Online Faculty System

HOW TO COMPLETE THE CHANCELLOR'S DETERMINATION FORM

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Filling in the Chancellor's Determination form

We developed an online form in order to enable you to tell the Registry of your decision on a specific Faculty application. This is not a legal document; it is simply a delivery mechanism.

I need to review all the information before I make my determination

The online system contains a lot of information about a Faculty application for you to review.

If you wish to open a specific form – the Registrar's comments to you, for example:

1. Click the view button

Standard Information		✅ 🔍
Petition		✅ 🔍
Statement of Significance		✅ 🔍
Statement of Needs		✅ 🔍
Notification of Advice		✅ 🔍
Public Notice		✅ 🔍
Registrar's remarks to Chancellor		✅ 🔍
Chancellor's determination and judgment		⏳ 🔍 📝

If you wish to download all the information at once

1. Click Download All forms & documents

| Submit	Return to Applications dashboard	Delete the application	Invite Consultees
Download all forms & documents			

I have looked at all the documents, but I need more information before I make my determination

You can return the online application to the Registry with comments before making your final decision on its outcome.

1. Click the edit button on the Chancellor's Determination form

Chancellor's determination and judgment	⏳ 🔲 📝

2. Select Return Application to Registrar

Action 🔘 Edit	○ Issue Faculty (subject to public notice)
	○ Faculty Refused
	◉ Return Application to Registrar

3. Insert your comments to the Registrar

Your Directions or other observations
⊚ Edit

Please write your comments to the Registrar here

4. Scroll to the bottom of the page and click Finish Form

Save & come back later   Cancel   Finish Form

5. Click submit to send the application back to the Registrar

Submit   Return to Applications dashboard   Delete the application   Invite Consultees

Download all forms & documents

I want to approve a Faculty

You have reviewed all the documents and wish to grant a Faculty (subject or not to public notice; with or without conditions).

The process below "unlocks" the Faculty form for the Registry to complete.

1. Click the edit button

Chancellor's determination and judgment

2. Click Issue Faculty

Action ⊚ Edit

⦿ Issue Faculty (subject to public notice)

○ Faculty Refused

○ Return Application to Registrar

3. Use the drop-down menu to select the number of months for which you are granting the Faculty.
The default is 12 months. If you require more time than is provided, please contact the system administrator.

4. Complete all or none of the questions below. You can leave them blank if required.

5. Click Finish form

6. Click Submit to send to the Registry

I want to refuse an application

You have reviewed all the documents and wish to refuse a Faculty application.

1. Click the edit button
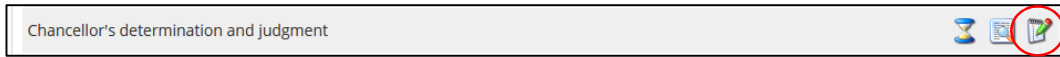
Chancellor's determination and judgment	⧗ 📰 📝

2. Click Refuse Faculty

Action ② Edit

- ○ Issue Faculty (subject to public notice)
- ◉ Faculty Refused
- ○ Return Application to Registrar

3. Write any directions or observations here

Your Directions or other observations
② Edit

Your directions here

4. Click Finish Form

Save & come back later | Cancel | Finish Form

5. Click Submit to send to the Registry

Submit | Return to Applications dashboard | Delete the application | Invite Consultees
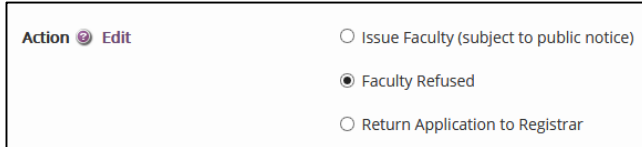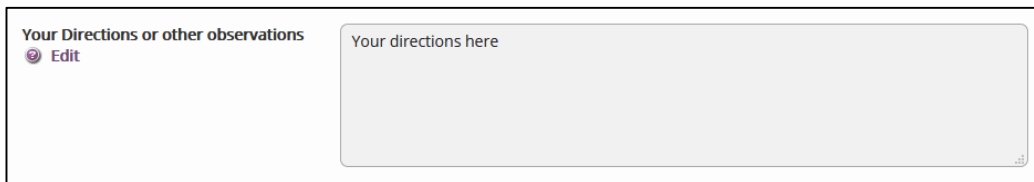
Download all forms & documents