



**THE FACULTY OF KINESIOLOGY AND PHYSICAL EDUCATION  
FACULTY COUNCIL CONSTITUTION**

**I. Derivation of Authority from the U of T Act**

The Council of the Faculty of Kinesiology and Physical Education, hereafter described as the “Faculty Council”, exercises its responsibilities under the provisions of the University of Toronto Act, 1971, as amended.

**II. Definitions**

In this Constitution and the accompanying By-laws:

- II-1 “Faculty” means the Faculty of Kinesiology and Physical Education and “Council” means the properly composed Council of the Faculty of Kinesiology and Physical Education of the University of Toronto.
- II-2 “Teaching Staff” means a member of the Faculty of Kinesiology and Physical Education who holds an academic appointment of 50% or more in the Faculty of Kinesiology and Physical Education and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Senior Athletics Instructor or Athletics Instructor, Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional).
- II-3 “Other Academic Appointee” means a current University employee who is involved in the delivery of Faculty programs and a) who holds a part-time academic appointment of less than 50% in the Faculty and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; or Senior Athletics Instructor or Athletics Instructor or b) is a Sessional Lecturer I, II, or III.
- II-4 “Administrative Staff” means an appointed staff member of the Faculty of Kinesiology and Physical Education who is not a member of the Teaching Staff and who holds an appointment of 25% or more.
- II-5 “Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Kinesiology and Physical Education who is not registered in the School of Graduate Studies.

For the purpose of Appendix A (The Council of Athletics and Recreation Constitution), “student” means any student defined according to the current regulations governing elections to the Governing Council.

## Constitution for the Faculty of Kinesiology and Physical Education

- II-6 “Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Kinesiology and Physical Education
- II-7 “Alumni” means anyone who has received a degree, post-secondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

### III. Council’s General Powers and Duties

Subject to the provisions of the University of Toronto Act, 1971, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

- III-1 Council shall determine its composition, and the number, composition, and authority of its committees.
- III-2 Academic policies  
Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
- III-3 Advisory role  
Council plays an advisory role, tendering advice to the divisional administration.

### IV. Council’s Specific Powers and Duties

The specific powers and duties of Council are the following:

- IV-1 Determine its rules and regulations  
Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
- IV-2 By-Laws  
Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.
- IV-3 Establish committees  
Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.

## Constitution for the Faculty of Kinesiology and Physical Education

The composition, powers, duties, and procedures of its committees shall be set forth in the By-Laws of Council.

### IV-4 Admissions

Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.

### IV-5 Awards

Council shall award scholarships, bursaries, prizes, and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.

### IV-6 Petitions and appeals

Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.

Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the [Policy on Academic Appeals within Divisions](#).

### IV-7 Academic programs

Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.

Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of academic programs.

Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the [Policy on Certificates \(For Credit and Not-for-Credit\)](#). These approvals shall be reported annually for information to the appropriate body of Governing Council.<sup>1</sup>

---

<sup>1</sup>Definitions of Category 1 and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

Council shall approve proposals for Category 3 Not-for-Credit certificates. These approvals shall be reported to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.<sup>2</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.

IV-8 Delegation of authority

Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or Dean's designate, and/or the Vice-President and Provost or the Vice-President & Provost's designate.

IV-9 Interdisciplinary units

Council shall review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the [Policy on Interdisciplinary Education and Research Planning](#) and the [Guidelines for Extra-Departmental Units](#).

IV-10 Review of academic programs and units

Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.

IV-11 Transcript notations

Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with the [University Transcripts Policy](#). An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.

**V. Powers, Duties and Responsibilities of the Dean**

V-1 Council recognizes that the Dean exercises powers under the authority of the *Policy on Appointment of Academic Administrators* which states that "the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost."

---

<sup>2</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the [University of Toronto Quality Assurance Process](#) and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

## Constitution for the Faculty of Kinesiology and Physical Education

- V-2 While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
- V-3 The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within the Dean's jurisdiction and authority.
- V-4 The Dean shall advise Council of the resource implications of proposed academic policies.
- V-5 The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.

### **VI. Membership of Council**

- VI-1 Elected or appointed members (voting, unless otherwise noted):
  - i) All Teaching Staff as defined in section II-2
  - ii) Seven undergraduate students elected from and by the students in the undergraduate program in the Faculty of Kinesiology and Physical Education.
  - iii) One graduate student elected from and by the students in the graduate program in the Faculty of Kinesiology and Physical Education.
  - iv) Four members elected from and by the administrative staff of the Faculty.
  - v) 1 Alumni
  - vi) All consenting emeritus professors for a term of three years following their appointment as emeriti
  - vii) The Co-Chairs of the Council of Athletics and Recreation.
- VI-2 Ex-officio members (voting, unless otherwise noted)
  - i) The President of the University, or designate
  - ii) The Vice-President and Provost, or designate
  - iii) The Dean of the School of Graduate Studies, or designate (non-voting)
  - iv) The Dean of the Faculty
  - v) One professional librarian appointed by the University Librarian
  - vi) The Vice Dean(s), Associate Dean(s) and/or Assistant Dean(s) of the Faculty
  - vii) The Executive Director(s) of the Faculty
  - viii) The Registrar of the Faculty
  - ix) The Chief Administrative Officer of the Faculty

## Constitution for the Faculty of Kinesiology and Physical Education

- x) Director of Equity, Diversity, and Inclusion
- xi) The President of the Faculty's Undergraduate Student Society
- xii) The President of the Faculty's Graduate Student Society
- xiii) The President of the Alumni Association

### **VII. Term and Quorum of Council**

- VII-1 The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of Student members beginning in September.
- VII-2 Quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.

### **VIII. Officers**

#### VIII-1 Chair/Vice-Chair

The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair, and a Vice-Chair for the succeeding three years.

#### VIII-2 Presiding Officer

The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.

#### VIII-3 Term of Chair and Vice-Chair

The Chair and Vice-Chair will each serve a three-year term renewable to a maximum of one additional consecutive term. The Chair shall be a non-voting member of Council.

#### VIII-4 Secretary

The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting *ex officio* member of Council.

### **IX. Meetings**

#### IX-1 Regular meetings

There shall normally be four regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.

#### IX-2 Special Meeting

A special meeting may be called by the Chair of the Faculty Council, the Dean, or upon the written request of one-third of voting members of the Council and shall be

convened within 30 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least 1 week prior to the meeting.

**IX-3 Voting**

Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.

**IX-4 Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move *in camera*.**

**X. Parliamentary Authority**

The rules contained in the most recent edition of Bourinot's Rules of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

**XI. Amendment of the Constitution and By-Laws**

**XI-1 Constitution**

The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council. Voting shall take place at a regularly constituted meeting to which there has been 21 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.

**XI-2 By-Laws**

The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been 21 days' notice of the proposed amendment.

**XII. Council of Athletics and Recreation**

**XII-1** The U of T Sport and Rec Programs, Services and Facilities at the Faculty of Kinesiology and Physical Education (Sport & Rec) operating plans and budgets shall be received, reviewed, and recommended for approval by Governing Council, by the Council of Athletics and Recreation whose constitution and powers are outlined in the Constitution of the Council of Athletics and Recreation, as in Appendix A hereto, which forms part of the Constitution of the Faculty Council. The Faculty Council may delegate specific responsibilities for sport and recreational activities of the Faculty to the Council of Athletics and Recreation.

## Constitution for the Faculty of Kinesiology and Physical Education

- XII-2 Amendments to the Constitution of the Council of Athletics and Recreation will be considered for approval by the Faculty Council and the Governing Council body with assigned responsibility for Athletics and Recreation.

Amended and approved by Faculty Council on May 21, 2009, and approved by the Executive Committee of the Governing Council on June 15, 2009.

Amended and approved by Faculty Council on February 27, 2012, and approved by the Executive Committee of the Governing Council on March 29, 2012.

Amended and approved by the Faculty Council on January 16, 2013, and approved by the Executive Committee of the Governing Council on March 28, 2013.

Amended and approved by the Faculty Council on November 3, 2014, and approved by the Executive Committee of the Governing Council on February 9, 2015.

Amendments recommended for approval by Faculty Council to the Academic Board on April 5, 2024, and to the University Affairs Board on April 5, 2024; approved by the Academic Board on May 23, 2024; approved by the University Affairs Board on May 29, 2024; and confirmed by the Executive Committee of the Governing Council on June 18, 2024.



## **APPENDIX A to the Constitution of the Council of the Faculty of Kinesiology and Physical Education**

### **CONSTITUTION OF THE COUNCIL OF ATHLETICS AND RECREATION**

#### **I. Name**

- I-1 The “Council” shall be named the Council of Athletics and Recreation

#### **II. General Powers and Duties**

Subject to the provisions of the University of Toronto Act, 1971, as amended, and the approval, as required or appropriate, of the Governing Council of the University, Council shall have the following powers and duties:

- II-1 The Council advises on the operating plans and budgets for the sport and recreational program areas on the St. George campus, and sport and recreation programs which are administered on a university wide basis.
- II-2 Council shall determine the number, size, composition and authority of Sub Committees of the Council of Athletics and Recreation. Creation of Sub-committees will be reported to Faculty Council for information.
- II-3 Council advises on programmatic changes within Sport & Rec to be considered by the appropriate committee of Faculty Council or by officers of the Faculty.

#### **III. Specific Powers and Duties**

The specific powers and duties of Council are the following:

- III-1 To recommend, for approval to the appropriate body of Governing Council, the annual Sport & Rec operating plans and budget.
- III-2 To recommend the fees to be levied in support of Sport & Rec for approval by Governing Council.
- III-3 To serve, by virtue of its representative nature, as a medium of information, and communication.
- III-4 To recommend policy regarding the use of the athletics and recreation facilities administered by the Faculty.
- III-5 To establish committees, define their membership, and delegate powers and duties to them through its By-Laws, and to review and deal with reports of these committees. Committees will consider items relevant to sport and recreational program areas on the St. George campus, and sport and recreation programs which are administered on a university wide basis. Such committees will be reported to Faculty Council.
- III-6 To make rules and regulations to govern the proceedings of the Council.
- III-7 To determine the manner and procedure of election of its members and to conduct such elections and by-elections.

## Constitution for the Faculty of Kinesiology and Physical Education

- III-8 To fill vacancies that arise on Council or to conduct elections to fill vacancies on Council. (The decision to appoint, or to conduct elections, shall be made by the Striking Committee with the consent of Council, and should be determined by length of time left in vacancy, financial and logistical difficulties in conducting elections, and availability of appropriate candidates.)

### IV. Membership

The Council encourages diversity in its membership of the Council and its committees, and seeks to include representation from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities.

#### IV-1 Members

- i) Staff:
  - a. four full-time administrative staff of the Faculty whose primary responsibilities deal with the non-credit programs and services in athletics and recreation elected by and from among the full-time staff.
  - b. one University of Toronto teaching staff member, elected by teaching staff members as defined in section II.2 of the Faculty Constitution.
  - c. one University of Toronto administrative staff member, elected by administrative staff members of the athletic and recreational programs and services of the Faculty.
- ii) Students:
  - a. twelve student members, elected by student members of the athletic and recreational programs and services of the Faculty. The student members shall include two Arts and Science Students, two students representing Professional Faculties, one part-time undergraduate student, one graduate student, one University of Toronto Scarborough student, one University of Toronto Mississauga student, and four students at large.
  - b. three student members – one appointed by each of the University of Toronto Students' Union (UTSU), the Association of Part-time Undergraduate Students (APUS), and the University of Toronto Graduate Students' Union (UTGSU).
- iii) Alumni: one alumni member elected by alumni, as defined in section II.7 of the Faculty Council Constitution.
- iv) Two T-Holders (a T-Holder is an individual who has won a U of T athletic letter (i.e., a T), appointed by the Executive of the T-Holders' Association.

#### IV-2 Ex-officio members

- i) Dean of the Faculty of Faculty of Kinesiology and Physical Education
- ii) Executive Director, Co-Curricular Athletics and Physical Activity Programs, Faculty of Kinesiology and Physical Education
- iii) Directors of Athletics and Recreation at University of Toronto Mississauga and University of Toronto Scarborough

## Constitution for the Faculty of Kinesiology and Physical Education

- v) Executive Director, Student Experience, Student Life
- vi) Warden of Hart House

Each of the above members may designate a representative at any time and such representatives shall have full speaking and voting rights on Council.

### IV-3 Non-voting Assessors

- i) Chair of the Council of the Faculty of Kinesiology and Physical Education
- ii) Chief Administrative Officer of the Faculty
- iii) Director, Equity, Diversity and Inclusion of the Faculty
- iv) Director, Intercollegiate Athletics & High Performance
- v) Director, Sport & Recreation
- vi) Director, Sports Medicine Clinic
- vii) 4 Kinesiology and Physical Education Undergraduate Association (KPEUA) Representatives
- viii) Varsity Board Co-Chairs
- ix) 2 Intramural Sports Council members

## V. Term and Quorum of Council

- V-1 The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of Student members beginning in September.
- V-2 Quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.

## VI. Officers

The Officers of the Council shall be:

- i) Honorary Chair – the President of the University of Toronto or designate
- ii) Co-Chairs – elected by the Council from among its non-ex officio members
- iii) Executive Secretary – the Dean of the Faculty or designate

## VII. Meetings

All meetings of the Council and its standing and special committees shall be open except as provided in the By-Laws.

The Co-Chairs shall determine the frequency of its meetings.

The Council shall meet at least two times during each academic year.

**VIII. Council Executive**

The Council Executive shall consist of the officers in Article VI, plus two annually appointed members of the Council. Such members shall be appointed at the April or the first meeting of Council.

This Executive has the authority to act on important issues when it is impossible or impractical to schedule a full Council meeting. Any actions taken by Council Executive shall be brought to Council's attention at the earliest possible time.

**IX. Amendments**

On the recommendation of two-thirds of the voting members present at any meeting, the Council may propose an amendment to its Constitution to the Council of the Faculty of Kinesiology and Physical Education, for its approval and transmission to the Governing Council of the University of Toronto. At least 21 days' notice of any proposed amendment shall be given to the Council.