

**DEPARTMENT OF GEOGRAPHY AND PLANNING
CONSTITUTION**

PREAMBLE

The purpose of this Constitution is to set out the governance and administrative structure of the Department of Geography and Planning (GPPL), the rules and procedures under which the various committees within the Department operate, and the Workload Standard for the Department.

The School of Urban and Regional Planning (SURP) offers the professionally accredited Masters in Urban and Regional Planning (MPL) degree within the Department of Geography and Planning.

I. ADMINISTRATIVE STRUCTURE

The role and responsibilities of the Department Head are specified in the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University, Article 41. While many of the duties of the Head may be delegated, in whole or in part, to individuals and committees within the Department, final responsibility for their performance and final decision making power rest with the Head.

The three cognate areas within the Department (i.e., physical geography, human geography and planning) are represented by a governance structure that includes the Head (5 year term), the Associate Head (Undergraduate Programs), the Associate Head (Geography Graduate Programs) and the Director of SURP (all 3 year terms). The Head, the two Associate Heads and the Director of SURP form a departmental Executive Committee that is advisory to the Head on departmental matters, including budget planning, standing committee nominations and term adjunct appointments (*vide infra*). Normally, human and physical geography will both be represented in the departmental Executive Committee. The Director of SURP is responsible for the MPL program and the SURP outreach programs; he/she must be a Registered Professional Planner.

The following constitute the formal mechanisms by which members of the department render advice and assistance in the operation, administration and evolution of the Department:

- A. The Departmental Meeting
- B. Standing Committees under the Collective Agreement
 - 1. Renewal, Tenure and Promotion (RTP) Committee
 - 2. Appointments Committee
 - 3. Term Adjunct Appointments Committee
- C. Standing Departmental Committees
 - 1. Nominating Committee
 - 2. Undergraduate Committee
 - 3. Graduate Committees

the discretion of the Head of Department, special committees may be appointed to advise on particular questions.

10. At a Departmental Meeting in March of each academic year, tenured, tenure-track and continuing adjunct faculty representatives are elected to Standing Committees, and appointments to liaison positions are made. To facilitate this process, the Nominating Committee solicits and reviews stated preferences of faculty for areas of responsibility. The Head, on behalf of the Nominating Committee, presents a slate of nominations to the Department for formal approval. Nominations from the floor are entertained at this time and an election held if necessary.

B. STANDING COMMITTEES UNDER THE COLLECTIVE AGREEMENT

1. Committee on Renewal, Tenure and Promotion

Note: The operation of this Committee is governed by the Collective Agreement between QUFA and the University, Articles 18, 24, 29, 30 and 32. This Committee is advisory to the Dean of Arts and Science and not to the Head of Department.

1. The Committee on Renewal, Tenure and Promotion (RTP) consists of four members of the bargaining unit, excluding the Head, with at least one member from each of the three cognate areas (i.e., physical geography, human geography and planning). The RTP Committee also includes two voting graduate representatives—one representing students in the Geography graduate programs and one representing students in the MPL program—and one non-voting undergraduate representative.
2. At the March meeting which establishes Standing Committees, the Head, on behalf of the Nominating Committee, presents a list of tenured and tenure-track faculty nominations for approval, further nominations from the floor being acceptable at that time. Should there be more than four nominees, a secret ballot is held to determine the members of the Committee on Renewal, Tenure and Promotion. The voting process ensures that at least one member from each of the three cognate areas is elected. The graduate (2) and undergraduate (1) representatives will be appointed by the Head on the recommendations of the Graduate Student Council (GSC), Queen's Graduate Association of Planning Students (QGAPS) and Departmental Student Council (DSC), respectively.
3. The members of this Committee serve for a term of one year, although they are not excluded from membership in ensuing years.
4. Following consultation with the Committee and on their behalf, the Chair of the Committee may invite up to two additional members to the Committee from disciplines cognate to Geography and Planning.
5. The Chair of the Committee solicits written faculty and student opinions using the following sampling procedures:

to discuss the merits of the interviewed candidates. Written opinions may be submitted to be read by the Head at the Special Meeting. This meeting may be held in the absence of a quorum.

7. The Appointments Committee meets to make a decision once it has canvassed opinion at the Special Departmental Meeting and considered all written submissions. A positive recommendation requires a simple majority of the Appointments Committee.
8. The Head reports the recommendation of the Appointments Committee decision to the Department and make its recommendation to the Dean of Arts and Science for his or her consideration.

Commencement: July 1 of each year

3. Term Adjunct Appointments Committee

Note: The operation of this Committee is governed by Articles 9, 24, and 25 of the QUFA Collective Agreement and by Article 12 of the PSAC 901, Unit 1 Collective Agreement.

1. The Executive Committee acts as the Term Adjunct Appointments Committee and is responsible for the appointment of term adjuncts and teaching fellows (TF) in the Department.
2. The Executive Committee reviews applications for term adjunct and teaching fellow (TF) positions and decide on the appointments.
3. The Head reports the decisions of the Executive Committee to the Department and make the appropriate recommendations to the Dean of Arts and Science for his or her consideration.

Commencement: July 1 of each year

C. DEPARTMENTAL COMMITTEES

1. Nominating Committee

Terms of Reference:

1. To bring to the Departmental Meeting in March nominations for the RTP Committee and the Appointments Committee.
2. To assist the Head of Department in assigning faculty and non-academic staff members to standing departmental committees and liaison positions.

Membership:

Members of the Executive Committee.

member must represent the field of Planning. It would be preferable if one member could also represent the field of Geographic Information Science. The Committee may co-opt additional faculty and student members when required. The normal term of office for faculty members on this Committee is three years with normally one new member joining the committee each year.

Staff representative: Undergraduate Program Assistant

Commencement: July 1 of each year.

3. Geography Graduate Committee

The Geography Graduate Committee oversees the MA/MSc/PhD Programs. The Associate Head (Geography Graduate Programs) is responsible for chairing this committee.

Terms of Reference:

1. To review the curriculum and operation of each of the MA/MSc/PhD graduate programs, to recommend policies to the Department for their development, and to report their deliberations to the Departmental Meeting.
2. To recommend regulations on academic matters pertaining to the MA/MSc/PhD graduate degrees offered by the Department.
3. The Associate Head (Geography Graduate Programs) acts as liaison between the Department and the School of Graduate Studies by ensuring attendance by a faculty Committee member at all meetings of the Arts and Science Graduate Councils. If the designated Committee member cannot attend, the Associate Head (Geography Graduate Programs) or SURP Director will serve as alternate.
4. To review all proposed new MA/MSc/PhD graduate courses and course changes, to make appropriate recommendations to the Departmental Meeting, and, upon approval by the latter, to present them to the appropriate Graduate Council.
5. The Associate Head (Geography Graduate Programs), in consultation with the Head, is responsible for producing each year a list of graduate course offerings and the graduate calendar copy for the MA/MSc/PhD programs.
6. The Associate Head (Geography Graduate Programs), in conjunction with the appropriate faculty members, communicates with prospective graduate students, coordinate the assessment of all graduate student applications according to the procedures established by the Geography Graduate Committee, and forwards the recommendation on each application to the School of Graduate Studies.
7. The Associate Head is responsible for approving the academic program of all Geography graduate students and for establishing provisional supervisors for all first

The Committee may co-opt additional faculty and student members when required. The normal term of office for faculty representatives on this committee is three years with normally one new member joining the Committee each year.

Staff representative: Graduate Program Assistant

Commencement: July 1 of each year.

4. SURP Graduate Committee

The SURP Graduate Committee oversees the MPL Program. The SURP Director (or delegate) is responsible for chairing this committee.

Terms of Reference:

1. To review the curriculum and operation of the MPL graduate program, to recommend policies to the Department for their development, and to report their deliberations to the Departmental Meeting.
2. To recommend regulations on academic matters pertaining to the MPL graduate degree offered by the Department.
3. The SURP Director acts as liaison between the Department and the School of Graduate Studies by ensuring attendance by a faculty Committee member at all meetings of the Arts and Science Graduate Councils. If the designated Committee member cannot attend, the SURP Director or Associate Head (Geography Graduate Programs) will serve as alternate.
4. To review all proposed new MPL courses and course changes, to make appropriate recommendations to the Departmental Meeting, and, upon approval by the latter, to present them to the appropriate Graduate Council.
5. The SURP Director, in consultation with the Head, is responsible for producing each year a list of graduate course offerings and the graduate calendar copy for the MPL program.
6. The SURP Director will, in conjunction with the MPL Admissions Coordinator, communicate with prospective graduate students, coordinate the assessment of all graduate student applications according to the procedures established by the SURP Graduate Committee, and forward the recommendation on each application to the School of Graduate Studies.
7. The SURP Director is responsible for approving the academic program of all MPL graduate students and for establishing academic course advisors for all first year MPL graduate students from a list of tenured and tenure-track faculty who teach in the MPL program, and faculty who hold joint appointments and teach in the MPL program.

students from the MPL Program.

Staff representative: SURP staff representative

Commencement: July 1 of each year.

5. Geography and Planning Research Ethics Board

Terms of Reference:

1. To conduct an ethics review of any faculty, staff, undergraduate or graduate student or class research proposal, whether funded or unfunded, which involve humans.
2. The Committee will conduct the review according to the guidelines prepared by the Queen's University General Research Ethics Board, which, in turn, are based upon the December 2014 CIHR, NSERC, SSHRC *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

Membership:

Membership: Ten: five from faculty (one of whom to serve as Chairperson), and five graduate students broadly reflecting the fields of human geography and planning. At least one faculty member will be a senior academic with a diversity of research interests. The Board will reflect diversity with respect to equity-seeking groups (as per Article 24 of the Collective Agreement between the Queen's University Faculty Association (QUFA) and the University).

Commencement: July 1 of each year.

Reference

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2014.

6. Departmental Health and Safety Committee

Terms of Reference

1. To serve as an advisory body in stimulating an awareness of safety issues in the Department:
 - a) identifying situations that may be a source of danger or hazard to members of the department and students;
 - b) making recommendations to the Faculty of Arts and Science Joint Health and Safety Committee for the improvement of the health and safety of members of the department and students;

Officer

Membership: The Committee should consist of seven members: Three faculty members (at least two of whom will be physical geographers), one staff member, one GSC representative, one QGAPS representative and one DSC representative.

Commencement: July 1 of each year.

D. SPECIAL COMMITTEES

The Head of the Department may form *ad hoc* committees from the faculty and student body for specific purposes at his or her discretion and advise the Department of their establishment. Such Special Committees report to the Departmental Meeting.

E. LIAISON APPOINTMENTS

Individuals will be appointed to specific liaison positions of importance to the operation of the Department in the University and the community at large, with duties defined at the time of establishment. Such positions are:

- Visiting Speakers
- Map and Photo Library and University Library
- QUFA Council of Representatives
- High School Liaison
- Canadian Association of Geographers
- Canadian Institute of Planners
- Ontario Professional Planners Institute
- Association of Canadian Urban and Regional Planning Programs
- Professional Advisory Council
- Outreach Activities
- Alumni Affairs
- Accelerated degree programs
- MPL Internship Program Co-ordinator

F. SURP OUTREACH ORGANIZATIONS

The School of Urban and Regional Planning hosts several outreach organizations that are self-funded from dedicated sources and enhance the mission of the University. The following organizations report to the SURP Director, who is responsible for administrative co-ordination and financial oversight; the SURP Director reports annually to the Head on the finances and activities of the SURP Outreach Organization:

- a) *The Ambassadors' Forum*, created at SURP in 2003, brings together ambassadors and high commissioners to Canada from 20 Asia-Pacific countries to meet for discussion with informed and thoughtful Canadians who speak on domestic and international issues.

II. DEPARTMENT OF GEOGRAPHY AND PLANNING WORKLOAD STANDARD

Workload standards and assignments are governed by Article 37 of the Collective Agreement between QUFA and the University. The workload standard applies to all those holding tenure or tenure-track appointments in the Department of Geography and Planning. The responsibilities and workload of adjunct faculty shall be defined in the letter of appointment. Normally, externally funded (SSHRC and NSERC) Postdoctoral Fellows receive non-renewable appointments and teach up to 1.0 course/year in return for a salary supplement.

1. Normal Teaching Load

The normal teaching load is defined for tenured and tenure-track faculty in the context of courses taught at the Kingston Campus during the Fall and Winter Terms. Courses taught in Spring/Summer normally are taught on an overload basis and remunerated as such. Individual teaching assignments normally are discussed in the context of a two year planning cycle.

The normal teaching load is two (2.0) full-course equivalents including undergraduate and graduate courses.

- For faculty teaching principally in the geography program, a normal course load comprises 1.5 undergraduate courses and 0.5 graduate courses. As far as it is feasible, each person is expected to teach something at the 100- or 200-level.
 - Where there is inadequate demand for a geography graduate course (fewer than 5 students) faculty may be asked to replace the graduate course with an undergraduate course OR when the department needs a larger number of undergraduate courses, faculty may be asked to teach a graduate course only in alternating years; something at the 300- or 400-level, and one term-length graduate course. Special Studies (GPHY 501/3.0); thesis (GPHY 502/3.0; 503/6.0) or special individually directed study courses (e.g. GPHY 890/3.0; 891/3.0; 893/3.0; 894/3.0) do not count as part of the normal teaching load.
- For faculty teaching principally in the MPL program, a normal course load comprises 1.5 graduate courses and 0.5 undergraduate courses.
 - Where there is inadequate demand for a planning graduate course (fewer than 5 students) faculty may be asked to replace the graduate course with another MPL graduate course OR an undergraduate course at the 300- or 400-level. Special Studies (SURP 875); thesis & report (SURP 800 1.0; SURP 898/6.0; SURP 899/12.0) or special individually directed study courses (e.g. SURP 891 /3.0; 892/3.0) do not count as part of the normal teaching load.
- On occasion, and to satisfy the needs of the Department, a teaching load for faculty in either group may consist of 1.0 undergraduate and 1.0 graduate courses in the context of a two year planning cycle.

through publication, the presentation of papers at conferences and research workshops, and other appropriate channels.

5. Administrative Duties

It is expected that each faculty member contribute to the administration of the Department through their work on departmental committees or in liaison positions. The assignment of committee and liaison duties within the Department are made, bearing in mind the individual's other committee responsibilities within the University. It is expected that, over a course of years, all major administrative responsibilities are shared among all tenured faculty.

For new appointees, a less than typical load of administrative and service duties normally will be expected during the entire initial tenure-track appointment.