



# Green Book

## **REGULATIONS OF THE FOUNDATION YEAR PROGRAM OF THE UNIVERSITY OF KING'S COLLEGE**

(approved by the Board of Governors, November 1999, March 2013, June 2015, and June 2019)

**STRUCTURE AND ORGANIZATION OF THE  
JOINT DALHOUSIE/KING'S CONTEMPORARY STUDIES PROGRAM**  
(approved by the Board of Governors, June 1993, December 2018, December 2022)

**STRUCTURE AND ORGANIZATION OF THE  
JOINT DALHOUSIE/KING'S EARLY MODERN STUDIES PROGRAM**  
(approved by the Board of Governors, May 1999, December 2018, December 2022)

**STRUCTURE AND ORGANIZATION OF THE  
JOINT DALHOUSIE/KING'S HISTORY OF SCIENCE & TECHNOLOGY  
PROGRAM**  
(approved by the Board of Governors, May 1999, December 2018, December 2022)

**STRUCTURE AND ORGANIZATION OF THE UNIVERSITY OF KING'S  
COLLEGE SCHOOL OF JOURNALISM, WRITING AND PUBLISHING**  
(Approved by the Board of Governors, October 2013, June 2022)

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## **Regulations of the University of King's College Foundation Year Program**

The Foundation Year Program aims to present a coherent argument in which the various facets of Western Civilization from its origins to contemporary times are presented in an integrated manner. Literature, history, philosophy, political and social institutions, the history of science, economic forms, religion, art and music are studied together in one course which aims to show them as interdependent elements in the development of Western Culture. To preserve the essential unity of this enterprise the Foundation Year Program shall be governed by the following officers and regulations.

### **1.1.1. The Director**

The administration of the Foundation Year Program is the responsibility of the Director who is appointed according to specific procedures established by the Board of Governors. All who teach in the Foundation Year Program and its administrative staff (including academic staff appointments and others appointed to the Program such as Faculty Fellows in the Humanities and Associate Fellows), are responsible to the Director. The Director is responsible to the Faculty for the academic policy of the Program and to the President for its administrative affairs. The Director is responsible for the overall planning and functioning of the program.

- 1.1.2. The Chair of Faculty will nominate a Director Selection Committee, namely a three-person committee consisting of at least one faculty member within and one member from outside the Council of Co-ordinators. The Committee will consult with the Co-ordinators and other members of the Teaching Staff of the Foundation Year Program. The Director will normally be selected from among the Foundation Year Program Professorial Faculty. The committee, after informing the Council of Co-ordinators of its recommendation, will report to the President, who, after consultation with Faculty, will bring forward his/her recommendation to the Board. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve more than six years consecutively.

### **1.2.1. The Associate Director (Student Support)**

The Associate Director (Student Support) along with the Associate Director (Academic) is responsible to and assists the Director in the administration of the Foundation Year Program. In the absence of the Director, the Associate Director (Student Support) will act as Director. The Associate Director (Student Support) is responsible for supporting and overseeing the progress of students in their academic work in the program, especially students experiencing challenges or distress. The Associate Director (Student Support) liaises with the academic staff of the program, with the faculty and administration of the College more broadly about student support and academic success.

- 1.2.2. The Associate Director (Student Support) is an annual appointment recommended to the President and the Board of Governors by the Director with the agreement of the Council of Co-ordinators. Normally the Director nominates to the Council a member of the Foundation Year Program professorial faculty to serve as Associate Director (Student Support). The Council may refuse to accept the nomination of the Director but may not consider for Associate Director (Student Support) an individual unacceptable to the Director.

### **1.2.3. The Associate Director (Academic)**

The Associate Director (Academic) along with the Associate Director (Student Support) is responsible to and assists the Director in the administration of the Foundation Year Program. The Associate Director (Academic) is responsible for overseeing and providing supports for the "day-to-day" academic concerns in

the program and for communicating that academic life within the program.

- 1.2.4. The Associate Director (Academic) is an annual appointment recommended to the President and the Board of Governors by the Director with the agreement of the Council of Co-ordinators. Normally the Director nominates to the Council a Senior Fellow in the Foundation Year Program to serve as Associate Director. The Council may refuse to accept the nomination of the Director but may not consider for Associate Director (Academic) an individual unacceptable to the Director. The term of the Associate Director (Academic) normally runs from May 1 until April 30 of the next year.

### **2.1.1. The Council of Co-ordinators**

The Council of Co-ordinators comprises members of the University of King's College Faculty and Associate Fellows of the University and is, under the Director, immediately responsible for the academic functioning of the Program.

#### **2.2.1. The Council of Co-ordinators consists of:**

- a) the Director who normally is chair and may co-ordinate a particular section of the Program;
- b) the Associate Director who may co-ordinate a particular section of the Program;
- c) the co-ordinators of each section of the Program (at present: I - The Ancient World; II The Middle Ages; III - The Renaissance and Reformation; IV - The Age of Reason; V - The Era of Revolutions; VI - The Contemporary World) of whom ordinarily: three will be Foundation Year professorial appointments, and at least two will be other members of King's Faculty, and none will co-ordinate the same section for more than three years continuously;
- d) all professorial appointments in the Foundation Year Program by right;
- e) four members of the Faculty of King's College, of whom at least two will be members of the Joint Faculty and all to be nominated upon the recommendation of the Council of Co-ordinators and elected by Faculty, ordinarily for a term of three years;
- f) Associate Fellows co-opted by the Council;
- g) Senior Fellows in the Humanities by right;
- h) two Faculty Fellows in the Humanities normally drawn from the third year, nominated by the Council of coordinators and elected by Faculty for a one year term.

#### **2.2.2. The Council of Co-ordinators shall meet at least once each academic term.**

- 2.3.1. The co-ordinators of each section of the Program are determined annually by the Council of Co-ordinators (in accordance with Section 2.2.1 c above). Each year the Council of Co-ordinators will inform the Faculty through the Director as to who will co-ordinate each section of the Program for the following year. The Director will carry the Council's recommendation to the President and the Board of Governors.

### **Professorial Appointments**

There is a complement of professorial appointments in the Foundation Year Program recognized by Faculty (through its Appointments, Promotion and Tenure Committee) and the Board of Governors. Such professorial appointments and any additional professorial appointments will be governed by *The Regulations Governing Faculty-Administration Relationships, Appointments, Promotion and Tenure* (The Pink Book). The criteria and procedures for appointments, promotion and tenure may be further defined by the Appointments, Promotion and Tenure Committee of Faculty with the advice of the Director and the Council of Co-ordinators. Professorial appointments in the Foundation Year Program may be cross-appointed to other programs in the University.

- 3.1.1. Professorial appointments in other programs in the University may be cross-appointed to the Foundation Year Program on the recommendation of the Director and the Council of Co-ordinators to

the President and the Board of Governors.

#### **4.1.1 Faculty Fellows in the Humanities**

Faculty Fellows in the Humanities are appointed by the Board of Governors to the Foundation Year Program for a three-year term on the recommendation of the Council of Coordinators made through the Director to the President. Those who are serving as Faculty Fellows in the Humanities must apply for and be granted the rank of Senior Fellow in the Humanities in order to remain a fellow of the College beyond three consecutive years. In making a recommendation to the Board the President shall convey the specific terms of each appointment which have been agreed upon, in writing, by the appointee, the Director and the President. If approved by the Board of Governors, the appointment shall be made by contract between the University and the appointee in accordance with 1.4.1 of the *Regulations Governing Faculty-Administration Relationships, Appointments, Promotions and Tenure*. The terms and conditions of the appointment will conform to the Collective Agreement established between the Board of Governors and the University of King's College Teachers' Association.

#### **4.2.1. Senior Fellows in the Humanities**

Senior Fellows in the Humanities are appointed by the Board of Governors to the Foundation Year Program for a two-year term on the recommendation of the Council of Coordinators made through the Director to the President. Eligibility for the position will normally be restricted to those who have served for three consecutive years as a Faculty Fellow in the Humanities in the program. Senior Fellows in the Humanities are faculty appointments but are not eligible for tenure. The nature and conditions of the work of a Senior Fellow in the Humanities appointed to the Foundation Year Program are set by the Board of Governors on the recommendation of the President in accordance with the rules and the regulations of the Program. The terms and conditions of the appointment will conform to the Collective Agreement established between the Board of Governors and the University of King's College Teachers' Association.

#### **5.1.1. Council of Tutors**

The Council of Tutors acts as a body advisory to the Director and the Council of Co-ordinators through the Director in the formulation of policy for the teaching, administration and day-to-day operation of the Program.

##### **5.2.1.** The Council of Tutors consists of:

- a) the Director;
- b) the Associate Director;
- c) all professorial appointments tutoring in the Program;
- d) all Senior Fellows in the Humanities tutoring in the Program;
- e) all Faculty Fellows in the Humanities tutoring in the Program.

##### **5.2.2.** The Council of Tutors shall meet at least once each academic term.

#### **6.1.1. Associate Fellows**

The Director and the Council of Co-ordinators may recommend to the President and Board of Governors that certain person associated with the academic work of the Foundation Year Program be appointed Associate Fellows of the University. All such appointments made in connection with the Foundation Year Program shall be for a one-year term.

### **The General Council**

The General Council will be called at least annually by the Director to evaluate the work of the Program and advise on policy. The General Council consists of:

- a) the Director, who functions as its Chair;
- b) the Associate Director;
- c) all members of the Council of Co-ordinators;
- d) all Foundation Year professorial appointments;
- e) all Senior Fellows in the Humanities;
- f) All Faculty Fellows in the Humanities;
- g) two members from the King's Joint Faculty;
- h) one representative from each King's program, presently including Journalism, Contemporary Studies, Early Modern Studies and the History of Science and Technology;
- i) two representatives from the Faculty of Arts and Social Sciences of Dalhousie University;
- j) two Foundation Year students, elected annually at the Student Review.

## **The Structure and Organization of the Dalhousie/King's Contemporary Studies Program**

### **I. Preamble:**

The Contemporary Studies Program is a Combined Honours Program as defined by the Dalhousie College of Arts and Science (see Calendar). CSP also offers a degree Minor open to non-honours students. The Program is administered by King's and leads to a joint Dalhousie-King's Combined Honours BA degree, to be conferred upon Contemporary Studies students on the recommendations of both the Dalhousie Senate and the King's Faculty.

The Contemporary Studies Program is a unit of both King's and the Faculty of Arts and Social Sciences of Dalhousie University. As such, the program works closely with both institutions. Course offerings are subject to the approval of the FASS Academic Development Council.

### **II. Administrative Structure:**

1. The Director
2. The Teaching Staff of Contemporary Studies
3. The "Home Program" Teaching Staff of Contemporary Studies
4. The Advisory Council of the Combined Honours Programs
5. Additional Committees as may be required

### **III. Terms of Reference:**

#### **1. The Director:**

- A: Description of Office:  
The Director is the administrative officer of the Program, who reports to the President of King's.
- B: Appointment Procedures:  
The Director is appointed in accordance with the established FASS procedures for the appointment of Coordinators of Multidisciplinary Degree programs, with the proviso that in this case the Dean's Chair Advisory Committee shall consist of four members: two King's faculty members, nominated by the King's Faculty Nominating Committee, and two Dalhousie faculty members elected by FASS. After receiving the advice of the committee, the Dean shall pass the recommendation on to the President of King's alone. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.
- C: Functions of the Director:  
The Director, in consultation with the teaching staff, will:
- a. oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;
  - b. conduct and coordinate student advising
  - c. oversee the appointment of faculty and make recommendations to the University administration concerning appointments;
  - d. oversee the development of the Program's curriculum and other related activities;
  - e. oversee and co-ordinate activities with other King's programs and with representatives of Dalhousie and other institutions, if so required.



## 2. The Teaching Staff of Contemporary Studies:

### A. Membership:

The Faculty eligible to join the teaching staff shall consist of:

- a. all full- and part-time King's Faculty who teach a class offered by the Program;
- b. King's Faculty with a Home Program designation in CSP;
- c. all full- and part-time Dalhousie Faculty who teach a class offered by the Program;
- d. adjunct appointments of Faculty at King's, Dalhousie, or other universities.

### B. Appointment Procedure:

In compliance with the 1923 Articles of Association between King's and Dalhousie and in accord with the Dalhousie Board of Governor's prior approval at the founding of the program, Contemporary Studies appointments will be made by King's. In practice, this means that appointments and re-appointments will be made on the recommendation of the Director, in consultation with the teaching staff of the Program, to the President of King's. Tenure-track appointments will be recommended by a hiring committee consisting of the Director, Home Program members of CSP and one Dalhousie member of the Advisory Council.

Tenure-track cross-appointments between CSP and one or more King's programs or departments at Dalhousie will be recommended by a hiring committee consisting of:

- Directors of CSP and the other program(s)
- Home Program members of CSP and those of the other program(s), consisting of at least two Home Program members each from CSP and the other program(s) and reflecting, as much as possible, the proportional distribution of the joint appointment between CSP and the other program(s)
- One Dalhousie member of the Advisory Council.

The Dean of the Dalhousie Faculty of Arts and Social Sciences will have a veto concerning such appointments to ensure that these meet prevailing FASS standards.

### C. Functions:

The teaching staff shall:

- a. meet at least once a term;
- b. advise the Director on program governance, business and appointments to the teaching staff;
- c. decide on the curriculum of the program;
- d. advise the Dean's Chair Advisory Committee on the selection of the Director;
- e. advise the Director and approve measures on the administration and development of the Program.

## 3. The Home Program Teaching Staff

### A. Membership:

All those (tenured or tenure track) members of the teaching staff who have been granted Home Program status in the program, according to the procedures set out in the *Pink Book*.

### B. Function:

Home Program members of the Teaching Staff are responsible for advising the Director regarding matters pertaining to long-term planning, such as permanent appointments (see *Pink*

*Book*) and structural changes to the Program. As such, the Director convenes meetings of the Home Program Teaching Staff as needed when matters arise concerning the structure and future of the Program (such as Unit Reviews), permanent hiring, Program review, and other matters at the Director's request.

#### **4. The Advisory Council of the King's Combined Honours Programs**

A: Membership:

The Advisory Council will be composed of:

- f. the Directors of the three Combined Honours Programs
- g. three Dalhousie representatives, including the Associate Dean Academic of FOS and the Associate Dean Academic of FASS.
- h. appointment Procedures: the Dalhousie Faculty Representative shall be elected by FASS according to its procedures.

B: Functions:

The Advisory Council shall:

- a. meet at least twice in the academic year, normally once each term;
- b. receive reports and information from the Combined Honours Programs;
- c. advise the Combined Honours Programs on matters pertaining to the reports and information received;
- d. facilitate the exchange of information and advice between the two institutions.

#### **IV. Review Procedures:**

The Program will be reviewed periodically by the King's Faculty. The Program will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures and timetable for unit reviews.

#### **V. General Considerations of Dalhousie's and King's Relations in the Administration of the Program.**

- A: The Program will normally require students to take their classes at Dalhousie and King's. Students will not be allowed to enroll in a combined-honours B.A. in Contemporary Studies with Early Modern Studies or History of Science and Technology as the other subject; however, students may take courses from these programs as electives. They may also take Contemporary Studies as one component of a Combined Honours Bachelor of Journalism degree.
- B: The Director and Teaching staff will be responsible to the Faculty and President of King's for the conduct of the Program. The authority of the Faculty and President of King's will cover the organization, curriculum, long-term planning and all course offerings in the Program.

The organization and curriculum of the Program has the approval of the Faculty of Arts and Social Sciences, the Dalhousie Senate, and the Dalhousie Board of Governors. The Associate Dean and the Academic Development Committee of the Faculty of Arts and Social Sciences must approve any change to individual class offerings.

- C: King's judges concerning tenure and promotion. Dalhousie will judge on the same matters, using its own procedures, concerning any relation a Contemporary Studies appointment might have

to Dalhousie departments and the ability of such individuals to teach accredited classes, according to the agreement “Relation of the Dean of the Faculty of Arts and Social Sciences, Dalhousie University, to the Tenure or Promotion of a King’s Professor in the Combined Honours Programs” (*Pink Book*, Appendix 2).

If King’s wished to grant tenure and Dalhousie did not, then the tenured appointment would remain at King’s and Dalhousie would have to advise King’s on the relation that the individual’s work would have to the accreditation of classes within the Program.

If Dalhousie wished to grant tenure and King’s did not, then the appointment could be taken up by a Dalhousie department and within the budget of the Faculty of Arts and Social Sciences or the Faculty of Sciences. King’s would have to advise Dalhousie on the relation that the individual’s work would have to the accreditation of classes within the Program.

## **The Structure and Organization of the Dalhousie/King's Early Modern Studies Program**

### **I. Preamble:**

The Early Modern Studies Program is a Combined Honours Program as defined by the Dalhousie College of Arts and Science (see Calendar). The EMSP also offers a degree Minor open to non-honours students. The Program will be administered by King's and leads to a joint Dalhousie-King's Combined Honours BA degree, to be conferred upon Early Modern Studies students on the recommendations of both the Dalhousie Senate and the King's Faculty.

The Early Modern Studies Program is a unit of both King's and the Faculty of Arts and Social Sciences of Dalhousie University. As such, the program works closely with both institutions. Course offerings are subject to the approval of the FASS Academic Development Committee.

### **II. Administrative Structure:**

1. The Director
2. The Teaching Staff of Early Modern Studies
3. The Home Program Teaching Staff of Early Modern Studies
4. The Advisory Council of the Combined Honours Programs
5. Additional Committees as may be required

### **III. Terms of Reference:**

#### **1. The Director:**

- A: Description of Office:  
The Director is the administrative officer of the Program, who reports to the President of King's.
- B: Appointment Procedures:  
The Director is appointed in accordance with the established FASS procedures for the appointment of Coordinators of Multidisciplinary Degree programs, with the proviso that in this case the Dean's Chair Advisory Committee shall consist of four members: two King's Faculty members, nominated by the King's Faculty Nominating Committee, and two Dalhousie Faculty members elected by FASS. After receiving the advice of the committee, the Dean shall pass the recommendation on to the President of King's alone. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.
- C: Functions of the Director:  
The Director, in consultation with the Teaching Staff, will:
- a) oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;
  - b) conduct and coordinate student advising;
  - c) oversee the appointment of faculty and make recommendations to the University administration concerning appointments;
  - d) oversee the development of the Program's curriculum and other related activities;
  - e) oversee and co-ordinate activities with other King's programs and with representatives of Dalhousie and other institutions, if so required.

## 2. The Teaching Staff of Early Modern Studies:

### A: Membership:

The Faculty eligible to join the Teaching Staff shall consist of:

- a. all full- and part-time King's Faculty who teach a class offered by the Program;
- b. King's Faculty with a Home Program designation in EMSP;
- c. all full- and part-time Dalhousie Faculty who teach a class offered by the Program;
- d. adjunct appointments of Faculty at King's, Dalhousie, or other universities who teach a class offered by the Program.

### B: Appointment Procedure:

Early Modern Studies Program appointments will be made by King's, in compliance with the 1923 Articles of Association between King's and Dalhousie and in accord with the Dalhousie Board of Governor's prior approval at the founding of the program. In practice, this means that appointments and re-appointments will be made on the recommendation of the Director, in consultation with the Teaching Staff of the Program, to the President of King's. Tenure-track appointments will be recommended by a hiring committee consisting of the Director, Home Program members of EMSP, and one Dalhousie member of the Advisory Council.

Tenure-track cross-appointments between EMSP and one or more King's programs or departments at Dalhousie will be recommended by a hiring committee consisting of:

- Directors of EMSP and the other program(s)
- Home Program members of EMSP and those of the other program(s), consisting of at least two Home Program members each from EMSP and the other program(s) and reflecting, as much as possible, the proportional distribution of the joint appointment between EMSP and the other program(s).
- One Dalhousie member of the Advisory Council

The Dean of the Dalhousie Faculty of Arts and Social Sciences will have a veto concerning such appointments to ensure that these meet prevailing FASS standards.

### C: Functions:

The Teaching Staff shall:

- a. meet at least once a term;
- b. advise the Director on Program governance, business, and appointments to the teaching staff;
- c. decide on the curriculum of the Program;
- d. advise the Dean's Chair Advisory Committee on the selection of the Director;
- e. advise the Director and approve measures on the administration and development of the Program.

## 3. The Home Program Teaching Staff:

### A. Membership:

All those (tenured or tenure-track) members of the Teaching Staff who have been granted Home Program status in the Program, according to the procedures set out in the *Pink Book*.

### B. Function:

Home Program members of the Teaching Staff are responsible for advising the Director regarding

matters pertaining to long-term planning, such as permanent appointments (see *Pink Book*) and structural changes to the Program. As such, the Director convenes meetings of the Home Program Teaching Staff as needed when matters arise concerning the structure and future of the Program (such as Unit Reviews), permanent hiring, Program review, and other matters at the Director's request.

#### **4. The Advisory Council of the King's Combined Honours Programs:**

##### **A: Membership:**

The Advisory Council will be composed of:

- e. the Directors of the three Combined Honours Programs;
- f. three Dalhousie representatives, including the Associate Dean Academic of FOS and the Associate Dean Academic of FASS.
- g. Appointment Procedures: the Dalhousie Faculty Representative shall be elected by FASS according to its procedures.

##### **B. Functions:**

The Advisory Council shall:

- a. meet at least twice in the academic year, normally once each term;
- b. receive reports and information from the Combined Honours Programs;
- c. advise the Combined Honours Programs on matters pertaining to the reports and information received;
- d. facilitate the exchange of information and advice between the two institutions.

#### **IV. Review Procedures:**

The Program will be reviewed periodically by the King's Faculty. The Program will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures and timetable for unit reviews.

#### **V. General Considerations of Dalhousie's and King's Relations in the Administration of the Program**

A: The Program will normally require students to take their classes at Dalhousie and King's. Students will not be allowed to enroll in a combined honours B.A. in Early Modern Studies with Contemporary Studies or History of Science and Technology as the other subject; however, students may take courses from these programs as electives. They may also take Early Modern Studies as one component of a Combined Honours Bachelor of Journalism degree.

B: The Director and Teaching staff will be responsible to the Faculty and President of King's for the conduct of the Program. The authority of the Faculty and President of King's will cover the organization, curriculum, long-term planning and all course offerings in the Program.

The organization and curriculum of the Program has the approval of the Faculty of Arts and Social Sciences, the Dalhousie Senate, and the Dalhousie Board of Governors. The Associate Dean and the Academic Development Committee of the Faculty of Arts and Social Sciences must approve any change to individual class offerings.

C: King's will judge concerning tenure and promotion. Dalhousie will judge on the same matters, using its own procedures, concerning any relation an Early Modern Studies appointment might have to Dalhousie departments and the ability of such individuals to teach accredited classes, according to

the agreement “Relation of the Dean of the Faculty of Arts and Social Sciences, Dalhousie University, to the Tenure or Promotion of a King’s Professor in the Combined Honours Programs” (*Pink Book*, Appendix 2).

If King’s wished to grant tenure and Dalhousie did not, then the tenured appointment would remain at King’s and Dalhousie would have to advise King’s on the relation that the individual’s work would have to the accreditation of classes within the Program.

If Dalhousie wished to grant tenure and King’s did not, then the appointment could be taken up by a Dalhousie department and within the budget of the Faculty of Arts and Social Sciences. King’s would have to advise Dalhousie on the relation that the individual’s work would have to the accreditation of classes within the Program.

## **The Structure and Organization of the Dalhousie/King's History of Science and Technology Program**

### **I. Preamble:**

The History of Science and Technology Program (HOST) is a Combined Honours Program as defined by the Dalhousie College of Arts and Science (see Calendar). The HOST also offers a degree Minor open to non-honours students. The Program will be administered by King's and leads to a joint Dalhousie-King's Combined Honours BA or BSc degree, to be conferred upon HOST students on the recommendations of both the Dalhousie Senate and the King's Faculty.

The History of Science and Technology Program is a unit of both King's and the Faculty of Arts and Social Sciences of Dalhousie University. As such, the program works closely with both institutions. Course offerings are subject to the approval of the FASS Academic Development Committee.

### **II. Administrative Structure:**

1. The Director
2. The Teaching Staff of History of Science and Technology Program
3. The Home Program Teaching Staff of HOST
4. The Advisory Council of the Combined Honours Programs
5. Additional Committees as may be required

### **III. Terms of Reference:**

#### **1. The Director:**

A: Description of Office:

The Director is the administrative officer of the Program, who reports to the President of King's.

B: Appointment Procedures:

The Director is appointed in accordance with the established FASS procedures for the appointment of Coordinators of Multidisciplinary Degree programs, with the proviso that in this case the Dean's Chair Review/Advisory Committee shall consist of four members: two King's Faculty and two Dalhousie Faculty. The Committee shall recommend to the Dean of the Faculty of Arts and Social Sciences who shall consult with the Dean of the Faculty of Science. After receiving the advice of the committee, the Dean shall pass the recommendation on to the President of King's alone. The President of King's has the final responsibility for making the nomination to the King's Board of Governors which will make the appointment. The Director may be appointed from members of the Dalhousie Faculty of Arts and Social Sciences, the Faculty of Science or King's Faculty. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.

C: Functions of the Director:

The Director, in consultation with the Teaching Staff, will:

- a. oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;
- b. conduct and coordinate student advising;



- c. oversee the appointment of faculty and make recommendations to the University administration concerning appointments;
- d. oversee the development of the Program's curriculum and other related activities;
- e. oversee and co-ordinate activities with other King's programs and with representatives of Dalhousie and other institutions, if so required.

## 2. The Teaching Staff of the HOST Program:

### A: Membership:

The Faculty eligible to join the Teaching Staff shall consist of:

- a. all full- and part-time King's Faculty who teach a class offered by the Program;
- b. King's Faculty with a Home Program designation in HOST;
- c. all full- and part-time Dalhousie Faculty who teach a class offered by the Program;
- d. adjunct appointments of Faculty at King's, Dalhousie, or other universities who teach a class offered by the Program.

### B: Appointment Procedure:

HOST Program appointments will be made by King's, in compliance with the 1923 Articles of Association between King's and Dalhousie and in accord with the Dalhousie Board of Governor's prior approval at the founding of the program. In practice, this means that appointments and re-appointments will be made on the recommendation of the Director, in consultation with the Teaching Staff of the Program, to the President of King's. Tenure-track appointments will be recommended by a hiring committee consisting of the Director, Home Program members of HOST, and one Dalhousie member of the Advisory Council.

Tenure-track cross-appointments between HOST and one or more King's programs or departments at Dalhousie will be recommended by a hiring committee consisting of:

- Directors of HOST and the other program(s)
- Home Program members of HOSTS and those of the other program(s), consisting of at least two Home Program members each from HOST and the other program(s) and reflecting, as much as possible, the proportional distribution of the joint appointment between HOST and the other program(s)
- One Dalhousie member of the Advisory Council.

The Dean of the Dalhousie Faculty of Arts and Social Sciences will have a veto concerning such appointments to ensure that these meet prevailing FASS standards.

### C: Functions:

The Teaching Staff shall:

- a. meet at least once a term;
- b. advise the Director on Program governance, business, and appointments to the teaching staff;
- c. decide on the curriculum of the Program;
- d. advise the Dean's Chair Advisory Committee on the selection of the Director;
- e. advise the Director and approve measures on the administration and development of the Program.

## 3. The Home Program Teaching Staff

### A. Membership:

All those (tenured or tenure-track) members of the Teaching Staff who have been granted Home Program status in the Program, according to the procedures set out in the *Pink Book*.

B. Function:

Home Program members of the Teaching Staff are responsible for advising the Director regarding matters pertaining to long-term planning, such as permanent appointments (see *Pink Book*) and structural changes to the Program. As such, the Director convenes meetings of the Home Program Teaching Staff as needed when matters arise concerning the structure and future of the Program (such as Unit Reviews), permanent hiring, Program review, and other matters at the Director's request.

#### 4. The Advisory Council of the King's Combined Honours Programs:

A. Membership:

The Advisory Council will be composed of:

- a. the Directors of the three Combined Honours Programs;
- b. three Dalhousie representatives, including the Associate Dean Academic of FOS and the Associate Dean Academic of FASS.
- c. Appointment Procedures: the Dalhousie Faculty Representative shall be elected by FASS according to its procedures.

B. Functions:

The Advisory Council shall:

- a. meet at least twice in the academic year, normally once each term;
- b. receive reports and information from the Combined Honours Programs;
- c. advise the Combined Honours Programs on matters pertaining to the reports and information received;
- d. facilitate the exchange of information and advice between the two institutions.

#### IV. Review Procedures:

The Program will be reviewed periodically by the King's Faculty. The Program will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures and timetable for unit reviews. In these procedures the Faculty of Science will be involved. An appropriate mechanism, agreeable to both the Faculty of Science and the Faculty of Arts and Social Sciences, will be developed for an integrated review process.

#### V. General Considerations of Dalhousie's and King's Relations in the Administration of the Program

- A: The Program will normally require students to take their classes at Dalhousie and King's. Students will not be allowed to enroll in a combined honours B.A. in HOST with Contemporary Studies or Early Modern Studies as the other subject; however, students may take courses from these programs as electives. They may also take History of Science and Technology as one component of a Combined Honours Bachelor of Journalism degree.
- B: The Director and Teaching staff will be responsible to the Faculty and President of King's for the conduct of the Program. The authority of the Faculty and President of King's will cover the organization, curriculum, long-term planning and all course offerings in the Program.

The organization and curriculum of the Program has the approval of the Faculty of Arts and Social

Sciences, the Dalhousie Senate, and the Dalhousie Board of Governors. The Associate Dean and the Academic Development Committee of the Faculty of Arts and Social Sciences must approve any change to individual class offerings.

- C: King's will judge concerning tenure and promotion. Dalhousie will judge on the same matters, using its own procedures, concerning any relation a History of Science and Technology Program appointment might have to Dalhousie departments and the ability of such individuals to teach accredited classes, according to the agreement "Relation of the Dean of the Faculty of Arts and Social Sciences, Dalhousie University, to the Tenure or Promotion of a King's Professor in the Combined Honours Programs" (*Pink Book*, Appendix 2).

If King's wished to grant tenure and Dalhousie did not, then the tenured appointment would remain at King's and Dalhousie would have to advise King's on the relation that the individual's work would have to the accreditation of classes within the Program.

If Dalhousie wished to grant tenure and King's did not, then the appointment could be taken up by a Dalhousie department and within the budget of the Faculty of Arts and Social Sciences or the Faculty of Sciences. King's would have to advise Dalhousie on the relation that the individual's work would have to the accreditation of classes within the Program.

# The Structure and Organization of the University of King's College

## School of Journalism, Writing and Publishing

### I. Preamble

In 1978 the University of King's College founded the School of Journalism. King's was the first university in Atlantic Canada to offer a degree program in journalism.

Over the years the School — now the School of Journalism, Writing & Publishing — has evolved to offer two undergraduate degree programs — a one-year post baccalaureate Bachelor of Journalism (39 credit hours) and a four-year Bachelor of Journalism Honours (123 credit hours) — and three graduate programs: the Master of Journalism (54 credit hours / 33 credit hours for January entry), the Master of Fine Arts in Creative Nonfiction (36 credit hours), and the Master of Fine Arts in Fiction (36 credit hours). The School also offers a Minor in Journalism Studies and various non-credit workshops.

The four-year Bachelor of Journalism can be taken as a single Honours in Journalism or as Combined Honours in Journalism and a second subject chosen from among King's interdisciplinary programs – Contemporary Studies, Early Modern Studies or History of Science and Technology or from a designated list in the Faculty of Arts & Social Sciences or Faculty of Science at Dalhousie University. The School of Journalism also offers Combined Honours in Journalism and Interdisciplinary Studies and in Journalism and Music History.

The Bachelor of Journalism Honours degree and Bachelor of Journalism degree are conferred on journalism students on the basis of the recommendation of the King's Faculty. Students graduating with a Minor in Journalism Studies do so on the basis of the recommendation of the Dalhousie Senate and/or King's Faculty. The Master of Fine Arts in Creative Nonfiction degree and the Master of Journalism degree will be jointly conferred by Dalhousie and King's on students based on the recommendation of the King's Faculty and Dalhousie's Faculty of Graduate Studies.

The Master of Journalism, a two-year program offered jointly with the Faculty of Graduate Studies at Dalhousie University, provides a broad, research-focused curriculum in text and multimedia, leading to completion of an in-depth professional project.

The Master of Fine Arts in Creative Nonfiction, a two-year limited residency program also offered jointly with the Faculty of Graduate Studies at Dalhousie University, focuses on major nonfiction narrative projects. Students combine short, intense residencies with ongoing one-to-one mentoring while completing a book proposal and a substantial portion of a manuscript, as well as various academic assignments.

The Master of Fine Arts in Fiction, a two-year limited residency program also offered jointly with the Faculty of Graduate Studies at Dalhousie University, focuses on the development of major fiction projects. Students combine short, intense residencies with ongoing one-to-one mentoring while completing their novel manuscript and various academic assignments.

In 2021, the Faculty agreed to change the School's name to the School of Journalism, Writing and Publishing to better reflect the scope of its offerings.

The School is governed by consensus of the Faculty of the School of Journalism, Writing & Publishing.

### II. Administrative Structure

- a. Coordinator of the School of Journalism, Writing & Publishing

- b. Director of Journalism
  - 1. Associate Director and Minor Program Coordinator
  - 2. Undergraduate Program Coordinator
  - 3. Journalism Program Faculty
  - 4. Part-Time Instructors
  - 5. Auxiliary Teaching Support
- c. Director of Writing & Publishing
  - 1. MFA Program Cohort Directors
  - 2. MFA Program Mentors
  - 3. Auxiliary Teaching Support
- d. Graduate Programs Coordinator
- e. Administrative and Technical Support Staff

### III. Terms of Reference

#### 1. Coordinator of the Faculty of the School of Journalism, Writing & Publishing

##### A: Description of Office:

The Coordinator facilitates joint activities within the School and reports to Faculty of the School of Journalism, Writing & Publishing.

##### B: Selection Procedure:

The Coordinator - who will normally alternate between a Journalism and a Writing & Publishing faculty member - will be chosen for a two-year term by a vote of the Faculty of the School of Journalism, Writing & Publishing.

The Coordinator need not be the Director of a Program.

##### C: Functions of the Coordinator:

- chair Journalism, Writing & Publishing Faculty meetings.
- chair meetings of the Directors of the Journalism and Writing & Publishing programs to discuss matters of mutual interest or concern.
- develop collaborative programming, events, etc. for the School.
- appoint, in consultation with the Directors of the Programs, a Graduate Coordinator.
- represent the broad interests of the School inside and outside the University.
- co-ordinate activities with other King's programs and other institutions, if so required.

#### 2. Director of Journalism

##### A: Description of Office:

The Director of Journalism is the academic administrative officer of the BJH, BJ, MJ and Minor in Journalism Studies, and reports to the Vice-President of King's.

##### B: Selection Procedure:

When the position of Director of Journalism is open or the Director seeks an additional term, the Chair of King's Faculty will nominate a Journalism Director Selection Committee, a four-person committee consisting of one faculty member from within the Journalism programs, one faculty member from the Writing and Publishing programs, and two faculty members drawn from other King's programs. One of the members from outside the Journalism programs will chair the Committee. The Committee will call for nominations and will ensure all nominees are willing to have their name stand as a candidate.

The Committee will consult with the teaching and support staff of the Journalism and Writing & Publishing programs, members of King's faculty, the Dean of Graduate Studies at Dalhousie and students. The committee will report its recommendation to the President, who will bring forward a recommendation to the Board of Governors.

The Director will normally be selected from among full-time teaching staff of the Journalism programs and be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.

**C: Functions of the Director:**

- Manage the development and delivery of the curriculum and related activities within the Journalism programs.
- Oversee the appointment of faculty in Journalism programs and make recommendations to the University administration concerning appointments.
- Consult the Director of Writing & Publishing and make a joint recommendation for any faculty teaching in both Journalism, and Writing & Publishing programs.
- Manage the budget as it relates to Journalism programs.
- Oversee the work of administrative and technical support staff.
- Chair meetings of faculty within the Journalism programs.
- Appoint and oversee the work of the Journalism programs' Associate Director and Minor Program Coordinator and the Undergraduate Coordinator.
- Oversee and co-ordinate the supervision of undergraduate program advising.
- Appoint Part-Time Instructors.
- Represent the interests of the programs inside and outside the University including serving on academic administration bodies, such as program directors committee, enrolment management committee, etc.
- Co-ordinate activities with other King's programs and other institutions, in conjunction with the School Coordinator, if so required.

**D: Interim Director**

If the Director is granted sabbatical leave during the course of the appointment, or the appointment of an Interim Director for the academic year is required for any other reason, the faculty of Journalism, in consultation with faculty of Writing & Publishing, will forward a nomination of Interim Director to the University President, who will make a recommendation to the Board of Governors.

**2 a. Associate Director and Minor Program Coordinator (Journalism)**

The Associate Director and Minor Program Coordinator is appointed by the Director of Journalism, normally for a term of three years. The Associate Director is responsible for recruiting and managing Part-Time Instructors and Auxiliary Teaching Support. The Associate Director is also responsible for overseeing the minor program and assuming the duties of Director, in the absence of the Director.

**2 b. Undergraduate Program Coordinator**

The Undergraduate Program Coordinator is appointed by the Director, normally for a term of three years. The Coordinator is responsible for program advising in the BJH and BJ program. The Coordinator is also responsible for organizing career-building sessions for students. The undergraduate program coordinator normally chairs the undergraduate admissions committee meetings (BJ and BJH), is the undergraduate

liaison to the Registrar's office and handles undergraduate applications that fall outside the regular admissions period.

## **2 c. Faculty**

See Section 5 below.

## **2 d. Part-Time Instructors**

The Director of the Journalism Program, in consultation with the Associate Director and Journalism Faculty, shall appoint Part-Time Instructors as required, in accordance with procedures set out in the Pink Book.

## **2e. Auxiliary Teaching Support**

The Director of the School of Journalism, in consultation with the Associate Director and Journalism Faculty, shall appoint Auxiliary Teaching Support for a term of one year or less, as needed. These positions, including teaching assistants, tutors and mentors, operate under the supervision of a lead instructor.

## **3. Director of Writing & Publishing**

### **A. Description of Office:**

The Director of Writing & Publishing is the academic and administrative officer of MFA Programs and related offerings, and reports to the Vice-President of King's.

### **B: Selection Procedure:**

The Director may be selected from among qualified teaching staff of the Writing & Publishing Program or chosen after a national search.

Initially, the successful candidate will be appointed for a three-year Limited Term Appointment, with the opportunity for renewal for a second three-year term. At the end of Year 5, the Vice President will appoint a committee to evaluate the success of the Writing & Publishing MFA programs to date and recommend an appropriate permanent administrative structure (whether the Director position should be tenure track, limited term, continuing limited term, etc.).

Normally, when the position of Director of Writing & Publishing is open, the Chair of King's Faculty will nominate a Director Selection Committee consisting of all faculty members within the Writing & Publishing Program and one faculty member from the Journalism programs. The Coordinator of the Faculty of the School will chair the Committee. The Committee will advertise nationally for applications.

The Committee will report its recommendation to the Appointments, Promotion and Tenure Committee, which will then report to the President, who will bring forward a recommendation to the Board of Governors.

### **C: Functions**

- Manage the development and delivery of the MFA curriculum and other related activities.
- Oversee the appointment of faculty in Writing & Publishing programs and make recommendations to the University administration concerning appointments.
- Consult the Director of Journalism and make a joint recommendation for any faculty teaching in both Journalism, and Writing & Publishing programs.
- Manage the budget as it relates to MFA programs.

- Oversee the work of administrative staff.
- Coordinate MFA marketing and recruitment efforts, within the overall strategy of the University.
- Organize MFA summer and winter residencies.
- Chair meetings of the Writing & Publishing faculty and mentors.
- Represent the interests of the MFA Programs inside and outside the University including serving on program-director-related committees, such as program directors, enrolment management, etc.
- Co-ordinate activities with other King's programs and other institutions, in conjunction with the School Coordinator, if so required.

## **D: Interim Director**

If the Director is granted a leave during the course of the appointment, or the appointment of an Interim Director for the academic year is required for any other reason, faculty of Writing & Publishing — in consultation with faculty of Journalism — will forward a nomination of Interim Director to the University President, who will make a recommendation to the Board of Governors.

### **3a. MFA Program Cohort Directors**

Cohort Directors supervise and guide each incoming MFA cohort — as well as their designated mentors — through their two-year MFA program. These are half-time positions, appointed as set out in the Pink Book.<sup>1</sup>

Applicants for cohort director positions must have an advanced degree and proven track records as editors or authors, and teaching experience at the university or equivalent level.

Cohort Directors functions:

- Teach two courses.
- Supervise Mentorship I, II, III and IV.
- Oversee the work of mentors in their cohort.
- Assist the Director in developing curriculum, organizing residencies and events, and marketing the program.

### **3 b. MFA Program Mentors**

Mentors—professional editors/writers and writing teachers — are hired by the Director of Writing & Publishing, in consultation with the program cohort directors. Each mentor works with a limited number of students per semester, both in small groups and one to one. The total number of mentors hired depends on enrolment.

They will be hired on yearly contracts that will cover participation in the residencies and fall and winter mentorship courses. While mentor contracts may be renewed annually, renewals are not guaranteed.

### **3 c. Auxiliary Teaching Support**

The Director of Writing & Publishing, in consultation with the Cohort Directors, may appoint Auxiliary Teaching Support for a term of one year or less, as needed for the MFA or other programs. These positions operate under the supervision of a lead instructor.



#### **4. Graduate Program Coordinator:**

The Graduate Program Coordinator is appointed by the School Coordinator in consultation with the Program Directors, normally for a term of three years. The Graduate Coordinator, who must be eligible to sit on the Faculty of Graduate Studies, will represent King's on the FGS Council.

The Coordinator is the liaison with Faculty of Graduate Studies and with the Dalhousie Association of Graduate Students. The Coordinator is responsible for fulfilling the role set out for graduate coordinators within the Faculty of Graduate Studies and otherwise facilitating graduate student success within the School. The Coordinator normally chairs graduate admissions committee meetings and is responsible for all program advising in the MJ and MFA programs.

#### **5. School of Journalism, Writing & Publishing Faculty**

Faculty shall consist of:

- All full-time tenured and tenure-track professors in the School.
- All full-time, limited-term academic appointees in the School.
- All half-time, limited-term teaching appointees in the School.
- Other limited-term teaching appointments, as recommended by the Coordinator and agreed upon by Faculty.

#### **B: Appointment Procedure:**

Appointments and re-appointments of full-time tenure track, full-time and half-time limited-term, and professorial appointments in the School of Journalism, Writing & Publishing will be made by the University as set out in the Pink Book.

In practice, this means these appointments will be made on the recommendation of the Faculty of the School of Journalism, Writing & Publishing to the Appointments, Promotion and Tenure Committee and the President.

#### **C: Functions:**

The Faculty of the School of Journalism, Writing & Publishing shall:

- Meet at least once per term as a group and, as required, within their particular programs.
- Advise the appropriate Director on matters of full-, half- and part-time appointments.
- Advise the Director Selection Committees in the selection or reappointment of Directors for the Programs.
- Advise the appropriate Director on administration, curriculum and development in the School of Journalism, Writing & Publishing.
- Serve on the Admissions Committee and any other committees created within the School of Journalism, Writing & Publishing or by King's Faculty requiring participation of members of the School's Faculty.

#### **6. Administrative and Technical Support Staff**

Directors will jointly recommend to the University the appointment of full-time and contract Administrative and Technical Support Staff.

These Support Staff members shall:

- Carry out the duties as outlined in their job descriptions.
- Undergo an annual job performance review with the Directors

#### **IV. Review Procedures:**

The undergraduate programs of the School of Journalism, Writing & Publishing shall be reviewed by the King's Faculty and an external reviewer every seven years in accordance with the University's established procedures for unit reviews.

The graduate programs of the School of Journalism, Writing & Publishing shall be reviewed every five years in accordance with the established procedures set out by the Faculty of Graduate Studies at Dalhousie University.