.1 Sub-sub section Header (Indent 0.5)

1.1.1.1 Sub-sub-sub section Header (Indent 0.75)

[PROGRAM LOGO]

[TITLE FONT SIZE 18] **UNDERGRADUATE PROGRAM COUNCIL BY-LAWS**
[FONT SIZE 16 - **NAME OF UNDERGRADUATE PROGRAM**]

Approved by Undergraduate Program Council: [insert date]

[New Page **Begins** Here]

1. Preamble/Introduction:

1.1 UPCs will be constituted in a manner most appropriate for the needs of the respective Department(s)/School(s)/Faculty(/ies)/Program(s) providing undergraduate education. Such Councils are mandatory for all interdisciplinary programs, but not required where a DEPARTMENT/SCHOOL has jurisdiction over a program. Each UPC will function according to a bylaw, which must be approved by Senate. The structure and membership will be determined by such bylaws approved by the relevant Dean and Senate.

Of important note: The initial bylaw of any UPC will be established via a consultative process involving the Undergraduate Program Director (UPD), affected Chair(s)/Director(s), and relevant Dean(s) or designate(s).

2. Mandate:

2.1 UPCs are the consultative and collegial bodies responsible for academic matters specific to the interdisciplinary program or, in cases where they are created to manage departmentally-based programs, to the Department/School/Faculty.

2.2 UPCs will collaborate in a transparent manner with related Department/School(s), Chair(s)/Director(s), relevant Dean(s) or designate(s), and with relevant Faculty Council(s) and standing committees thereof.

2.3 UPCs will approve policy and procedure with significance and effect exclusive to the program. Consultation with, and endorsement by, the UPD, and the relevant Dean or designate is required before implementation of significant changes.

2.4 UPCs may formulate and communicate recommendations regarding policies and procedures with implications beyond the program to the UPD and/or relevant Dean and/or designate. Endorsement or such recommendations by the UPD and the relevant Dean and/or designate(s) is required before submission to any body beyond the program. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, where relevant, to the Chang School.

2.5 UPCs may report directly to Senate on information items that affect only the undergraduate program, and/or on matters of general interest.

3. Membership Composition:

3.1 In Department/School/Faculty based programs, the UPC should include:

3.1.1 The Department/School Chair/Director;

3.1.2 The Undergraduate Program Director (UPD), where one has been appointed;

3.1.3 Ensure you outline faculty members who teach regularly in, or are active in the administration of, the undergraduate program. Normally all these faculty members will be UPC members but, where impractical (e.g., size), representation may be otherwise stipulated in this bylaw.

Note: If a bylaw proposes a UPC membership that is any subset of the faculty participating actively in the program, this bylaw shall provide justification for the chosen structure, and shall ensure that the subset is elected by all faculty participating actively in the program;

3.1.4 Ensure you outline students elected by and from undergraduate students in the program, at a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the UPC, as stipulated in the bylaw; and

3.1.5 Ensure you outline other voting members, as specified in this UPC Bylaw, which may include, but is not necessarily restricted to, instructor representatives, faculty members from related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.

3.1.6 Ensure you outline in the Bylaw, any non-voting members entitled to attend meetings of the Council.

3.2 In Interdisciplinary programs, the UPC should include:

3.2.1 the Undergraduate Program Director (UPD);

3.2.2 Department/School Chairs/Directors from programs with direct involvement in the program, as determined by the Dean of Record;

3.2.3 Ensure you outline faculty members who teach regularly in, or are active in the administration of, the undergraduate program. Normally all these faculty members will be UPC members but, where impractical (e.g., size), representation may be otherwise stipulated in the bylaw.

Note: If a bylaw proposes a UPC or GPC membership that is any subset of the faculty participating actively in the program, the bylaw shall provide justification for the chosen structure, and shall ensure that the subset is elected by all faculty participating actively in the program;

Note: Faculty must be the majority of the Council membership.

3.2.4 Ensure you outline students elected by and from undergraduate students in the program, at a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the UPC, as stipulated in the bylaw; and

3.2.5 Ensure you outline in the Bylaw other voting members, as specified in this UPC Bylaw, which may include, but is not necessarily restricted to, instructor representatives, faculty members from related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.

3.2.6 Ensure you outline in the Bylaw, any non-voting members entitled to attend meetings of the Council.

4. Selection and Duties of the Chair:

4.1 Ensure you outline a mechanism for the selection of a Chair and what they are responsible for.

5. Attendance:

5.1 Ensure you outline how your UPC meeting will be held (in person, virtual or hybrid)

6. Quorum (which must specify):

6.1 the minimum number of members present to hold a meeting, which is either specified by a number or by a percentage of members (it cannot be a range);

6.2 that a majority of those present must be faculty; and

6.3 that faculty members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as Council may permit;

7. Voting:

7.1 Ensure you outline the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);

7.2 Ensure you outline the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);

8. Committees:

8.1 Ensure you outline the establishment of standing committees (e.g., curriculum) and sub-committees, if desired and the structure and operational rules of committees or sub-committees so created;

8.2 Ensure you outline the rules regarding the creation and operation of any ad hoc committees. The UPC may establish such ad hoc committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and

9. Faculty or School Councils (FCs or SC's):

9.1 There will be a Faculty or School Council for each Faculty/School [excluding the Yeates School of Graduate and Postdoctoral Studies (covered by Part 5 of Policy 45), and the G. Raymond Chang School of Continuing Education (covered by Part 6 of Policy 45)]. Such FCs may be Formal and/or Informal (see details below).

9.1.1 Formal Faculty or School Councils: The role and responsibilities of a Formal Faculty/School Council shall be specified by the Bylaw, but may include matters such as:

9.1.1.1 coordination of the development, submission, and review of undergraduate, graduate, law and MD degree programs, graduate certificates, Chang School Certificate programs and School of Medicine post-graduate training and continuing medical education programs, as well as their associated certificates or attestations of training completion;

9.1.1.2 academic policy affecting the Faculty/School; and

9.1.1.3 the Academic Plan of the Faculty/School.

9.2 The Bylaw of a Formal Faculty/School Council must specify:

9.2.1 the purpose of the Council, and the nature of its relationship with other Councils;

9.2.2 a process to elect or appoint a membership that is representative of the Faculty's Departments/Schools/Programs, and to establish the terms of office of such members;

9.2.3 provisions for regular meetings, normally at least once in each of the Fall and Winter terms;

9.2.4 the quorum required to conduct business, expressed as a minimum number or as a percentage of FC/SC members and including that a majority of those present must be faculty;

9.2.5 a mechanism for the selection of a Chair;

9.2.6 the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);

9.2.7 the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);

9.2.8 the establishment of standing committees – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created;

9.2.9 rules regarding the creation and operation of any ad hoc committees. The FC/SC may establish such ad hoc committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and

9.2.10 the process, and percentage of affirmative votes necessary, to amend the bylaw.

9.3 Informal Faculty Councils:

9.3.1 The Dean may seek advice/counsel from an Informal Faculty Council. The mandate of these councils will be such as the Deans, in consultation with Council members, shall determine.

9.3.1.1 Bylaws are not required for Informal Faculty Councils, since they are purely advisory.

9.3.1.2 The membership of an Informal Faculty Council shall be determined by the Dean, but should be representative of the Faculty's Departments and Schools, and will usually include Associate Deans, Department/School Chairs/Directors, Undergraduate Program Directors of interdisciplinary programs within the Faculty, and any other members deemed appropriate [e.g., Graduate Program Directors (GPDs) within the Faculty].

9.3.1.3 Informal Faculty Councils will normally meet at least once in each of the Fall and Winter terms.

10. Frequency of Meetings:

10.1 UPCs should meet at least twice a year, once in each of the Fall and Winter semesters.

Between meetings of the UPC, less formal meetings of faculty (and others, depending on program tradition) may advise the UPD.

11. Amendments of Bylaws and Procedures:

11.1 Ensure you outline the process, and percentage of affirmative votes necessary, to amend the Bylaw. Note: Any approved amendments must also go to Senate for final approval.