

**Department Council Bylaw
For the Department of Management of Human Resources**

Approved by Senate October 2, 2007

Note: These bylaws have since been updated (Senate approval not required) to reflect the name change of the institution from Ryerson University to Toronto Metropolitan University, effective April 26, 2022.

The purpose of this bylaw is to create a Department Council for the department of Management of Human Resources, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Toronto Metropolitan University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

1. Definitions

- a. Dean – the Dean of the Ted Rogers School of Management
- b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
- c. TRSBM – the Ted Rogers School of Business Management
- d. Department Council – the Department Council as defined by this bylaw.
- e. TRSBM Council – the Ted Rogers School of Business Management Council
- f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
- g. Department – the department of Management of Human Resources
- h. Department Chair – the chair of the department
- i. Chair of Department Council – the chair of the Department Council as defined by this bylaw.
- j. Faculty – RFA faculty members of the department
- k. Sessionals – CUPE instructors teaching in the department
- l. Undergraduate Students – students who have elected the Department's major.
- m. Staff – Full-time Toronto Metropolitan University MAC or OPSEU employees performing administrative duties for the department
- n. Writing – including communication by electronic documents such as email and attachments.
- o. Academic Year – the twelve month period beginning September 1st

2. Mandate

- a. The Department Council will approve the following:

- i. Academic policies pertaining solely to the Department.
 - ii. Department curriculum not included in the Common Curriculum.
 - iii. Faculty sabbaticals, as outlined in the collective agreement between Toronto Metropolitan University and the TFA.
- b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
- c. The Department Council will issue its recommendation to TRSBM Council on the following:
 - i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
 - ii. Any Common Curriculum related matter.
- d. The Department Council will discuss the following:
 - i. Any issue relevant to the Department raised at TRSBM Council.
 - ii. Any other issue that a member of the Department Council perceives to affect the Department.
- e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council Bylaw and conducted by the Associate Dean, TRSBM, with respect to:
 - i. The Common Curriculum
 - ii. The Department Curriculum.
- f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

3. Membership

- a. The following shall be members of the Department Council:
 - i. All Faculty members.
 - ii. The Department Chair.
 - iii. Up to three Sessionals, elected by and from the Sessionals.
 - iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
 - v. One Staff member.
- b. All elected members will serve for one Academic Year.
- c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

4. Positions

- a. Chair of Department Council
 - i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty

member can serve as Chair of Department Council for more than two consecutive years.

- ii. The Chair of Department Council shall call all meetings and set their agenda.
- iii. The Chair of Department Council shall preside at all meetings, enforce this bylaw, and ensure that the Department Council and its sub-committees perform their obligations.
- iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.

b. Vice-Chair

- i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
- ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
- iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
- iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.

c. Secretary

- i. The Staff member will serve as Department Council Secretary.
- ii. The Secretary will provide Department Council with written notice of meetings.
- iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
- iv. The Secretary will attend all meetings and keep their minutes.
- v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
- vi. The Secretary will maintain a copy of this bylaw and any ensuing rules of procedure, and amend them as necessary.

5. Election Rules

- a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.
- b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.
- c. Elections will follow the following procedure:

- i. ___ The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.
- ii. ___ Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.
- iii. ___ A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.
- iv. ___ In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.
- v. ___ Ballots will be returned within two weeks of their distribution.
- vi. ___ The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.
- vii. ___ The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.
- d. ___ In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

6. Voting

- a. ___ All members shall be voting members except for the Secretary.
- b. ___ Normally, voting shall be by a show of hands.
- c. ___ Decisions will be made by simple majority.
- d. ___ The Chair of Department Council may vote only in the event of a tie.
- e. ___ A secret ballot may be declared at the request of any member.
- f. ___ There shall be no voting by proxy.

7. Meetings

- a. ___ All Department Council meetings will follow the Senate's Rules of Order.
- b. ___ The Department Council shall meet at least once in each of the Fall and Winter Terms.
 - i. ___ The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
 - ii. ___ The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.
- c. ___ There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

8. Curriculum Sub-Committee

- a. Department Council will form a standing Curriculum Sub-Committee.
 - b. The Curriculum Sub-Committee will have the mandate to:
 - i. Review the department's curriculum.
 - ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.
 - iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.
 - iv. Review any other issue that Department Council perceives as pertaining to the department's curriculum.
 - v. Report to Department Council at any Department Council meeting on any issue within its mandate.
 - c. The following will be members of the Curriculum Sub-Committee:
 - i. Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
 - ii. Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
 - iii. The Department Chair, or their designated Faculty member.
 - iv. No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year; one of the two will normally be a sessional.
 - v. The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.
 - d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.
 - e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.
 - f. All members of the Curriculum Sub-Committee will be voting members.
 - g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.
 - h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.
9. Dispute Resolution
- a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Toronto Metropolitan University in the following order:
 - i. The Dean's designate
 - ii. The Dean
 - iii. The Provost

10. Amendment

- a. This by-law can be amended with the approval of half of the Department Council's members.
- b. Any such amendment must be approved by the Senate before it takes effect.