

Student Organization: Carleton Academic Student Government
Document: Departmental Representative Policy

Outline:

Section 1: Departmental representatives

Section 2: Election of students to boards.

Section 3: Actions of reps on boards, duties of reps, recalls, and individual by-elections

Section 1: Departmental representatives

What's a department?

1.1. Carleton Academic Student Government utilizes the same definition of the 'Academic Governance of the University' document (AGU) section 12.1 which is: “'department' is used to signify any academic department, school, institute, college or the like responsible for a program of instruction and reporting to a Faculty Board.”

1.2. The 'Academic Governance of the University' document stipulates that students are elected to representative positions. Students may also become ASG Representatives:

1.2.a. Elected directly to a faculty board as defined in the AGU section 11;

1.2.b. Elected to any body that defining a program of study similar to, but not meeting the requirements listed above.

1.3. The following is a list of units to which ASG Representatives are elected, which student degrees are eligible to sit on which board, and the minimum student representation. This list is updated on an ongoing basis and also should have a complete review on an annual basis each September before elections:

Section 1.1:			
Department	Undergrad Majors	Graduate Majors	Minimum student representation
Faculty of Arts and Social Sciences			
Department of English Language and Literature	B.A. Major in English	Master of Arts: English Doctor of Philosophy: English	2 Undergraduate 1 Graduate
Department of French	B.A. Major in French	Master of Arts: French	2 Undergraduate 1 Graduate
Department of Geography and Environmental Studies	B.A. Geography B.Sc. Geography	Master of Arts: Geography Master of Science: Geography Doctor of Philosophy: Geography	2 Undergraduate 1 Graduate
Department of History	B.A. Major in History	Master of Arts: History Master of Arts: History (Public) Doctor of Philosophy: History	2 Undergraduate 1 Graduate
Department of Philosophy	B.A. Major in Philosophy	Master of Arts: Philosophy	2 Undergraduate 1 Graduate
Department of Psychology	B.A. Major in Psychology B.SC Major in	Master of Arts: Psychology Master of Science: Psychology (Neuroscience)	2 Undergraduate 1 Graduate

	Psychology	Doctor of Philosophy: Psychology Doctor of Philosophy: Psychology (Neuroscience)	
Department of Sociology and Anthropology	B.A. Major in Sociology B.A. Major in Anthropology	Master of Arts: Anthropology Master of Arts: Sociology Master of Arts: Sociology (Quantitative Methods) Doctor of Philosophy: Sociology	2 Undergraduate 1 Graduate
Institute for Comparative Studies in Literature, Art and Culture	N/A	Doctor of Philosophy: Cultural Mediations (Literary Studies) Doctor of Philosophy: Cultural Mediations (Musical Culture) Doctor of Philosophy: Cultural Mediations (New Technologies) Doctor of Philosophy: Cultural Mediations (Visual Culture)	1 Graduate
School for Studies in Art and Culture	B.A. Major in Art History (including History and Theory of Architecture) B.Music B.A. Major in Film Studies Students taking the diploma in Sonic Design	Master of Arts: Art History: Art and its Institutions Master of Arts: Film Studies Master of Arts: Music and Culture	2 Undergraduate 1 Graduate
School of Canadian Studies	B.A. Major in Canadian Studies	Master of Arts: Canadian Studies Doctor of Philosophy: Canadian Studies	2 Undergraduate 1 Graduate
School of Linguistics and Applied Language Studies	B. Linguistics	Master of Arts: Applied Language Studies	2 Undergraduate 1 Graduate
Institute of Cognitive Science	B.A. Major in Cognitive Science	Doctor of Philosophy: Cognitive Science	2 Undergraduates 1 Graduate
Pauline Jewett Institute of Women's Studies	B.A. Major in Women and Gender Studies	N/A	2 Undergraduates
Institute of Interdisciplinary Studies	Those Students elected to Child Studies, DIS, Human Rights, and African Studies Management Committees.	N/A	2 Undergraduates
Committee for Child Studies	B.A. Major in Child Studies	N/A	1 Undergraduate
Committee for Directed	B.DIS	N/A	1 Undergraduate

Interdisciplinary Studies			
Committee for Human Rights	B.A. Major in Human Rights	N/A	1 Undergraduate
Institute of African Studies	Selected from interdisciplinary courses, sits on management committee	N/A	1 Student (either grad or undergrad)
College of Humanities	Those Students elected to Humanities, Religion, and Greek and Roman Studies.	N/A	Those Students elected to Humanities, Religion, and Greek and Roman Studies.
College of Humanities	B. Humanities	N/A	1 Undergraduate
Department of Religion	B.A. Major in Religion	N/A	1 Undergraduate
Department of Greek and Roman Studies	B.A. Major in Greek and Roman Studies B.A. Major in Classics	N/A	1 Undergraduate
Faculty of Public Affairs:			
Department of Economics	B.A. Major in Economics	Master of Arts: Economics Doctor of Philosophy: Economics	2 Undergraduate 1 Graduate
Department of Law	B.A. Major in Law	Master of Arts: Legal Studies	2 Undergraduate 1 Graduate
Department of Political Science	B.A. Major in Political Science	Master of Arts: Political Science Doctor of Philosophy: Political Science	2 Undergraduate 1 Graduate
Institute of European, Eurasian, and Russian Studies	B.A. Major in EURUS	Master of Arts: European and Russian Studies	2 Undergraduate 1 Graduate
Institute of Political Economy	N/A	Master of Arts: Political Economy	1 Graduate
Norman Paterson School of International Affairs	N/A	Master of Arts/Bachelor of Laws Master of Arts: International Affairs Doctor of Philosophy: International Affairs	1 Graduate
School of Journalism and Communication	B. Journalism B.A. Major in Mass Communication	Master of Arts: Communication Doctor of Philosophy: Communication Master of Journalism	2 Undergraduate 1 Graduate
School of Public Policy and	B.A. Major in Economics	Graduate Diploma in Health Policy Graduate Diploma in Public	2 Undergraduates 1 Graduate

Administration		Management Graduate Diploma in Public Policy and Program Evaluation Graduate Diploma in Sustainable Development Master of Arts: Public Administration Doctor of Philosophy: Public Policy	
School of Social Work	B. Social Work	N/A	2 Undergraduate 1 Graduate
Institute of Criminology and Criminal Justice	B.A. Major in Criminology and Criminal Justice	N/A	2 Undergraduate
Arthur Kroeger College of Public Affairs	B. Public Affairs and Policy Management (BPAPM)	N/A	2 Undergraduate
Faculty of Science:			
Department of Biology	B.A. Major in Biology B.Sc Major in Biology B.A. in Bioinformatics	Master of Science: Biology Doctor of Philosophy: Biology	2 Undergraduate 1 Graduate
Department of Chemistry	B.Sc Major in Chemistry B.Sc Major in Computational Chemistry	Master of Science: Chemical and Environmental Toxicology Master of Science: Chemistry Doctor of Philosophy: Chemical and Environmental Toxicology Doctor of Philosophy: Chemistry	2 Undergraduate 1 Graduate
Department of Earth Sciences	B.Sc Major in Earth Sciences B.Sc Computational Geophysics	Master of Science: Chemical and Environmental Toxicology Master of Science: Earth Sciences Doctor of Philosophy: Chemical and Environmental Toxicology Doctor of Philosophy: Earth Sciences	2 Undergraduate 1 Graduate
Department of Physics	B.Sc Major in Physics B.Sc Major in Applied Physics B.Eng in Engineering Physics	Master of Science: Physics (High Energy) Master of Science: Physics (Medical) Master of Science: Physics (Modern Technology) Doctor of Philosophy: Physics (High Energy) Doctor of Philosophy: Physics (Medical)	2 Undergraduate 1 Graduate

School of Mathematics and Statistics	B.Math	Master of Science: ISS (Mathematics) Master of Science: Mathematics (Applied Mathematics) Master of Science: Mathematics (Biostatistics) Master of Science: Mathematics (Probability and Statistics) Master of Science: Mathematics (Pure Mathematics) Doctor of Philosophy: Mathematics (Applied Mathematics) Doctor of Philosophy: Mathematics (Probability and Statistics) Doctor of Philosophy: Mathematics (Pure Mathematics)	2 Undergraduate 1 Graduate
Technology, Society, Environment Studies	Selected from interdisciplinary courses, sits on management committee	Selected from interdisciplinary courses, sits on management committee	1 student (either grad or undergrad)
Institute of Environmental Science	B.Sc. Major in Environmental Sciences	N/A	2 Undergraduates
Institute of Biochemistry	B.Sc. Major in Biochemistry B.Sc. Biochemistry and Biotechnology B.Sc. Computational Biochemistry	Masters and Ph.D. in Biology (M.Sc., Ph.D.) through the Ottawa-Carleton Institute for Biology or in Chemistry (M.Sc., Ph.D.) through the Ottawa-Carleton Chemistry Institute.	2 Undergraduates
Integrated Science Institute	B.Sc. Major in Integrated Science with concentrations in: Forensic Science, Health Science, Information Science, Information Technology, Science and Ethics, Science and Policy, Science and Technology, Science and the Arts, Science Education,	N/A	2 Undergraduates
Institute of Neuroscience	B.Sc. Major in Neuroscience	Overlaps with Psychology and Biology	2 Undergraduates

**Faculty of
Engineering and**

Design:

Department of Civil and Environmental Engineering	B.Eng in Civil Engineering B.Eng in Environmental Engineering	Master of Applied Science: Civil Engineering Master of Applied Science: Environmental Engineering Master of Engineering: Civil Engineering Master of Engineering: Environmental Engineering Doctor of Philosophy: Civil Engineering Doctor of Philosophy: Environmental Engineering	2 Undergraduate 1 Graduate
Department of Mechanical and Aerospace Engineering	B.Eng in Mechanical Engineering B.Eng in Aerospace Engineering	Master of Applied Science Biomedical Engineering Master of Applied Science: (Aerospace) Master of Applied Science: (Materials) Master of Applied Science: (Mechanical) Master of Engineering: (Aerospace) Master of Engineering: (Materials) Master of Engineering: (Mechanical) Doctor of Philosophy: (Aerospace) Doctor of Philosophy: (Mechanical)	2 Undergraduate 1 Graduate
Department of Systems and Computer Engineering	B.Eng in Systems Engineering B. Eng in Computer Engineering	Master of Applied Science Biomedical Engineering Master of Applied Science: Electrical Master of Applied Science: Technology Innovation Management Master of Engineering: Electrical Engineering Master of Engineering: Technology Innovation Management Master of Science: ISS (Systems Engineering) Doctor of Philosophy: Electrical Engineering	2 Undergraduate 1 Graduate
Department of Electronics	B.Eng in Electronic Engineering B.Eng in Biomedical Engineering	Master of Applied Science: Electrical Master of Engineering: Electrical Engineering Doctor of Philosophy: Electrical Engineering	2 Undergraduate 1 Graduate

Section 1.2.a:

Elected (Directly)

Faculty of Arts and Social Science	Undergraduate Students in all programs listed under FASS in section 1.1	Graduate Students in all programs listed under FASS in section 1.1	1 First Year Student
Faculty of Public Affairs	Undergraduate Students in all programs listed under FPA in section 1.1	Graduate Undergraduate Students in all programs listed under FPA in section 1.1	1 First Year Student
Business Faculty Board	B.Commerce B.International Business	Master of Business Administration Doctor of Philosophy: Management	2 Undergraduates 1 Masters 1 Ph.D.
Science Faculty Board	Undergraduate Students in all programs listed under Faculty of Science in section 1.1	Graduate Undergraduate Students in all programs listed under Faculty of Science in section 1.1	1 First Year Student
Engineering Faculty Board	Undergraduate Students in all programs listed under FED in section 1.1	Graduate Undergraduate Students in all programs listed under FED in section 1.1	None.
Computer Science Faculty Board	B. Computer Science	Master of Applied Science Biomedical Engineering Master of Computer Science Master of Science: ISS (Computer Science) Doctor of Philosophy: Computer Science	2 Undergraduates 1 Graduate
Architecture Faculty Board	B.Architecture	Master of Architecture	4 Undergraduates 1 Graduate
Industrial Design Faculty Board	B. Industreal Design	Master of Design: Industrial Design	4 Undergraduates 1 Graduate
Information Technology Faculty Board	B.Information Technology	N/A	1 Undergraduate from NET 1 Undergraduate from IMB
Faculty of Graduate Studies and Research	N/A	All Graduate Programs	4 Graduate Students

Section 1.2.b:

ESP	Students enrolled in the ESP or AESP program	N/A	2 Students
Special Student Committee	Students taking undergraduate courses at the University not in a degree program	Students taking graduate courses at the University not in a degree program	2 Students

1.4. Alternatives and options related to sitting on boards: Some students may run for Departmental boards that are logically, but not technically their departmental board. Note, that this may result in situations where a student runs as a candidate in an election that they cannot themselves vote in:

Double Majors: Double Majors may choose which major to run for.

Directed Interdisciplinary Studies: Candidates from DIS may apply to be counted as another major appropriate for their area of studies whereupon they can stand for election in that major.

B.Sc. in FASS or B.A. in Science:

B.A. Biology: Representatives sit on the Biology Departmental board and the FASS Faculty Board.

B.Sc. Psychology: Representatives sit on the Psychology Departmental board and the Science Faculty Board.

B.Sc. Geography: Students sit on the Geography Departmental board and the Science Faculty Board.

African Studies: Students in any discipline focusing in African Studies may run for this position. Voters for this position are all students in African Studies Course Code classes. Representatives from African studies sit on both FASS and FPA faculty boards.

Engineering Physics: Students in Engineering Physics may run under either Electrical Engineering or B.Sc. Physics.

Undeclared students: As per the AGU document, undeclared students may not hold ASG Representative positions.

1.5. Definition of 'student' from AGU document: CASG follows the same definition of student from the AGU document:

“For the purpose of this policy "student" is defined as a person enrolled full-time or part-time in an undergraduate or graduate degree program at Carleton University. For the purposes of this document "part-time student" refers to any part-time undergraduate student who has successfully completed four full credits at Carleton University or to any part-time graduate student at Carleton University. All students, as defined above, have voting privileges in elections for Academic Student Governance representatives.”

1.6. To be an ASG representative a student must:

1.6.a.: Meet the definition of student as listed in 1.5 above.

1.6.b.: Be duly elected or appointed in accordance with CASG electoral policy.

Section 2: Election of students to boards.

1. Purpose of Policy:

1.1. This document is the Electoral Policy of Carleton Academic Student Government relating to Academic Student Governance Representatives (ASG Representatives);

1.2. This document governs the ballot of representatives to the following boards as applicable:

- a. Departmental boards;
- b. Faculty boards;
- c. Any other school, institute and individual teaching unit boards.

1.3. Those board listed in a, b, or c above is generally referred to as 'departments' and 'departmental boards' for the purpose of this policy;

1.4. The electoral code of the CASG provides further information regarding executive and ASG elections and should be consulted first and foremost.

2. Election Timeline:

2.1. Before September 15th of each year the CASG executive committee shall poll each teaching unit before September 15th of each year to determine the number of students sitting on the departmental board and choose one of their number to act as the Student CEO (CEO) to liaison with the Senate Electoral Officer (SEO);

2.2. On September 15th, or if the 15th is a weekend the first weekday following the weekend, the CEO will bring forward a compiled list of seats on each departmental board to the executive committee;

2.3. As soon after September 15th as possible the CEO and SEO will arrange for a nomination period to begin, lasting a minimum of 7 business days, for students to nominate themselves to ASG Representative positions; eligible students shall be informed of this nomination period by electronic mail;

2.4. After the nomination process has concluded elections will begin once all candidates are confirmed ending at a time specified by the CEO; the CEO and SEO should release the results online as soon as the results are clear;

2.5. Polling Period begins by sending emails to all students linking them to election software on the day indicated by the CEO. Students shall be able to vote in the election until the day indicated by the CEO, after that which access to the voting site will no longer be allowed.

2.6. Reminder emails shall be sent out during the Nomination and Polling Periods.

3. Nomination process

3.1. All eligible students should receive notification of the departmental nomination period;

3.4. To stand for election for an ASG representative position a student must email the CEO the following information from their connect account:

Full Name:

Student ID:

Email Address:

Contact Phone number:

Write-up: a write up, not totalling more than 100 words, stating who the candidate is, what they bring to the position, and what they would do if elected to the position.

Department and year:

3.5. If an eligible student wishes to run but does not wish to use email to be nominated they can submit the same information in person to the CEO at 325 Unicentre or by mail (please have return address) to:

CEO of CASG
C/O Senate Office
1125 Colonel By Drive,
Ottawa, ON, Canada
K1S 5B6

3.6. The CEO will confirm via the same method of notice that the nominations are received, and ask for additional information if all information is not provided; if all information is not provided by the end of the nomination period the CEO might not post the profile at his/her discretion.

4.0 Byelections:

4.1. If there are any seats empty as of January 1st there will be byelections in January governed by the same policy as above, but with January in all places instead of September for all empty positions.

5.0 Exceptions:

5.1. Notwithstanding anything else in Section 2 Carleton Academic Student Government may choose to not run an election for a department where a recognized Academic Society has elected students to the departmental board so long as:

5.1.a: The society has adequately notified members.

5.1.b: All students in the constituency are full voting members of the organization.

5.1.c.: The elections are held in a fair manner.

5.2. The determination of if a society meets the above is subject to the decision of the CEO.

Section 3: Actions of reps on boards/duties of reps.

1.0 Terms of references:

1.1. Departmental representatives must sign a contract to sit at CASG council consisting of a statement to the following effect:

Departmental Representatives shall:

Attend all CASG Council Meetings.

Attend all relevant Student Faculty Board Meetings.

Attend all Departmental Meetings.

Positively contribute to departmental meetings and review all materials coming before the departmental board.

Provide a students perspective on matters that come before boards.

Submit a written report at the end of the year summarizing activities on the departmental and faculty board.

Be prepared to report on activities at the departmental level at Student Faculty Board Meetings.

Endeavour to act responsibly, uphold Community Standards, and represent a positive face for the student body at Carleton University and for CASG in general.

Act in the best interests of Carleton University in their own regard and not as a representative of the constituency from which they are drawn.

1.2. Expected time commitment: ASG Representatives typically put in 2 hours a week between meetings, including:

Attending departmental meetings (usually two/semester)

Attending Faculty board meetings (usually two/semester)

Attending CASG council meetings (usually two/semester)

1.3. From AGU: “Student representatives in their function as members of Departments and Faculty Boards should act as participants in their own right in the deliberations and decisions of these bodies, while at the same time serving to communicate ideas, views and suggestions between students and these bodies.”

2.0. Term of Representatives:

2.1. ASG representatives take office as soon as they are declared elected;

2.2. Unless an ASG Representative resigns, or is voted out of their seat in a recall, they hold their term until September 15 preceding their election, a one year term as per section 12.2.3;

3.0: Losing ASG Representative Status:

An ASG Representative can lose their seat if:

3.0.a.: No longer eligible: if representatives are found to be no longer eligible.

For instance if the student changes majors, or is no longer a student as per the AGU act.

3.0.b.: Recalled: ASG Representatives are assumed to have resigned if they are voted out of their position by a majority of CASG Council at a general meeting. The student in question must be notified at least two weeks before in order to recall the person.

3.0.c.: Unconstitutional behaviour: ASG Representatives are assumed to have resigned if they are found to be not following the constitution, bylaws, policies, or responsibilities of ASG representatives, specifically what is outlined in their contract, and do not correct their actions.

3.0.d.: Are found in violation of the academic or non-academic code of conduct by the University Administration.

3.0.e.: Low attendance: If a CASG representative is absent without regrets to more than $\frac{1}{2}$ of meetings after the second meeting of either CASG, their Departmental board, or their Faculty Student Board, they are assumed to have given notice of their resignation.

4.0. Individual by-elections:

4.1. Should a previously contested Departmental seat become vacant through the methods outlined above a individual election shall be called;

4.2. A CEO must be selected who will determine all finer points of the by-election so long as all members of the department are informed of the election and that they may stand for election.