

**PRINCIPLES, PROCEDURES, DEFINITIONS AND STRUCTURES
OF
GOVERNANCE
FOR THE
SCHOOL OF INTERACTIVE ARTS & TECHNOLOGY**

Recommended by the Governance Committee

28/05/2007

Version for Motion to the interim School Committee

Committee Membership:

Chairperson: Ron Wakkary

Co Chairperson: Jim Bizzocchi

Members: John Bowes

Ben Youssef

John Dill

Niranjan Rajah

Chris Shaw

Thecla Schiphorst

Tien Le

Advisory: Desirée Nazareth

Advisory: Miraj Khaled

Advisory: Lorna Boschman

Motion: That the attached document entitled "Principles, Procedures, Definitions and Structures of Governance for the School of Interactive Arts and Technology" be adopted as the principal authority for governance within the School of Interactive Arts and Technology.

Moved: Ron Wakkary

Seconded: Rob Woodbury

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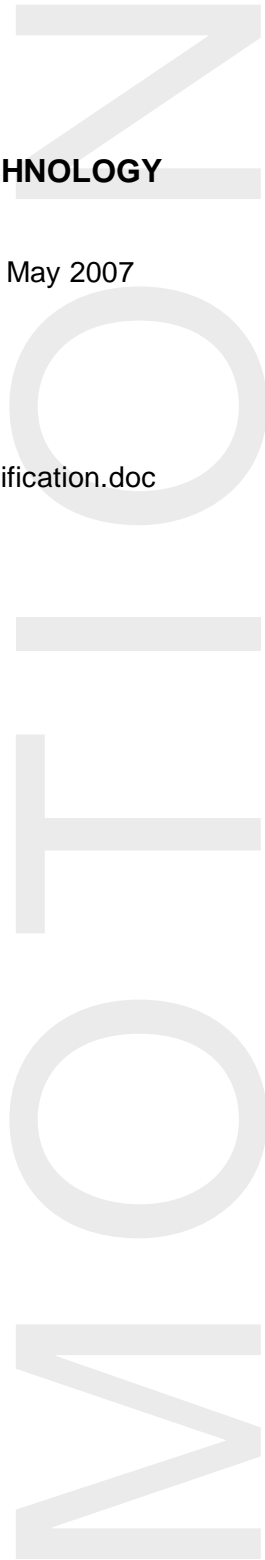


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PRINCIPLES, PROCEDURES, DEFINITIONS AND STRUCTURES OF GOVERNANCE FOR THE SCHOOL OF INTERACTIVE ARTS & TECHNOLOGY

1. GENERAL PRINCIPLES

This document establishes the principles, definitions, procedures and structures of governance for the School of Interactive Arts and Technology, hereinafter known as “SIAT”, Simon Fraser University (SFU).

The main purpose of SIAT is to advance the development and dissemination of information, knowledge and understanding in the field of Interactive Arts and Technology through teaching, research and community service.

All elements of governance should recognize, facilitate, and value the contributions that faculty members, students and staff can make in many and varied ways.

This document aims to ensure both openness and accountability, and to enable participation in governance for the members of SIAT in accordance with high principles of ethical conduct.

1.1. PRIMACY OF UNIVERSITY REGULATIONS

This document is supplementary and subordinate to the principles, policies, procedures and structures established for SFU and the Faculty of Applied Sciences (FAS). See Appendix A for a list of SFU documents referenced in this document.

SIAT sets all policy for its governance where allowed by University and Faculty of Applied Sciences (FAS) regulations.

1.2. THE SOURCE OF AUTHORITY

The powers and responsibilities of Directors, Chairpersons, committees, and other vehicles of governance in SIAT are derived from SFU's establishing acts, and in accordance with line management responsibilities delineated by University and Faculty regulations.

Powers and responsibilities not derived from SFU and not assigned in this document reside with the School Committee (see Section 3 below).

Directors, Chairpersons, committees, committee members and other vehicles of governance in SIAT are stewards: they represent SIAT as a whole; are expected to consult widely in SIAT; and to make recommendations in the best interests of SIAT.

1.3. THE SIAT COMMUNITY

SIAT comprises tenured and tenure-track faculty, non-tenure-track faculty, general staff employed by SIAT, emeritus faculty, adjunct and associate faculty, sessional instructors, teaching assistants, research personnel (including research assistants) employed by SIAT faculty, graduate students enrolled in a SIAT graduate program, and undergraduate students enrolled in a SIAT major or minor.

Faculty on exchange, voluntary leave without pay, parental leave, political leave, sick leave, study leave or administrative leave continue to be considered as part of SIAT.

Voting privileges attach to committee membership as specified in Sections 3, 5, 6 and 7 below.

1.4. DECISION MAKING

Decision-making at SIAT must generally be shared, except for decisions that SFU regulations, this document or the School Committee (see Section 3 below) explicitly or implicitly delegate to designated bodies or individuals.

When decision-making is shared, efforts must be made to engage all affected parties in meaningful dialogue and consensus building, especially when the decision is bound to have substantial impacts.

During discussions, participants are expected to present their varying insights and ideas, but also to genuinely listen and learn from their colleagues in the process of shared decision-making.

Those who conduct meetings are expected to balance the need for inclusive and holistic discussions with the need for efficiency and forward movement.

Participants in discussions and consensus building are expected to act as partners in the decision-making process and to treat their colleagues with respect, regardless of any differences of opinion that may exist.

Solidarity Rule

Whenever possible, collective decisions should respond to the various needs and legitimate interests of SIAT Community members. Under such conditions, it is anticipated that most decisions would be made by consensus and with no dissenting votes. However, if certain needs and interests cannot be accommodated without diluting the strength of a decision, it may be necessary to make it by a majority and despite dissenting votes.

If a decision is made by a majority vote and with dissenting votes, the minority is expected to accept and respect the decision as a legitimate democratic outcome. The only exception to this expectation is when a subordinate committee makes a recommendation to a governing body. In such cases, dissenting members may present minority reports for the governing body's consideration.

Members should employ the device of a minority report with care and due consideration of their role as stewards of SIAT.

2. GOVERNING DEFINITIONS AND PROCEDURES

All committees of SIAT follow the governing definitions and procedures described below.

Governing Body

A *Governing Body* has both legislative and electoral authority.

Scope

Committees work within the policies set by their respective governing body. Committees may recommend changes to policy to their governing body.

Meeting conduct

Meetings are conducted according to the generally accepted rules of parliamentary procedure, as outlined in O. Garfield Jones. (1990) *Parliamentary Procedure at a Glance*, Penguin, which is derived from *Robert's Rules of Order*.

Committee Appointment

Committees membership and committee Chairpersons are recommended by the Director and must be supported by a majority ballot ratification vote of the relevant electoral body.

When a ratification vote fails, elections will be held by the *straight election-at-large* system, as described in Jones (1990).

....If it is a committee of five, each member may vote for any five candidates and the five candidates with the largest vote are declared elected.... (Jones 1990, p XXXVII)

Ex-officio appointments are appointments by virtue of the office held by the appointed member. Ex-officio appointments are not subject to ratification.

Advisory appointments are non-voting.

An appointment may be both ex-officio and advisory.

Chair

Meetings of a SIAT committee are chaired by its Chairperson, or by a person designated by its Chairperson.

Quorum

The quorum for committee meetings is a majority of the voting members. Telepresence (real-time *viva voce*) is deemed as presence.

Eligibility to Vote

All committee members are eligible to vote, except members designated as advisory.

Confidential meetings

The chair of a committee meeting may restrict attendance at a meeting or during part of a meeting when sensitive material or matters of personal privacy are involved.

Notice

All members of the SIAT Community are entitled to receive notices of meetings and motions and to attend meetings of the School Committee.

A committee Chairperson will give reasonable notice of a committee meeting.

Participation

Committee meetings are open to SIAT Community members to observe. The chair may permit observers to speak. Voting is restricted to members of the committee.

Minutes

The chair of a meeting will ensure that formal minutes are kept and that the minutes of previous meetings are available in accordance with University and Faculty regulations.

Sub-committees

Committees may form sub-committees to undertake specific tasks. Such sub-committees report to the committee forming them.

2.1. VOTING PROCEDURES

A motion requiring a majority will pass whenever the votes in favour exceed the votes opposed. All motions require a majority to pass unless stated otherwise in the following sections.

Proxy votes are not permitted.

Ballots

The chair or committee may decide that an anonymous, written ballot be used. This may be taken within a meeting or as a separate process. A Returning Officer will be designated to receive all ballots.

When a ballot is conducted separate from a meeting, the deadline for receipt of ballots will be at least one week from the date that the ballots are distributed. The ballot must include the exact wording of the proposed motion. It must also contain the date that the motion will take effect and its expiry, if any.

When a ballot is conducted separate from a meeting, a member of SIAT who is entitled to vote, but who cannot mark a ballot in person, can make arrangements with the Returning Officer to vote before the deadline for ballots.

Except when disallowed by SFU regulations, an email balloting process may be used when a ballot conducted separate from a meeting is to be taken.

2.2. GOVERNANCE REVISIONS AND AMENDMENTS

SIAT takes a planned and measured approach to changes in its governance, in keeping with its principles of openness, accountability and participation. In particular, ample time and opportunity for deliberation will be allotted for all motions to change governance.

Two-thirds Majority

Amendments to this document require a two-thirds majority vote of the School Committee (see Section 3 below) by anonymous ballot, conducted separate from a meeting.

3. THE SCHOOL COMMITTEE: SIAT'S GOVERNING BODY

Governing Authority

The School Committee is the governing body of SIAT. Major matters involving SIAT (except regarding graduate programs (see Section 5.3 School Graduate Caucus) are to be legislated by the School Committee in accordance with SFU regulations and policies.

Membership

The School Committee comprises:

- Tenured and tenure-track SIAT faculty and non-tenure-track faculty with appointments of longer than one year (ex-officio);
- The Departmental Assistant representing the general staff (ex-officio);
- One representative of the graduate students in SIAT;
- One representative of the undergraduate students in SIAT;
- Emeritus faculty holding a post-retirement appointment in SIAT (ex-officio).

Chair

The Director is the Chairperson of the School Committee.

Schedule

Prior to the start of a semester, the Director will schedule meetings of the School Committee for that semester. The Director may call additional meetings of the School Committee to deal with urgent issues, and will give reasonable notice of such meetings.

4. SCHOOL ADMINISTRATION

4.1. APPOINTMENT OF DIRECTOR

For the appointment of the Director, and the designation of duties and related matters, SIAT operates within the *SFU Administrative Appointments Policies* (see Appendix A).

The term of the SIAT Director is three (3) years. Reappointment is allowed.

4.2. APPOINTMENT OF ASSOCIATE DIRECTOR

For the appointment of the Associate Director, and the designation of duties and related matters, SIAT operates within the *SFU Administrative Appointments Policies* (see Appendix A).

Duties of Associate Director

The Associate Director will assist the Director in leadership and management of SIAT.

The Associate Director will recommend an annual workload plan to the Director.

4.3. WORKLOAD ALLOCATION PROCESS

Goals

The workload allocation will be equitable, taking into consideration teaching (including graduate supervision) and major administrative responsibilities. It normally takes into account workloads of a faculty member over several academic terms.

Responsibility

The Director is responsible for the administration of teaching workloads per *SFU Faculty Workload Policy* (see Appendix A) for tenure track faculty, and *SFU Teaching Appointment Policy* (see Appendix A) for teaching appointment faculty.

The Associate Director is responsible for recommending the workload plan to the Director. He or she will consult with the Departmental Assistant, Graduate Program Chairperson and Undergraduate Program Chairperson in creating the plan and its basis of reasoning in a timely manner.

The workload allocation will be disclosed in sufficient time in order to allow faculty to plan appropriately.

Workload plans will be available and open to faculty review. Faculty wishing changes to the workload plan should first discuss these with the Associate Director. Appeals to allocations may be made to the Director.

Factors

Planning workload allocations may take into account such factors as:

- Number of classes assigned;
- Class size and/or number of sections, and type of class, e.g., lecture, seminar, studio, etc.;
- Amount of course preparation needed, i.e. new course development, is course being taught for the first time, etc.;
- Distribution of course level, e.g., lower division, upper division, graduate classes;
- Graduate supervision;
- Course buy-outs by faculty;
- Administrative and other related School and University responsibilities.

5. STANDING COMMITTEES

Term of appointment

Committee Chairpersons serve for three years. Members of a standing committee serve for one year, except for ex-officio members. Reappointment is allowed. Appointment of committee members will be so as to ensure both continuity and renewal.

5.1. DIRECTOR'S ADVISORY COMMITTEE

Terms of Reference

The Director's Advisory Committee (DAC) acts in advisory, consultative and facilitative roles.

This DAC's roles include:

- Appraising rapidly arising situations where comprehensive input is needed;
- Apprising the Director of issues arising in the standing committees; and
- Coordinating issues where several committees are involved.

Membership

Members comprise the Director (chair, ex-officio), Associate Director (ex-officio), the Graduate Program Chairperson (ex-officio) and the Undergraduate Program Chairperson (ex-officio), plus any other members that the Director may from time to time designate. In recognition of the DAC's advisory capacity, membership in this committee is not subject to ratification.

Meetings

The DAC is convened at the discretion of the Director.

5.2. UNDERGRADUATE CURRICULUM COMMITTEE

Terms of Reference

The Undergraduate Curriculum Committee (UCC) has responsibility for SIAT Undergraduate Programs.

The UCC meets this responsibility with the following:

- It undertakes the normal tasks of an undergraduate program committee;

- It plans and recommends to the School Committee the continuing development of SIAT undergraduate programs;
- It manages undergraduate scholarships, fellowships, and awards.

Membership

The UCC comprises the Undergraduate Program Chairperson (chair, ex-officio), five faculty members, the Tech One Director (ex-officio), the SIAT Director or designate (ex-officio), one representative of undergraduate students in SIAT, and the Undergraduate Advisor (ex-officio, advisory).

Appointment

The School Committee is the electoral body for appointments to the UCC of SIAT faculty and staff.

Duties of Undergraduate Program Chairperson

The Undergraduate Program Chairperson's duties include:

- Appeals concerning admission to undergraduate programs and courses;
- Grade appeals;
- Matters involving academic honesty and student conduct according to SFU General Regulations (see Appendix A);
- Representing SIAT on the Faculty undergraduate curriculum committee.

5.3. SCHOOL GRADUATE CAUCUS

Governing Authority

The School Graduate Caucus is the governing body of the SIAT Graduate Programs.

Primacy of School Committee

When an issue within the graduate programs significantly affects SIAT as a whole, the School Committee takes precedence over the School Graduate Caucus.

Membership

The School Graduate Caucus comprises all faculty eligible to be senior supervisors of graduate students as stipulated in the SFU Graduate General Regulations.

5.4. GRADUATE PROGRAM COMMITTEE

Terms of Reference

The Graduate Program Committee (GPC) has responsibility for SIAT Graduate Programs.

The GPC meets this responsibility with the following:

- It undertakes the normal tasks of a graduate program committee, as specified in SFU Graduate General Regulations;
- It plans and recommends to the School Graduate Caucus the continuing development of SIAT graduate programs;
- It manages graduate scholarships, fellowships, and awards.

Membership

The GPC comprises the Graduate Program Chairperson (chair, ex-officio), five faculty members, the SIAT Director or designate (ex-officio), one representative of the Master's students in SIAT, one representative of the PhD students in SIAT, and the Graduate Program Assistant (ex-officio, advisory).

Appointment

The School Graduate Caucus is the electoral body for appointments to the GPC of SIAT faculty and staff. SIAT's student associations select students.

Duties of Graduate Program Chairperson

The Graduate Program Chairperson's duties include:

- Appeals concerning admission to graduate programs and courses;
- Grade appeals;
- Matters involving academic honesty and student conduct according to SFU General and Graduate General Regulations (see Appendix A);
- Representing SIAT on the Faculty graduate curriculum committee.

5.5. TENURE AND PROMOTION COMMITTEE

The SIAT Tenure and Promotion Committee is constituted and proceeds according to Section 2 Governing Definitions and Procedures of this document, and to SFU regulations on Departmental Tenure and Promotion Committees set out in the *SFU Renewal, Tenure and Promotion Policies* (see Appendix A).

5.6. INFRASTRUCTURE COMMITTEE

Terms of Reference

The Infrastructure Committee (IC) has responsibility for SIAT infrastructure.

The IC meets these responsibilities with the following:

- It directs the management of SIAT's research laboratories;
- It recommends resource policy and allocation of resources to the School Committee;
- It liaises with the SIAT standing committees and other sectors of the university to ensure an adequate environment for the conduct of research, instruction, and administration..

Membership

The IC comprises its Chairperson (chair, ex-officio), five faculty members, the Director or designate (ex-officio), the Research Labs Manager (ex-officio), the Departmental Assistant (ex-officio) and a representative of the graduate students in SIAT.

Appointment

The School Committee comprises the electoral body for appointments to the IC of SIAT faculty and staff.

5.7. COMMUNICATIONS AND EXTERNAL RELATIONS COMMITTEE

Terms of Reference

The Communications and External Relations Committee (CERC) is responsible for the development, updating, and consistent application of the public face of SIAT.

The goal of this committee is to provide information for the purpose of recruiting new students at the undergraduate and graduate levels, raising SIAT's research profile, and attracting larger community involvement with SIAT.

The CERC recommends major initiatives to the School Committee.

Membership

The CERC comprises its Chairperson (chair, ex-officio), four faculty members, one representative from the University-Industry Liaison Office (ex-officio, advisory), the Departmental Assistant (ex-officio), the Communication Assistant (ex-officio, advisory) and one representative from the students in SIAT.

Appointment

The School Committee comprises the electoral body for appointments to the CERC of SIAT faculty and staff.

6. AD-HOC COMMITTEES

Formation

Ad-hoc school committees can be formed by the Director or by resolution of the School Committee by specifying the terms of reference, membership structure, and a fixed time period or fixed task scope.

Committee composition and Chairperson of an ad-hoc committee are by the normal committee appointment process or, if the relevant electoral body so decides, by election by the relevant electoral body. Elections will be held by the *straight election-at-large* system, as described in Jones (1990), page XXXVII.

Dissolution

At the end of the fixed time period or completion of task, the ad-hoc committee is automatically dissolved unless its mandate is renewed through the formation mechanism above.

7. SEARCH AND APPOINTMENTS COMMITTEES

7.1. FACULTY SEARCHES

Search and Appointments Committees are constituted and proceed according to SFU Academic Appointments and Terms of Appointment Policies (see Appendix A).

7.2. OTHER INSTRUCTIONAL APPOINTMENTS

Appointments other than tenure-track faculty are governed by SFU Other Academic Appointments Policies (see Appendix A).

APPENDIX A: REFERENCES TO SFU STATUTES AND POLICIES

This part of the document serves to provide links to relevant SFU statutes and policies. It is not a formal part of governance in that it is deemed to change immediately upon change in the structure of the relevant SFU documents.

SFU Renewal, Tenure and Promotion Policies	Policy Group A 11
SFU Academic Appointments and Terms of Appointment Policies	Policy Group A 10
SFU Other Academic Appointments Policies	Policy Group A 12
SFU Administrative Appointments Policies	Policy Group A 13
SFU Faculty Workload Policy	Policy 30.03
SFU Teaching Appointments Policy	Policy 12.01
SFU General Regulations	in SFU Calendar
SFU Graduate General Regulations	in SFU Calendar

