

Department of Italian Studies

Guidelines for Departmental Governance and Administration
As Approved by the General Departmental Meeting of May 15, 1998
With the addition of the Goggio Policy
Approved at the Council Meeting of April 20, 1999
Amended on May 16, 2011

1. Objective

The following guidelines supplement, but may never overrule, the Haist-Perron Rules and other institutional policy documents concerning the appointment and duties of chairs and the governance and administration of academic units within the University of Toronto.

Their objective, which should be kept in mind whenever they are being interpreted and applied, is to provide a framework for departmental decision-making which will promote vitality, participation and collaboration within an environment of fairness and mutual trust throughout the Department of Italian Studies.

2. Full Departmental Council

Voting Membership

- 2.1 All faculty members holding appointments in the Department of Italian Studies with the rank of Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor at the St. George campus.
- 2.2 1 graduate student representative currently registered with the School of Graduate Studies for a degree in the Department. To be selected by fellow graduate students. Normal term of student membership to be one year, starting on October first.
- 2.3 1 undergraduate student representative currently registered in a Specialist or Major program in Italian at the St. George campus. To be selected by fellow undergraduate students. Normal term of student membership to be one year, starting on October first.

3. Meetings of Departmental Council

- 3.1 Regular meetings of the full Departmental Council shall be held at least twice each term (fall and spring).
- 3.2 Additional meetings shall be called by the Chair of the Department or at the written request of at least five members of the Departmental Council.
- 3.3 Any general meeting of the Departmental Council, including the fall and spring statutory meetings, may consider and receive reports on both graduate and undergraduate business. Voting on graduate matters in such general meetings will be restricted to members of the graduate faculty and the graduate student representative. Voting on undergraduate matters in such general meetings will be restricted to members of the St. George Campus undergraduate faculty and the Undergraduate Student Representative.
- 3.4 Agendas for Departmental Council meetings shall be prepared by the Chair of the Department.
- 3.5 Agendas for Departmental Council meetings shall be circulated to each member of the Departmental Council and posted in the Department at least five working days in advance of the meetings.
- 3.6 The Chair of the Department shall ensure that adequate minutes of all Departmental Council meetings are taken and circulated to all members within 15 working days, and that copies of the minutes are posted in the Department.
- 3.7 A quorum of the Departmental Council shall be 40% of the full voting membership.
- 3.8 Meetings of the Departmental Council shall be conducted by the formal rules of parliamentary procedure. The authority for resolving procedural disputes shall be

Robert's Rules of Order.

- 3.9 A majority decision of the Departmental Council members present and voting will be an indication of the will of the department. If the Department Chair acts contrary to the Departmental Council's decision he/she shall explain to that body the reasons for the action.
- 3.10 Meetings of the Departmental Council shall be open to anyone who wishes to attend. Non-members of the Departmental Council are permitted to speak but shall not vote.

4. The Chair of the Department

- 4.1 The Chair is the chief executive officer of the department and as such is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
- 4.2 In the making and development of departmental policy, the Chair shall seek the advice of other departmental officers, of the appropriate committees, or of the Department as a whole.
- 4.3 The Chair appoints those committees which report directly to him/her on matters related to appointments, tenure, promotions, and PTR evaluation. The composition of all such committees shall be announced.
- 4.4 The Chair is an ex-officio non-voting member of all departmental committees and should be sent notices and minutes of all meetings.

5. Departmental Administrative Units and Administrative Officers

- 5.1 Each of the two Administrative Units (Graduate and Undergraduate) within the full Department shall be headed by an Associate Chair or Coordinator who bears overall responsibility for ensuring the smooth running and practical management of that unit. When the Department Chair is away, the Associate Chair for Graduate Studies will normally take over as Acting Departmental Chair in his/her absence.

Appointment of Departmental Officers

- 5.2 The Chair shall appoint the other departmental officers after consultation both within the department and with the appropriate decanal representatives of the Faculty of Arts and Science and/or the School of Graduate Studies.

Committees under the Jurisdiction of Graduate and Undergraduate Officers

- 5.3 Each of the units will have advisory, standing and ad hoc committees reporting to it as appropriate and/or required. In constituting such committees, the unit administrator will replicate the consultative procedures for appointing committees as outlined above for the Department Chair. Due regard will be paid both to the guidelines' stated principles on participation and, so far as is possible, to honouring individual colleagues' preferences. The advisory committee of each unit shall normally consist of all of the members of the unit. Membership of all committees will be announced.
 - Graduate Committees will address such issues as curriculum, admissions, fellowships and awards, TA selection, doctoral examinations...
 - Undergraduate Committees will address such issues as curriculum, TA evaluation, prizes and awards...
- 5.4 It should be noted that most members of the Department will participate in the decisionmaking of more than one unit. Where appropriate and as noted above, the composition of certain committees (those dealing with guest speakers, or instructional technology, for example) may cross units.
- 5.5 Each committee will determine its own agendas, rules of procedure, frequency of meetings and mechanism for reporting.

6. Iacobucci Centre

As a research centre, the Iacobucci Centre is linked to the graduate enterprise of the department but operates at arm's length from it (meaning that the Director of the Centre will bear overall responsibility for the planning of its activities and the management of its budget). The Director of the Centre will present an annual report for information on the activities of the Centre to the full Departmental Council.

7. Goggio Endowment

The funds available to the Department from the Goggio endowment will be used, in accordance with the agreements already approved by the University, for the official Goggio and other Visiting Professors, occasional lectures, international conferences and their proceedings, refereed publications that fall within the mandate of the Goggio Chair, the Departmental newsletter, support for the chair's research, stipends for Italian Canadian courses and other courses in the curriculum that may fall within the mandate of the Goggio Chair, and related administrative expenses. A committee, to be known as the Goggio Committee, will be appointed each year to receive suggestions and to advise the Chair on specific projects and activities.

8. Methods for Amending these Procedural Guidelines

- 8.1 Amendments to these procedures may be initiated by any five members of the Departmental Council.
- 8.2 Notice of a motion to amend, including the exact wording of the proposed change and the basis for it, must be circulated to all members of the department and posted in the Department at least a month before the Departmental Council begins debate on the amendment.
- 8.3 A motion to amend these procedures shall pass if at least two-thirds of the Departmental Council members present and voting vote in favour of it.
- 8.4 An amendment shall come into force upon adjournment of the Departmental Council meeting at which it is passed.