

Administrative Procedures of the St. George Colleges

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CONTENTS

Definitions

I. Overview

II. College Teaching

- II.1. Programs and Courses
- II.2. Establishment and Review
- II.3. Access
- II.4. Teaching Appointments
- II.5. Teaching in College Programs
- II.6. Funding of College Programs and Courses

III. College Fellows

- III.1. Selection
- III.2. Duties and Privileges

IV. Students and Student Services

- IV.1. Recruitment and Outreach
- IV.2. Registrarial Services
- IV.3. Advising
- IV.4. Student Life Matters

V. Academic Services

- V.1. Libraries
- V.2. Academic Skills Development

VI. College Principals

- VI.1. Reporting Relationships
- VI.2. Appointments Process

VII. Reviews of Colleges

VIII. Alumni

IX. Monitoring, Review and Amendment

Definitions

College: a Constituent College or a Federated Arts College

Constituent College: for the purposes of this document, University College, New College, Innis College, and Woodsworth College. Under the University of Toronto Act 1971, University College is the provincial College of the University of Toronto, and the others constituent colleges.

Council: the academic governing body of a College

Federated Arts College: St. Michael's College in the University of St. Michael's College, Trinity College (Faculty of Arts) in Trinity College, and Victoria College in Victoria University

Federated University: the University of St. Michael's College, Trinity College, and Victoria University

Fellow: a member of a College, appointed under the terms and conditions set out by its Council; for the purposes of this document, normally also a faculty member of the University of Toronto

Governing Body: the Governing Council of the University of Toronto, the Collegium of the University of St. Michael's College, the Board of Trustees of Trinity College, the Board of Regents of Victoria University

Head of a Federated University: the President of the University of St. Michael's College, the Provost of Trinity College, and the President of Victoria University

Principal: the Principal of a Constituent College or Federated Arts College, including the Dean of Arts at Trinity College

Program: a degree program, including specialist, major or minor program, or a certificate or diploma program, offered with the approval of the Academic Board of the University of Toronto

St. George Colleges: the Constituent Colleges and the Federated Arts Colleges

University: the University of Toronto

I. Overview

The college system dates back to the earliest days of the University of Toronto and remains one of the university's most distinctive features today. Innis College, New College, University College, and Woodsworth College are constituent colleges that are owned and operated entirely by the University. The University of St. Michael's College, Trinity College and Victoria University are universities that are federated with the University of Toronto. The federated universities represent separate legal entities with their own independent boards. They appoint their own staff and own their own buildings but their Arts and Science teaching staff, curriculum and students are an integral part of the University.

All students in the oldest and largest faculty, the Faculty of Arts and Science, must register in a college. Several colleges are multi-faculty colleges accepting some professional students as well as students in Arts and Science.

The *Statement on the Roles of the Constituent and Federated Colleges* sets out the roles of the St. George Colleges and a framework of principles, procedures and institutional facts within which the Colleges operate. As noted in the Implementation section of the Statement, this document outlines the procedures that confirm their respective roles. These procedures are recommended to the Vice-President and Provost.

The University and each of the Federated Universities have executed a *Federation Framework Agreement* that contains the essential principles for the basis of federation and is reflective of current policies and practices. The operational sections of the Agreement are included in separate operating agreements with each Federated University.

II. College Teaching

As per the *Statement on the Roles of the Constituent and Federated Colleges*, the teaching role of the Colleges includes organizing and sponsoring programs of study, certificate and diploma programs, and College courses.

II.1 Programs of Study and Courses

- a. The teaching role of Colleges includes some or all of the following:
 - i. sponsoring programs of study (i.e., specialist, major or minor programs) typically interdisciplinary in nature, organized by a College and composed of courses mainly or exclusively mounted by that College, with a College prefix;
 - ii. organizing and sponsoring programs of study, typically interdisciplinary in nature, composed of courses drawn mainly or exclusively from regular departmental offerings;
 - iii. organizing and sponsoring certificate and diploma programs;
 - iv. offering courses with College prefixes, and 199H/Y courses.
- b. A College's sponsoring of a program of study in a Faculty consists in its administering the undergraduate program on behalf of the Faculty. This involves the College being responsible for such matters as the following: admitting students to the program; advising students enrolled in the program; determining whether a student has fulfilled the requirements of the program; staffing college-prefix courses in the program; monitoring grading practices in such courses for compliance

with Faculty and University grading standards; developing curricular proposals; arranging, in accordance with Faculty guidelines, for the appointment of a program director.

- c. A College may provide administrative support or other resources for a graduate program by mutual agreement between the College and the Dean responsible for the relevant graduate unit.

II.2. *Establishment and Review*

- a. All proposed College courses and programs of study are submitted on behalf of their Councils by the appropriate academic head to the Faculty of Arts and Science or other Faculty for approval and recommendation to the Governing Council. In the case of College-sponsored University of Toronto certificate and diploma programs, the Principal of the College is responsible for submitting the programs and associated courses on behalf of the College Council to the Governing Council.
- b. All programs of study, and all University of Toronto certificate and diploma programs, sponsored by or having their primary base in a College undergo periodic external review. The responsibility for establishing the composition and terms of reference of the committee which carries out the external review of a program of study rests with the Dean of the Faculty which has primary responsibility for the program, after consultation with the Principal of the College and taking into account the objective and scope of the program under review. In the case of College-sponsored University of Toronto certificate and diploma programs, the Principal of the College is responsible for organizing the review and reporting the results of the review to the appropriate University bodies. The processes are outlined in the University's *Policy for Assessment and Review of Academic Programs and Units* and related *Guidelines*.¹
- c. Constituent College courses not part of College-sponsored programs are reviewed during the review of each Constituent College normally in the final year of the term of the Principal. Federated Arts College courses not part of College-sponsored programs are reviewed during the review of the Principal's office that takes place each time before the office is filled or renewed.

II.3. *Access*

- a. A proportion of places in courses and programs of study sponsored by a College may be offered in the first instance to the students of that College. The balance of places in the courses and programs of study is available to University of Toronto students regardless of a student's College or Faculty affiliation. Any courses and programs of study to be so designated will be identified as such prior to submission for approval at the University of Toronto. The appropriate proportion to be set aside in such a manner will be determined by the Dean of the relevant Faculty and the Principal of the College concerned.
- b. Alternatively, a College may choose to give first preference to its students only in courses sponsored by the College (including 199H/Y courses) that do not count towards the fulfilment of requirements for specialist, major or minor programs in Arts and Science or another Faculty or School, and may choose not to give first preference to its students in any program of study it sponsors.

II.4. *Teaching Appointments*

- a. Under the University of Toronto *Policy and Procedures on Academic Appointments*, a Constituent College may not be the place of primary or secondary appointment for the purposes of consideration for and award of tenure; however, with the approval of the Dean, members of Departments may hold budgetary cross-appointments to Colleges.

¹ <http://www.provost.utoronto.ca/policy/assessmentandreview.htm>

- b. All budgetary cross-appointments to Constituent Colleges hold their tenure in a Department or Faculty of the University.
- c. Where through co-operative arrangements a faculty member appointed by a Federated University to its Arts College teaching staff is expected to teach in the programs of the University, the area of appointment should reflect a partnership between College and Graduate department in the case of tenured or tenure-stream appointments, and in the case of tenured or tenure-stream or teaching-stream appointments it should be compatible with the Faculty's academic plan.
- d. In accordance with policy, the Constituent College Principal supplies an evaluation of the cross-appointed member's contribution to the College for the purposes of tenure, promotion and merit review.
- e. As per the *Federation Framework Agreement*, for all faculty hired by the Federated Universities who teach in University of Toronto programs, the Federated Universities respect and abide by policies on appointment, tenure and promotion identical in all relevant respects to the policies of the University of Toronto. The Dean (or delegate) of the appropriate Faculty participates in the appointment, tenure or promotion of any full-time faculty member employed by a Federated University. This process applies only to faculty members of a Federated University who are employed by that institution with funds from that institution.
- f. In the case of dismissal of a tenured faculty member holding an employment contract with a Federated University, the Head of the Federated University and the President of the University of Toronto will act conjointly.

II.5. *Teaching in College Programs*

- a. Wherever possible, College courses in College programs are taught by members of Departments in a Faculty.
- b. Where College Programs are dependent upon the continued contribution of departmental members, the Dean endeavours to ensure stability of this contribution in accordance with the principles and practices of staffing in the Faculty.
- c. Constituent Colleges may appoint non-tenured or non-tenure-stream teaching staff from time to time, and the Federated Arts Colleges may employ teaching staff, other than their own tenured or tenure-stream faculty members or members of Departments, to teach in College programs and courses. All such appointments are made in accordance with the policies and procedures of the University of Toronto, as amended from time to time.

II.6. *Funding of College Programs and Courses*

The University contributes to the funding of College programs and courses in accordance with the following principles.

- a. Insofar as teaching is done for Arts and Science students, in courses and programs of study approved by the Faculty of Arts and Science, final responsibility for College teaching as defined in Section II above rests with the Faculty of Arts and Science. This principle extends by analogy to any College teaching for any other Faculty or School of the University.
- b. A College may contribute from its own financial resources to the costs of teaching approved courses or programs mounted in the College. Each College is encouraged to seek additional sources of funding for courses and programs reflecting its distinctive character and mission within the University. Financial partnerships between College and Faculty are desirable.
- c. Instructional grants for College teaching are subject to the normal budgetary processes within the Faculty. In their capacity as equivalent to departmental chairs, College Principals present their teaching program budgets to the Dean as part of periodic budget and complement planning processes. In keeping with the principles enunciated above, the Faculty portion of College

budgets will be adjudicated and adjusted according to principles and procedures similar to those that apply to departmental budgets.

III. College Fellows

As per the *Statement on the Roles of the Constituent and Federated Colleges*, each College defines Fellowship in accordance with its own traditions and ethos.

III.1. Selection

- a. Appointment of a University of Toronto faculty member as a Fellow may be initiated by the College or by the faculty member.
- b. A College that wishes to appoint a Fellow from the existing faculty of the University of Toronto consults with the relevant department Chair, or Dean of the appropriate Faculty if the individual is a member of a single-department Faculty, in the appointment of a College Fellow.

III.2. Duties and Privileges

- a. A College may wish to offer an office to a Fellow to enable him or her to be more actively involved in the College community, or because the Fellow teaches a College course or is the director of a College program, or because faculty in the Fellow's discipline have traditionally been located in the College. A College may offer an office to a Fellow provided that it would be consistent with University of Toronto policy² for that Fellow to have a College office. Before offering a College fellowship with office space to any University of Toronto faculty member, or before offering office space to a Fellow of the College who is a University of Toronto faculty member, the College Principal consults with the Dean of the appropriate Faculty early in the process so that the interests of the Department or Faculty may be appropriately considered.
- b. While recognizing the primacy of their departmental obligations, Fellows are expected to involve themselves in the academic and community life of their College; they should be willing, for example, to counsel students and to participate in the work of College committees.
- c. Service to a College shall be given the same weight as service to a Department in the awarding of merit increases as well as in the granting of tenure and promotion.

IV. Students and Student Services

College Registrars report to their Principals or Heads, and co-ordinate their activities with Admissions and Awards and with the Faculty of Arts and Science Registrar's Office. All activities concerning the recruitment of students to the University are co-ordinated by the Vice-Provost, Students of the University of Toronto. The Colleges and the Faculty work together with the Vice-Provost to improve and enhance the quality of student experience. The Registrar of the Faculty chairs a Registrars' Group which co-ordinates central, faculty, and college registrarial and student service activities. Although these activities will develop over time, they are expected to include the following.

IV.1. Recruitment and Outreach

² *Policy on Assignment and Usage of Academic Offices*

Under the co-ordination of the Vice-Provost, Students, Colleges participate fully in the recruitment of students to the Faculty of Arts and Science and the University. Colleges may play a special role in outreach to designated groups.

IV.2. Registrarial Services

Colleges perform registrarial services for their students in co-operation with Admissions and Awards, and the Faculty of Arts and Science Registrar. Examples of such services are:

- a. selecting students for admission to College membership
- b. assisting students in making effective use of the University's student record system
- c. student record management
- d. administration of scholarships and financial aid
- e. student petitions
- f. research on the student experience.

IV.3. Advising

In co-operation with faculty and university-wide services, Colleges engage in advising of students. They are a reliable first stop for their students, providing access to information and making referrals as appropriate.

- a. Colleges provide academic advising to their students, particularly at stages of transition to, within, and from the University. Advising on transition to the University includes advising about course selection, and an introduction to the policies of the University and the Faculty of Arts and Science, especially the Code of Behaviour on Academic Matters, the Code of Student Conduct, the Policy and Procedures on Sexual Harassment, the Policy on Official Correspondence with Students and the rules and regulations of the Faculty.
- b. Colleges are expected to provide consistent and timely advice on petitions and appeals.
- c. Colleges provide individual and personal advising, including crisis management, in co-operation with university-wide advising services.
- d. In co-operation with Admissions and Awards, Colleges provide financial advising to their students, and participate in determining and implementing as their resources permit the University's policies on financial aid.

IV.4. Student Life Matters

- a. Colleges provide residence spaces as available.
- b. Colleges offer non-academic programs and activities to enhance student life, for both resident and non-resident students.
- c. Colleges are responsible for the administration of the Code of Student Conduct of the University of Toronto; the Federated Arts Colleges also have the authority to maintain their own codes of non-academic discipline.
- d. Colleges seek to include students of Faculties other than Arts and Science among their student members, especially graduate students, and thereby enrich student experience at the University.
- e. Colleges may foster the international experience of their students through promoting, and participating in, exchanges.
- f. Colleges provide study space, and academic services for their students as set out in section V below.

V. Academic Services

V.1. Libraries

- a. As centres of intellectual community in the Colleges, the College Libraries serve students, faculty and alumni. They provide formal and informal study space, and are especially valuable as a campus academic base for both resident and non-resident students. Offering expert, personal service, they effectively introduce members of the University to information sources in the campus system and the wider world. The College Libraries are especially well positioned to respond efficiently to immediate academic needs and to support local initiatives. College library resources are generally available to all members of the University.
- b. The College Libraries contribute to the strength of the University system in five principal ways:
 - i. by providing user-friendly decentralized access to new information technology and digital resources;
 - ii. by providing current curriculum materials in high demand;
 - iii. by supporting, according to a collections policy complementary to the University of Toronto Library system, research interests associated with the College and the University;
 - iv. by providing convenient, attractive facilities for study and research;
 - v. by providing instruction in the use of library and information resources.
- c. The Chief Librarian of the University establishes a Librarians' Group to oversee the operations of these procedures.
- d. It is recognized that the above principles of this section apply especially to the libraries of the Federated Arts Colleges. Constituent College libraries may support only some of the objectives of V.1.b. Where a Constituent College makes its library an academic priority, it shall be expected to seek and deploy its funding in ways that reflect University priorities.

V.2. Academic Skills Development

Colleges have a special responsibility for the development of the academic skills of their students. In coordination with services offered by other units in the University, Colleges offer workshops, labs or tutoring in such areas as:

- a. proficiency in language, reasoning, and writing
- b. mathematical sciences and analytical proficiency
- c. information literacy skills

VI. College Principals

All Principals, of Constituent Colleges and Federated Arts Colleges, have a reporting relationship to the Vice-President and Provost of the University of Toronto in their capacity as heads of academic units in the University; they also report to the Dean of the Faculty of Arts and Science on behalf of their College programs in a capacity equivalent to that of department chairs (and in like fashion to the dean of any other faculty or school under whose aegis a College program is offered). The Principals of the Federated Arts Colleges also report to their respective Federated University Heads.

- a. Advisory committees for the appointment of constituent College Principals are governed by the University of Toronto *Policy on the Appointment of Academic Administrators*, Section III, as amended from time to time; Principals of both Constituent Colleges and Federated Colleges are

eligible to serve on advisory committees where by virtue of their academic appointments they are qualified scholars in the University.

- b. Federated College Principals are appointed by their governing bodies, and Constituent College Principals by the Governing Council of the University of Toronto.

VII. Reviews of Colleges

- a. The Office of the Vice-President and Provost of the University conducts a periodic review, normally early in the final year of the Principal's term, of each Constituent College. Membership of Provostial review committees normally includes at least one other College Principal;
- b. The Federated Universities conduct a review of the Principal's office each time before it is filled or renewed. They include the Vice-President and Provost (or delegate) on the review committee and share the report with the Vice-President and Provost.

VIII. Alumni

Students become alumni of the University and of their College of registration and of the Faculty in which they have followed their academic program. University, College and Faculty officers foster relationships that respect the freedom of alumni to express their loyalties, and cultivate their alumni in a co-operative and co-ordinated fashion.

IX. Monitoring, Review and Amendment

- a. The annual operations of the Administrative Procedures are monitored by the appropriate bodies. At the call of the Principals, the Principals and the Dean of Arts and Science (and similarly the Dean of any other Faculty with College relationships, and the relevant Principal or Principals) meet annually to comment on the workings of the document, especially under sections II, III and V.2, and to receive reports from the:
 - Registrars' Group on the workings of section IV above;
 - Librarian's Group on the workings of section V.1 above;
 - Periodic reviews of Colleges, described in section VII.

Minutes of this meeting are sent to the Vice-President and Provost.

- b. The College Principals, the Dean of the Faculty of Arts and Science, and the Vice-President and Provost of the University (or delegate) review the operation of the Administrative Procedures as required from time to time and determine whether any amendments of its provisions are required.