STATUTES

OF

SAINT PAUL UNIVERSITY

Ottawa, 31 January 2009

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In these statutes, the masculine is used without discrimination and only to lighten the text. Several typographical errors have been corrected at the request of the Congregation for Catholic Education.

HISTORICAL INTRODUCTION

By the Apostolic letter *Cum Apostolica Sedes* of Pope Leo XIII, dated February 5, 1889, the University of Ottawa, which had received a civil charter from the Government of the united Province of Canada in 1866, also obtained a canonical charter. By a decision of its supreme head, the Church established in Canada a new institution of higher learning endowed with the power of granting University diplomas in its name and entrusted it in perpetuity to the Congregation of the Missionary Oblates of Mary Immaculate.

To comply with the requirements of the Apostolic Constitution *Deus Scientiarum Dominus*, promulgated on May 24, 1931, the University of Ottawa undertook to revise its general and particular statutes. The new text was approved on November 15, 1934, by the Sacred Congregation of Seminaries and Universities. This Roman approval strongly encouraged the University of Ottawa to progress in the field of the ecclesiastical sciences.

Owing to the economic prosperity that followed the Second World War, the University made considerable strides between 1945 and 1965, and developed in all directions. The administrative effects of this rapid growth were soon felt. To continue its development and to respond well to demands made upon it, the University had to overhaul its entire organization and provide for structures better suited to its mission and potential.

By a decree of the Sacred Congregation of Seminaries and Universities, dated March 24, 1965, the University of Ottawa was authorized to change its name to Saint Paul University and to ask the Legislature of the Province of Ontario to establish a new University, to be operated exclusively under a civil charter and be known as the University of Ottawa.

On July 1, 1965, an Act passed by the Ontario Legislature took effect, creating the new University of Ottawa and establishing the federation of Saint Paul University and the University of Ottawa according to terms to be determined by mutual consent. As a result, these two institutions are complementary and in their own ways better able to satisfy the ever-increasing needs of a pluralistic society.

Thus flourished, after a period of lengthy and at times difficult progress, the modest College founded in 1848 by Bishop Joseph-Eugène-Bruno Guigues, O.M.I., first Bishop of Bytown, which later became Ottawa and the capital of Canada.

The Second Vatican Council expressed in a special way the Church's confidence in the ability of its institutions of higher learning to further the work of renewal and adaptation to contemporary realities and to "explore more profoundly the various areas of the sacred disciplines so that day by day a deeper understanding of sacred revelation will be developed, the treasure of Christian wisdom handed down by our ancestors will be more plainly brought to view, dialogue will be fostered with our separated brothers and with non-Christians, and appropriate responses will be found to questions raised by scientific progress" (*Gravissimum educationis*, n. 11). To meet this responsibility appropriately, Catholic universities needed to redefine themselves, both by taking into account new demands being made on

Christianity by a society undergoing profound change and by adapting to the changes taking place in the very concept of a university community.

Thus, it was with gratitude that the *Normae quaedam* of May 20, 1968, were received. They contained clear directives concerning the spirit that should underlie new statutes of Catholic Universities. The *Normae* presented a very flexible summary of directions embraced by the Council and of preliminary studies undertaken collectively by Catholic universities. The *Normae* served as a guide to Saint Paul University as it revised its statutes.

During this time, following numerous consultations and in-depth studies, the Holy See set out new legislation for ecclesiastical universities. On April 15, 1979, His Holiness Pope John Paul II promulgated the Apostolic Constitution *Sapientia Christiana*, followed on April 29 of that same year by the Congregation for Catholic Education's publication of the *Ordinances* for the immediate implementation of the Constitution.

In 1990, Pope John Paul II promulgated the Apostolic Constitution *Ex Corde Ecclesiae*, destined to become the *Magna Carta* of Catholic universities. The Canadian Conference of Catholic Bishops then promulgated the *Ordinances* for its implementation.

To make these dispositions fully its own, Saint Paul University, conscious of its mission to the Church and to society, undertook the revision of its statutes. In carrying out this task, it followed as closely as possible the norms laid out by the Congregation for Catholic Education and the requirements of the 1983 Code of Canon Law. The University also took into account, as recommended by the Apostolic Constitutions, the particular circumstances and practices of its context.

PART ONE
THE CHARACTER OF SAINT PAUL UNIVERSITY

Chapter One - Objectives and Prerogatives of the University

Article 1

The objectives of the University are the following:

a) to assure through research and teaching the development and transmission of knowledge, especially in the fields of study and disciplines that contribute to the elucidation and communication of the Catholic faith; consequently, to encourage a better understanding of revelation and of the entire heritage of Christian wisdom;

b) to apply itself, in the light of revelation and of Christian wisdom, to the study of new questions raised by scientific discoveries and by cultural and religious pluralism; to ensure, according to the proper character of each discipline, the free manifestation of research and teaching that allows for authentic progress in the knowledge and understanding of the truth and takes into account the pastoral needs of the People of God;

c) to provide the People of God and the Hierarchy, engaged in the pastoral and ecumenical work of the Church, with the assistance necessary for the understanding and spread of the Christian faith. The University will therefore develop relationships with the Canadian bishops;

d) to encourage the spiritual, intellectual and physical growth of all members of the University community.

Article 2

a) Saint Paul University, in virtue of its civil and canonical charters, may establish teaching and research units necessary to the development of different branches of knowledge and to the integration of the sacred and profane sciences.

b) The establishment of an ecclesiastical Faculty requires canonical approval by the Congregation for Catholic Education.

Article 3

a) In virtue of these same charters, Saint Paul University can promote candidates to civil and canonical degrees and grant the corresponding diplomas.

b) These degrees and diplomas are principally:

- the Baccalaureate, granted at the conclusion of an initiatory program in the disciplines of a Faculty;
- the Master's or Licentiate degree, granted at the conclusion of a first stage of specialization;

- the Doctorate, granted at the conclusion of research work that contributes to the progress of knowledge and reveals a true intellectual maturity.

c) The University can also award other diplomas at the conclusion of special programs.

Article 4

Saint Paul University also has the power to affiliate with other educational institutions, to promote their students to degrees and to grant them the corresponding diplomas. Notwithstanding the affiliation, the association or incorporation of an educational institution for the granting of ecclesiastical degrees is decreed by the Congregation for Catholic Education.

Article 5

Saint Paul University means to encourage scientific cooperation among its teaching and research units as well as with other universities and scientific bodies, especially the University of Ottawa.

Article 6

The Senate and the Council of Administration, according to their respective competence as defined in Articles 20, 23, 24 and 27, have authority to:

a) see to the implementation of the present statutes in conformity with the canonical norms in effect and with other general or particular norms concerning the University;

b) establish internal regulations, in conformity with the present statutes, whenever such regulations are deemed necessary or appropriate to assure the correct application of the statutes.

Article 7

Any request to modify the present statutes must go through the following steps:

a) a request to modify articles concerning the educational policy of the University as well as its educational structures is a matter for the Senate, and must be approved by a majority of two thirds of the eligible votes. It must also receive the approbation of the Council of Administration;

b) a request to modify articles concerning administrative structures and financial responsibilities is a matter for the Council of Administration;

c) given that Saint Paul University is entrusted by the Holy See to the Notre-Dame-du-Cap Province of the Missionary Oblates of Mary Immaculate, a request to modify articles 1, 7, 8, 9, 14, 16 c) and 21 must be ratified by the Oblate Provincial with the consent of his Council;

d) any request to modify the present statutes is to be submitted to the Chancellor to forward to the Congregation for Catholic Education, which must approve the modification before it takes effect.

Chapter Two - Juridical Status of the University

Article 8

a) Canonically, Saint Paul University is

1) a non-collegial public juridic person with the right to acquire assets. It is entrusted to the Congregation of the Missionary Oblates of Mary Immaculate and attached directly to the Notre-Dame-du-Cap Province of this Congregation;

2) a Catholic university that is canonically established by the Holy See. The University is composed of three ecclesiastical Faculties, themselves established by the Holy See, that offer programs leading to ecclesiastical degrees. As a Catholic university, it is subject to the common law of the Apostolic Constitution *Ex Corde Ecclesiae* (1990), as well as to the *Ordinances* for implementation of this Constitution made by the Canadian Conference of Catholic Bishops, and, since it is composed of ecclesiastical Faculties, is subject to the Apostolic Constitution *Sapientia Christiana* (1979).

b) At the civil level, it is a corporation, owner of the assets of the University, and is known in French as "Université Saint-Paul" and in English as "Saint Paul University".

Article 9

a) Notwithstanding the provisions of canon law, of the civil charter and of the will of the donors, the goods and property of Saint Paul University are administered by the Council of Administration according to the norms of the present statutes.

b) Notwithstanding paragraph a) of the present article, Saint Paul University is subject to the supervision of the major superiors of the Missionary Oblates of Mary Immaculate, according to the Constitutions and Rules of that Congregation.

c) Should the University cease its operations or sell its property, the Notre-Dame-du-Cap Province is the juridic person immediately superior to the University according to the terms of Canon 123 of the Code of Canon Law.

PART TWO
THE UNIVERSITY COMMUNITY

Article 10

a) Saint Paul University constitutes a community of students, professors and administrators: all those who belong to it, individuals or groups, have responsibilities and rights in the fulfilling of the objectives of the University.

b) Saint Paul University acknowledges the right of each of its members to appeal to the appropriate authority a decision that he deems prejudicial. No one can be relieved of his functions without having had the opportunity to exercise his right to be heard.

Chapter Three - The General Administration

1. The Chancellor

Article 11

a) The Chancellor is the titular head of Saint Paul University. This function is exercised by right by the Archbishop of Ottawa. When the metropolitan See is vacant, the rights and duties of the Chancellor belong to the person who assumes the administration of the diocese.

b) The role of the Chancellor consists of:

1) representing the Holy See to the University and the University to the Holy See;

2) encouraging the communion of the University with the local and universal Church;

3) seeing to the constant advancement of the University by encouraging its scientific work, overseeing the integrity of Catholic doctrine, observing the Statutes and provisions of the Holy See, and encouraging unity between all members of the University community;

4) at the will of the Chancellor, presiding over the meetings of the Senate;

5) proposing to the Congregation for Catholic Education the name of the Rector to confirm and to receive his profession of faith; to grant to those who teach the ecclesiastical disciplines, according to the terms of canon 812, the mandate and, if the need arises, to grant permission; to present to the appropriate authority, for the granting of the *nihil obstat*, the professors attached to ecclesiastical Faculties and applying, according to the statutes, to the rank of associate professor;

6) informing the Congregation of important issues of the University and, every three years, sending to the Congregation a detailed report on the current situation of the studies, staff and administration of the University.

2. The Rector and Other Major Officers

Article 12

President of the University, the Rector is also its chief executive.

Article 13

The Rector must hold a Doctorate and be chosen from among those who are truly experts in matters concerning University life and, as a general rule, from among those teaching in the University.

Article 14

a) The Rector is appointed by the Provincial Superior of the Notre-Dame du Cap Province of the Congregation of the Missionary Oblates of Mary Immaculate with the consent of his Council, after consultation with the members of the Senate of the University and with the consent of his Council and with the *Nihil obstat* from the Superior General in council.

b) The appointment of the Rector becomes effective only after confirmation by the Congregation for Catholic Education. The Chancellor requests the confirmation.

c) The Rector is named to a six-year term of office, with the possibility of reappointment to a second and a third term of office of three years each. For these second and third appointments, the process foreseen for the first appointment will be followed.

d) Without prejudice to article 10 b), the Superior General of the Congregation of the Missionary Oblates of Mary Immaculate, with the consent of his Council and the approval of the Congregation for Catholic Education, may, for serious reasons, relieve the Rector of his functions before the expiration of his term of office.

Article 15

The Rector, among other tasks, does the following:

a) directs, promotes and coordinates all activities of the University community;

b) represents the University to external religious and civil organizations;

c) convenes the Council of Administration and the Senate and presides over these meetings, saving the right of the Chancellor to preside over the Senate, according to the terms of articles

11 b 4) and 26 b) of the present statutes; to preside over, if he wishes, as an *ex officio* member and with voting rights, other councils and committees of the University;

d) fulfills the functions and exercises the special powers that the Council of Administration and the Senate may confer on him;

e) oversees temporal administration;

f) informs the Chancellor on a regular basis about the functioning of the University and any developments;

g) sends, every five years, to the Congregation for Catholic Education summary statistics established in accordance with the outline provided by the Congregation.

Article 16

a) The Rector is assisted by the two Vice-Rectors and the Secretary General.

b) These four persons are the major officers of the University and constitute its Executive.

c) The two Vice-Rectors and the Secretary General are appointed by the Provincial of the Notre-Dame-du-Cap Province with the consent of his Council, upon presentation by the Rector after he has consulted the members of the Senate. Their term of office is three years, renewable.

Article 17

a) The first Vice-Rector assists the Rector in the areas of studies and research.

b) He must have a Doctorate or its equivalent and be chosen from among those who are truly experts in matters concerning University life and, as a general rule, from among the professors of the University.

c) The Rector, the Council of Administration or the Senate may, through delegation, assign the Vice-Rector functions and special powers within their jurisdiction.

d) When the Rector is absent, the first Vice-Rector exercises all the ordinary functions of the Rector, in conformity with established practices.

Article 18

a) The second Vice-Rector assists the Rector in financial matters.

b) The Rector, the Council of Administration or the Senate may, through delegation, assign the Vice-Rector functions and special powers within their jurisdiction.

c) When the Rector and first Vice-Rector are absent, the second Vice-Rector exercises all the ordinary functions of the Rector, in conformity with established practices.

Article 19

The Secretary General of the University exercises the following functions:

a) is the secretary of the Council of Administration and of the Senate;

b) is custodian of the records and archives of the University;

c) signs, together with the Rector, all University diplomas;

d) is the keeper of the seal of the University;

e) fulfills other functions that may be assigned to him by the Rector, the Council of Administration or the Senate.

3. The Council of Administration

Article 20

The Council of Administration is the organism that is entrusted with the general governance of the University, in conformity with article 23, as well as with the administration of the patrimony of the University, which consists principally in the Fund reserved for this purpose by the Notre-Dame-du-Cap Oblate Province, and by subsidies received from the Province of Ontario as well as by tuition fees set according to norms established by the Government of Ontario. The Council administers all the financial affairs and operations of the University, in accordance with academic policies determined by the Senate.

Article 21

a) The Council of Administration is comprised of the following members: the Rector, who is its Chair, the two Vice-Rectors; the Secretary General; and three other counsellors, as well as any other members that the Council may by regulation appoint, after consultation with the Provincial of the Notre-Dame-du-Cap Province, who will have sought the advice of his Council.

b) Except for the Rector and the other major officers, for whose appointments the procedures are set out in articles 14 and 16, the members of the Council of Administration are named by the Provincial of the Notre-Dame-du-Cap Province with the consent of his Council, on presentation by the Rector, for a term of office of three years, renewable.

c) A vacancy on the Council, with the exception of the Rector, is filled by the appointment of a successor who is named in the same way to complete the term of office of the person being replaced.

Article 22

The Council of Administration is convened by the Rector or his substitute. The majority of the members constitute the *quorum*. All matters submitted to the Council are decided by a majority vote of the members present. In case of an equal division of voices, the Rector or his substitute has the casting vote.

Article 23

Saving those powers conferred expressly and exclusively by the present statutes on the Chancellor, the Rector, the Senate, the Faculties and officers of the Council, the Council of Administration has all the powers necessary and useful to carry out its functions and reach the objectives and ends of the University, including the following powers:

a) subject to articles 10 b), 34 b), 37 b), 39 b) and 40, appoint, promote and relieve of their duties officers of the teaching or research units, members of the teaching staff, and any person employed by the University, acknowledging the Chancellor's right in the most serious or urgent cases to suspend from his functions for the duration of the process the professor concerned;

b) determine the number, functions, salary and other remuneration of officers, members of the teaching staff, officers and employees of the University;

c) set up an executive committee or any other committee of the Council of Administration, as well as any commission, and endow it with the powers the University deems appropriate;

d) create administrative positions and organisms having consultative, deliberative or executive power, including a joint committee of the Council of Administration and the Senate, a planning committee, to consider matters of common interest; determine their composition, powers and functions;

e) establish regulations deemed necessary or advisable for the better functioning of the University; abrogate or modify such regulations.

4. The Senate

Article 24

The Senate is the supreme authority in all matters concerning teaching and research, according to the objectives and the proper character of the University, subject to the approbation of the Council of Administration when disbursements or expenses are concerned.

Article 25

The Senate is composed of the following persons:

a) the Chancellor;

b) the Rector, the two Vice-Rectors and the Secretary General;

c) the Dean and the Secretary of each Faculty; in the absence of the Dean, the Vice-Dean replaces him;

d) the Director of each school and Institute;

e) the Chief Librarian;

f) one professor from each Faculty, school and Institute, elected by their peers for two years; when the number of professors who are full members of a teaching unit is at least fifteen (15), a second professor from that unit is also elected by his peers;

g) two students from the first cycle, elected by the students for a two-year term;

h) two students from the second or third cycle, elected by the students for one year;

i) any other member that the Senate may deem necessary to add provided the maximum of 30 members of the Senate is not exceeded.

Article 26

a) The Rector or his substitute convenes the Senate when he considers it suitable, or when half the members request a meeting.

b) Saving the right of the Chancellor to preside over the Senate, the Rector presides, or, in his absence, the first Vice-Rector, or if both are absent, the second Vice-Rector presides over meetings of the Senate.

c) Saving article 7 a) concerning possible modifications to the present statutes, decisions are taken by a majority of the members present, including the vote of the Rector or Chair. In case of an equal division of voices, the chair has the casting vote.

Article 27

The principal function of the Senate is to establish the educational policy of the University. The Senate can establish, maintain or suppress Faculties, departments, schools or Institutes, and create chairs and research centres, saving article 2 b). It makes regulations covering its own activities and, saving the above provisions, it can:

a) direct, regulate and determine the orientation of the University in the field of education, according to the aims and proper character of the University;

b) establish the courses of study, the conditions of admission to and membership in the University, and the requirements for the granting of degrees and diplomas within the provisions of the Congregation for Catholic Education;

c) promote to the Baccalaureate, Master's, Licentiate and Doctorate degrees, and confer any University diploma;

d) with the approval of the Council of Administration, grant honorary degrees in any branch of higher learning, save the provisions of article 38 of the *Ordinances*;

e) establish an executive committee or any other committee or commission necessary to pursue its objectives;

f) determine the number of members required to constitute its *quorum* and establish its rules of procedure.

Article 28

Subject to the jurisdiction of the Council of Administration, the Senate studies requests for institutional affiliation to the University and approves in any affiliation or federation agreement the matters within its jurisdiction.

Article 29

a) Any affiliation or federation must be accompanied by a contract between the University and the institution concerned, saving the provisions of article 4.

b) In cases of affiliation, the contract must contain certain clauses with respect to quality of studies, means of control by the University, and requirements for the maintenance of the privilege of affiliation. Mention must also be made of the contribution that the University brings to the affiliated institution.

c) In the case of federation, the contract must stipulate the rights and obligations of each party, the areas in which they agree to collaborate, and the structures necessary to fulfill these objectives.

Chapter Four - Teaching and Research Units

1. The Faculties

Article 30

Each Faculty is governed by a Council whose officers are the Dean, the Vice-Dean and the Secretary. In addition to the officers, the Council is composed of all the titular and associate professors, as well

as of the following members, the number of which and the length of whose term of office are determined by the Faculty and subject to the approbation of the Senate:

a) other professors elected by their peers;

b) at least one full-time student of the Faculty elected by his peers;

c) any other person or category of person named by the Senate on the recommendation of the Faculty Council.

Article 31

a) Subject to the authority of the Senate and of the Council of Administration, the Faculty Council constitutes the ordinary authority of the Faculty and has all the powers required for its proper functioning.

b) The procedure for Faculty Council meetings is the same as that prescribed for meetings of the Senate in article 26 c).

Article 32

Without restricting its general powers, the Faculty Council:

a) determines the number of members required to constitute a *quorum*;

b) sees to the observance of University and Faculty regulations;

c) submits to the Senate recommendations concerning policies, conditions of admission, programs, requirements for degrees and diplomas, and conditions for promotion, saving the respective canonical provisions;

d) establishes the Faculty calendar with the approbation of the Senate;

e) makes recommendations to the Senate and to the Council of Administration for the well-being of the Faculty;

f) can create an executive committee or any other committee or commission necessary to pursue its objectives;

g) can create, with the approval of the Senate, one or more departments for the immediate administration of particular sectors.

Article 33

The Dean is the titular head and chief administrator of the Faculty. He exercises his functions subject to the powers of the Council.

Article 34

a) The Dean must be a titular or associate professor.

b) He is named by the Council of Administration after consultation with the members of the Faculty Council.

Article 35

The functions of the Dean are as follows:

a) convenes and presides over the meetings of the Faculty Council, saving the right of the Rector to preside if he is in attendance;

b) is *ex officio* a member of all the committees of the Council;

c) is the liaison officer between the Faculty and the Senate or the Council of Administration;

d) presents to the Rector recommendations concerning the appointment and promotion of professors;

e) exercises any other functions that may be attributed to him by the Council of Administration or the Senate in virtue of articles 23 and 27.

Article 36

The Vice-Dean is second in the administrative structure of the Faculty. He assists the Dean and performs such tasks as are assigned to him by the Dean or the Council. He exercises the functions of the Dean when the latter is absent or incapacitated.

Article 37

a) The Vice-Dean must be a titular or an associate professor.

b) He is appointed by the Council of Administration on the recommendation of the Dean after consultation with the members of the Faculty Council.

Article 38

a) The Secretary assists the Dean in his duties and keeps records and archives of the Faculty.

b) He directs the secretariat of the Faculty in accordance with the terms and conditions provided by the Dean or the Council.

Article 39

a) The Secretary of the Faculty must be at least an assistant professor.

b) He is appointed by the Council of Administration in the same way as the Vice-Dean, in accordance with article 37 b).

Article 40

The regular term of office of a Dean, Vice-Dean and Secretary of a Faculty, and of the Directors of other teaching and research units, is three years, with the possibility of reappointment for another three-year term. In particular cases, the Council of Administration may act contrary to the present article.

2. Other University Teaching Units and Research Centres

Article 41

a) In addition to the Faculties, the University includes other teaching units.

b) These units cooperate closely with the Faculties, especially with those that are more closely related to them.

Article 42

The research centres aim at grouping experts in a certain discipline and those who share a common interest, especially in the field of multi-disciplinary research.

Article 43

The Senate creates such units and centres, subject to the powers of the Council of Administration.

Article 44

The teaching units and research centres have particular statutes adapted to their specific functions.

Article 45

a) These units and centres are governed by one Office or one Council composed in accordance with the determinations stipulated in the statutes of the unit or centre concerned.

b) The director of the unit or centre, appointed by the Council of Administration, is a member of this Office or Council and is its chair.

c) According to the nature of the unit, the composition of these Offices or Councils includes participation by professors and students.

Chapter Five - The Teaching Staff

Article 46

a) The Council of Administration appoints, promotes and dismisses members of the teaching staff, taking into account the provisions of articles 23 a), 50, 54 and 55.

b) The Council of Administration, in all these cases, acts in accordance with the procedures and norms known to all, in a manner that preserves the rights of the individual to fair treatment as well as the rights of the University to promote the quality of research and teaching.

Article 47

The number of professors in the teaching units is determined by the number of courses that must be taught and by the teaching methods that best encourage intellectual development. Also considered are the obligations of professors in the areas of research and administrative tasks that officers of these teaching units must assume. In addition, it is taken into account that in ecclesiastical Faculties, all members of the teaching staff must demonstrate the qualities proper to contributing effectively to the fulfillment of the objectives of these Faculties. The number of teachers-researchers (assistant, associate and titular) depends on the principal chairs covering the ecclesiastical subjects. In teaching matters related to faith, they are to be in communion with the Magisterium of the Church.

Article 48

a) In order to teach the sacred disciplines in a stable way in ecclesiastical Faculties, candidates must hold a Doctorate in the discipline they teach. If they do not hold an ecclesiastical Doctorate, an ecclesiastical Licentiate is normally required.

b) The Rector gives to the Chancellor the names of professors hired by the Council of Administration.

Article 49

In keeping with article 16 of the *Ordinances* of the Apostolic Constitution *Sapientia Christiana*, for ecclesiastical disciplines the teaching staff of the University comprises the following categories: ordinary teachers-researchers (titular and associate professors), extraordinary teachers-researchers (assistant professors), lecturers, and assistants. If needed, the University may call on professors from other Faculties.

a) the lecturer is one who is beginning his teaching career at the University, or who has probationary status;

b) the assistant professor has demonstrated sufficient competence and interest in a University career that the University places in him a serious hope for the future and that he is associated to the teaching staff as a stable, regular, and full member;

c) an associate professor is one who has shown sufficient competence and involvement in the University to be associated to its teaching staff;

d) a titular professor is one who, in addition to having the qualities required of the associate professor, is an academic of considerable merit and is recognized outside the University as an expert in his field.

Article 50

Promotion from one rank to another is a matter for the Council of Administration, which makes its decision in accordance with the regulations established by the Senate and the Council of Administration.

a) Lecturer

To be a lecturer, one must:

1) normally hold a Doctorate; otherwise, have the ability and intention to obtain this degree within several years;

2) demonstrate teaching skills and the ability to do research.

b) Assistant professor

To be promoted to this rank, a professor must:

1) normally have a Doctorate;

2) have demonstrated teaching skills, as revealed in evaluations of his teaching;

3) manifest genuine interest in university teaching;

4) have published some scientific articles, such as the full or partial publication of his doctoral dissertation;

5) have fulfilled the requirements concerning the level of knowledge of the second official language set by the University, which were made known at the time of official hiring;

6) have taught successfully in a university, for 2 years, if he has a Doctorate; for 4 years, of which 2 at Saint Paul University, if he does not have a Doctorate.

c) Associate professor

To be promoted to this rank, a professor must:

1) have a Doctorate or possess proven equivalent competence;

2) have demonstrated teaching skills, as revealed in evaluations of his teaching;

3) be capable of directing students in work worthy of publication;

4) have produced high-quality scientific work that can be confirmed, as required, by at least three out of four of his peers chosen from outside the University by the Teaching Personnel Committee of his teaching unit. In choosing these peers, the committee will consider those suggested by the professor concerned;

5) have accepted a reasonable number of administrative responsibilities within the University community and have fulfilled them well;

6) have fulfilled the requirements concerning the level of knowledge of the second official language set by the University, which were made known at the time of official hiring;

7) have taught successfully in a university for at least 7 years (including sabbatical years, but not including study years), of which 5 as assistant professor and of which 2 at Saint Paul University. In exceptional cases, the Council of Administration can promote to this rank worthwhile candidates who do not meet all these conditions.

d) Titular professor

To be promoted to this rank, a professor must:

1) have a Doctorate;

2) have demonstrated teaching skills, as revealed in evaluations of his teaching;

3) be capable of directing students in important research projects;

4) have written an original publication that is of sufficient calibre that the author has, at the time of this promotion, an authority that is recognized in his field outside of Saint Paul University. This must be confirmed by at least three out of four of his peers chosen from outside the University by the Teaching Personnel Committee of his teaching unit. In choosing these peers, the committee will consider those suggested by the professor concerned;

5) have accepted a reasonable number of administrative responsibilities within the University community and have fulfilled them well;

6) have successfully taught full-time in a University for at least 10 years (including sabbatical years, but not including study years), of which 2 at Saint Paul University, or have equivalent professional experience that is deemed as relevant to teaching at the university level.

Article 51

Titular and associate professors are members of the Faculty Council or of the Council of the teaching unit to which they belong. They are eligible for the positions of Dean, Vice-Dean, and Secretary.

Article 52

a) Titular and associate professors are permanent members of the Faculty, subject to article 53. However, to be eligible for permanent status, they must be members of the teaching staff of Saint Paul University for at least two years.

b) Subject to article 53, assistant professors and lecturers are employed by Saint Paul University through limited term contracts.

Article 53

Each professor, of any rank, and the University are bound by the terms of a contract in which the rights, privileges and obligations of each contracting party are specified, in accordance with the statutes of the University.

Article 54

The suspension or dismissal of a professor

a) is subject to the following procedures:

    1) receipt of the case by the Dean or Director of the unit of which the professor is a member;

    2) study of the case by the Council or a committee of that same unit;

    3) study of the recommendation of the Council or a committee by the Council of Administration, which then gives its decision; the latter may, on the Council or committee's recommendation, refer the question to the Chancellor.

At each of these steps, the professor has the right to explain himself and to defend his actions.

b) takes into account the civil laws in effect in the country.

Article 55

The Council of Administration will decide on the cases of professors who, because of circumstances incompatible with their teaching functions or because of ill health, can no longer assume duties in a Faculty, an Institute or in other teaching units.

Article 56

The Council of Administration may confer the dignity of Professor emeritus on those titular professors who retire after lengthy and valuable service.

Chapter Six - The Student Body

Article 57

"Student body" refers to all those enrolled in courses or research activities at Saint Paul University.

Article 58

The student body is composed of various categories:

a) "Regular students" are those who enroll regularly in order to obtain a degree or diploma.

b) "Special students" are those who enrol in courses to obtain credits, without applying for a degree or diploma from Saint Paul University and without being obliged to meet the specific requirements of the program. Each special student is nevertheless subject to the regulations governing the courses: attendance, assignments, examinations and passing grade.

c) "Auditors" are those who are authorized to take courses without being required to write examinations. They may receive a certificate of attendance.

Article 59

a) The student body is a constituent element of the University community. Consequently, students can be called upon to assume certain responsibilities in the pursuit of the objectives of the University and may, therefore, be invited to participate in decisions that are taken at various levels of the University.

b) Regarding their financial involvement in the running of the University, they are subject, as is the University itself, to the policies of the Government of Ontario.

Article 60

a) Each member of the student community has the right to be heard when he considers a decision that affects him to be unfair. To guarantee this right, procedures are established, in accordance with article 10 b), by each teaching and research unit, as well as by the Senate and the Council of Administration.

b) The process is as follows:

    1) first, an attempt is made to resolve the issue privately between the head of the teaching unit or his delegate and the person concerned;

2) if they cannot agree, the situation is referred to the Council of the Faculty or Institute. This Council, as the ordinary authority, has all the powers necessary to ensure the proper functioning of its sector;

3) The person in question may appeal to the Senate or to the Council of Administration, depending on the circumstances, a decision that he feels is unfair or prejudicial. The person must follow the established process of appeal to the Senate or the Council of Administration.

Chapter Seven - The Support Staff

Article 61

a) The University community consists of a certain number of persons engaged in the functions of support and service in the running of the different activities of the University.

b) These persons are full members of the University community and their rights and responsibilities are defined in the internal regulations of the University.

c) In becoming a member of the support staff, each undertakes to respect the canonical character of the University and to contribute to its development.

PART THREE
THE ORGANIZATION OF STUDIES

Chapter Eight - General Norms

1. Programs

Article 62

The ordinary program of each Faculty comprises three cycles:

a) The first cycle aims at providing a general initiation into the disciplines of the Faculty and into research. It leads to the Baccalaureate degree.

b) The second cycle offers a specialization in a specific area and leads the student to a better use of research methods. It leads to the Master's or canonical Licentiate degree.

c) The third cycle calls for true scientific maturity. It consists principally in the preparation of a doctoral dissertation, without excluding the possibility of following certain courses and preparing assignments. It leads to the Doctorate degree.

Article 63

In addition to their regular programs, the Faculties, with the approval of the Senate, may organize and offer other programs of studies, leading to special diplomas in disciplines within their competence.

Article 64

Teaching units other than the Faculties may also, with the approval of the Senate, organize other courses leading to special diplomas in disciplines within their competence.

2. Conditions of Admission and Academic Regulations

Article 65

Saving articles 72 to 78 regarding the ecclesiastical Faculties, the conditions of admission to the different programs mentioned in articles 62 to 64, as well as the requirements of the courses, degrees and diplomas, are determined by each teaching unit and approved by the Senate. As these conditions and requirements are subject to regular modifications in the Canadian university context and that of the federation between Saint Paul University and the University of Ottawa, details are found in the University's calendars.

Article 66

Everyone who requests admission to the University must make attestations that establish, to the University's satisfaction, that he is serious about his studies and that he has the desired background and aptitude to undertake them. For admission to ecclesiastical degrees, the person must conform to the ecclesiastical provisions in effect.

3. Teaching Methods

Article 67

The most appropriate methods will be used

a) to encourage a thorough knowledge of the matter studied as well as a synthesis of the various disciplines;

b) to develop a thirst for knowledge and scientific research;

c) to help students acquire a working method that will make them proficient in research and competent in the exercise of a professional career.

Article 68

a) The curriculum includes lectures, seminars, guided readings, personal work and other learning activities.

b) The proportion of these various elements varies at different levels, so that the student's personal work becomes more and more important.

4. Teaching Resources

Article 69

a) The University will maintain an adequate library to attain its objectives, to promote research and to respond to the needs of the members of the University community.

b) To this end, the University will allot the necessary funds to build the library's collection of books and periodicals, as well as to ensure its proper administration.

c) The Chief Librarian, to ensure the proper functioning of the library and the judicious selection of books, periodicals and collections, will be assisted by a competent staff and by a committee representing the main affected sectors of the University.

d) Conditions regarding access to and use of the library are stated in an internal regulation of the University.

e) The University will encourage collaboration with various libraries in the region, especially those of the University of Ottawa.

Article 70

The University will make available the necessary technical equipment, audio-visual or otherwise, for teaching, supervision and research.

Article 71

The University will make available to teaching units and centres the space they need to fulfill their objectives: classrooms, seminar rooms, consulting rooms, professors' offices, and other spaces.

Chapter Nine - Norms Specific to the Ecclesiastical Faculties of Theology, Canon Law and Philosophy

Article 72

Due to their proper nature as well as to their importance in the life of the Church, the ecclesiastical Faculties of Theology, Canon Law and Philosophy are subject to certain specific norms.

1. Conditions of Admission

Article 73

In addition to the conditions of admission common to all the Faculties of Saint Paul University, the ecclesiastical Faculties have the following minimum conditions:

a) in the Faculty of Theology:

1) To be admitted to the first cycle for the Baccalaureate, the candidate must have completed the program required by Canadian universities for admission to an Honours Baccalaureate program. Also, the preceding must be composed of a formation that normally corresponds to two years of general studies in Philosophy. If the latter condition, however, is not fulfilled at the time of enrolment, the student can fulfill it during the period of studies undertaken in the Faculty; if necessary, the length of the first cycle may be extended proportionally.

2) To be admitted to the second cycle for the Licentiate degree, the candidate must have a Canonical Baccalaureate in Theology and have a basic knowledge of Latin. To be admitted into the Scripture concentration, the candidate must have a basic knowledge of biblical languages.

3) To be admitted to the third cycle for the Canonical Doctorate, the candidate must have a Canonical Licentiate in Theology, and must have obtained sufficient marks as stated in the regulations in effect.

b) in the Faculty of Canon Law:

1) To be admitted to the first cycle, the candidate must have completed the program required by Canadian universities for admission to this cycle of university programs.

a) To be admitted to the second cycle for the Licentiate in Canon Law, candidates:

– must have completed the first cycle of studies as defined in art. 76 revised of the Apostolic Constitution *Sapientia Christiana* and in article 75 b) 1) of the present statutes;

– must moreover have a first-cycle University diploma recognized by Canadian universities, with an average mark of at least B, or can justify a graduate level of studies deemed equivalent.

b) To be directly admitted to the second cycle, the candidate must have completed the integral philosophical-theological curriculum in a seminary (6 years) or a Faculty of Theology (5 years), unless the Dean deems it necessary or advisable to require a preliminary Latin course or a course on the general institutions of canon law (cf. *Ordinances*, art. 57 revised, § 1). Those who can prove that they have already studied certain first-cycle subjects in an appropriate university Faculty or Institute can be exempted from these courses (cf. *Ibid*., al. 2).

3) To be admitted to the third cycle for the Canonical Doctorate, the candidate must have a Canonical Licentiate in Canon Law, and must have obtained sufficient marks as stated in the regulations in effect.

c) in the Faculty of Philosophy:

1) To be admitted to the first cycle for the Canonical Baccalaureate, the candidate must have completed the program required by Canadian Universities for admission to an Honours Baccalaureate program.

2) To be admitted to the second cycle for the Licentiate, the candidate must normally have a Canonical Baccalaureate in Philosophy.

3) To be admitted to the third cycle for the Canonical Doctorate, the candidate must have a Canonical Licentiate in Philosophy, and must have obtained sufficient marks as stated in the regulations in effect.

Article 74

Studies begun in another institution may be recognized on the condition that they are deemed equivalent to those given in the Faculty where the student is registered.

2. Degree Requirements

Article 75

In addition to the requirements common to all the Faculties of the University, the ecclesiastical Faculties take the following minimum requirements into consideration:

a) in the Faculty of Theology:

1) To obtain the Baccalaureate, if the conditions of admission do not involve additional requirements, the candidate must successfully follow a program of studies and research at the first-cycle level, lasting the equivalent of 5 years, or 3 years if the philosophical formation as defined in article 51, 1. a) of the *Ordinances* for implementation of *Sapientia Christiana* were completed previously.

2) To obtain the Licentiate, the candidate must successfully pursue a program of studies and research at the second-cycle level lasting the equivalent of 2 years.

3) To obtain the Doctorate, the candidate must, among other things, spend the equivalent of a year of studies and research at the Faculty. The additional time, dedicated to preparing the dissertation, is at least one year and no more than six years.

b) in the Faculty of Canon Law:

1) To obtain the Baccalaureate:

– those who do not have the philosophical and theological formation defined in article 73 b) 2), without excepting those who already have an academic degree in civil law, must successfully follow a program of studies lasting 4 semesters or 2 years; this cycle is devoted to the study of the institutions of canon law and to the philosophical and theological disciplines required for a formation in canon law;

– those who already have the philosophical and theological formation mentioned above must successfully follow a program of studies and research in canon law, lasting the equivalent of one year.

2) To obtain the Licentiate, the candidate must successfully follow a program of studies and research lasting the equivalent of three years; those who have an academic degree in civil law can be exempted from certain second-cycle courses (such as Roman law and civil law), but cannot be exempted from the triennium of the Licentiate (cf. *Ordinances*, art. 57, § 2).

3) Candidates who have successfully followed a full year of studies and research at the second-cycle level in Canon Law, but do not intend to obtain a Licentiate, can obtain a University diploma in canonical studies, a non-ecclesiastical diploma under the authority of Saint Paul University.

4) To obtain the Doctorate, the candidate must, among other things, spend the equivalent of a year of studies and research at the Faculty. The additional time, devoted to preparing the dissertation, is at least one year and no more than six years.

c) in the Faculty of Philosophy:

1) To obtain the Baccalaureate, the candidate must successfully follow a program of studies and research at the first-cycle level, lasting the equivalent of two years.

2) To obtain the Licentiate, the candidate must successfully follow a program of studies and research at the second-cycle level, lasting the equivalent of two years.

3) To obtain the Doctorate, the candidate must, among other things, spend the equivalent of a year of studies and research at the Faculty. The additional time, devoted to preparing the dissertation, is at least one year and no more than six years.

3. Program Requirements and Content

Article 76

In the organization of studies, and in accordance with the proper character of each discipline, the principles and norms set out in ecclesiastical documents, especially those of the Second Vatican Council and the most recent documents from the Holy See, are taken into account inasmuch as they concern university studies. In the spirit of these documents, particular attention will be paid to the path cleared by the great doctors of the past, especially Saint Thomas Aquinas, and thus to join the traditional heritage of the Church.

Article 77

The programs will take into account the following minimum requirements:

a) in the Faculty of Theology:

1) Saving the philosophical preparation required to obtain a Baccalaureate in Theology, the program of studies of the first cycle focuses substantially on the following mandatory theological subjects: Scripture, patristics, history of the Church, liturgy, fundamental theology, dogmatic theology, moral, pastoral and spiritual theology, and canon law. Details and organization of courses are found in the calendar of the Faculty.

2) To obtain a Licentiate in Theology, candidates must complete a program of courses and research seminars aimed at deepening their understanding of the nature, history and methods of theological knowledge and to begin their specialization in one specific area of this field: biblical studies, systematic and historical theology, ethics, spirituality, Eastern Christian studies, or missiology. The Licentiate can be obtained with or without the writing of a major research paper, or possibly a dissertation.

3) The Doctorate in Theology consists of at least 8 credits from graduate courses or seminars and a written dissertation that makes a real contribution to the advance of theological knowledge advancement.

b) in the Faculty of Canon Law, in accordance with *Novo codice*, the decree of the Congregation for Catholic Education revising the order of studies in Canon Law, dated September 2, 2002:

1) The program of studies for the first cycle is a foundational program that consists of the following mandatory subjects: general principles of canon law; elements of philosophy and theology that constitute essential prerequisites for higher education in canon law; Latin.

2) In the second cycle, the program for the Licentiate in Canon Law consists of the following mandatory subjects: study of the Code of Canon Law in all its parts and of other canonical laws; related disciplines; introduction to the Code of the canons of the Eastern churches; Latin. To these are added special courses, practical work and seminars.

3) The Doctorate program consists of at least six credits from graduate courses, seminars or practical work, study of ecclesiastical Latin, and a written dissertation that makes a real contribution to the advance of juridical knowledge.

c) in the Faculty of Philosophy:

1) The program of studies leading to a Baccalaureate in Philosophy consists of the following mandatory subjects: the philosophy of knowledge, of nature, of man, of being, of God and moral philosophy; the history of philosophy, especially of the systems that have the greatest influence on contemporary thought; and of auxiliary disciplines chosen from among the human and natural sciences.

2) In the second cycle, for the Licentiate in Philosophy, the program consists of courses and research seminars whose aim is to explore in greater depth certain questions that were begun in the first cycle and to begin specialization in a particular area of philosophical knowledge. The Licentiate requires the writing of a research paper.

3) The Doctorate program consists of at least six credits from graduate courses and a written dissertation that makes a real contribution to the philosophical knowledge advancement.

4. Evaluation and examinations

Article 78

All subjects in the program consist of a mandatory examination that must be successfully passed, according to the norms commonly acknowledged by Canadian universities. Furthermore,

a) in the Faculty of Theology:

1) in the first and second cycles, there is a comprehensive examination;

2) in the third cycle, a comprehensive examination on a certain number of theological questions must be successfully passed before a jury of at least five professors. In addition, a written dissertation of at least 200 pages is required. It must be presented and successfully defended before a jury of at least four examiners, including one from outside the University. This dissertation must be published, in whole or in part, according to the agreement made with the Dean of the Faculty. A copy will be sent to the Congregation for Catholic Education.

b) in the Faculty of Canon Law:

1) in the second cycle, a comprehensive examination is required and must be successfully passed;

2) in the third cycle, a comprehensive examination on a certain number of juridical questions must be successfully passed before a jury of at least four professors. Also, a written dissertation of at least 200 pages is required. It must be presented and successfully defended before a jury of at least four examiners, including one from outside the University. This dissertation must be published, in whole or in part, according to the agreement made with the Dean of the Faculty. A copy will be sent to the Congregation for Catholic Education.

c) in the Faculty of Philosophy:

1) each level contains one general examination;

2) in the third cycle, in addition to the comprehensive examination on a certain number of philosophical questions, a written dissertation of at least 200 pages must be presented and successfully defended before a jury of at least four examiners, including one from outside the University. This dissertation must be published, in whole or in part, according to the understanding made with the Dean of the Faculty. A copy will be sent to the Congregation for Catholic Education.