

FACULTY OF EDUCATION - GENERAL REGULATIONS*

1. (a) The Faculty Council shall be composed of:
 - (i) the Faculty as defined by article 7.2 of the University Statutes (all Professors, Associate Professors, Assistant Professors and full-time Faculty Lecturers authorized to offer courses of instruction within the Faculty of Education);
 - (ii) twelve (12) students in the Faculty of Education, each of whom has completed successfully one year of study in the Faculty of Education, elected to membership pursuant to article 7.3 of the University Statutes, and chosen as follows:
 - a) eight (8) elected members of the Education Undergraduate Society (EdUS) who are in satisfactory standing; and
 - b) four (4) elected members of the Education Graduate Students' Society (EGSS) who are in satisfactory standing;
 - (iii) two (2) representatives of the Faculty of Education administrative staff as elected by the members of the administrative staff in the Faculty of Education;
 - (iv) four (4) representatives of the support staff as elected by the members of the support staff in the Faculty of Education; and
 - (v) the Head of the Education Library and Curriculum Lab.
 - (b) However, the Faculty Council shall be composed only of the persons contemplated in sub-sections (i) of Regulation 1(a) in the following cases:
 - (i) when dealing, otherwise than by way of the making of recommendations of general policy or the enactment of general regulations, with any matter relating to marks, the standing and promotion of students, and the setting, grading and administration of examinations; or
 - (ii) when dealing, otherwise than by way of the making of recommendations of general policy, with the promotion and terms of contract of members of the academic staff.
2. The Faculty Council shall have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the Faculty of Education, except matters contemplated in article 7.3 of the University Statutes, which shall be dealt with by the Faculty as defined by article 7.2 of the statutes.
 3. (a) Meetings of the Faculty Council shall be open except when dealing with any matter contemplated by Regulation 1(b) of the statutes.
 - (b) Nevertheless, the Faculty Council may vote to close any meeting or part thereof.
 - (c) In addition, the presiding member may require any person attending a meeting to withdraw if this is considered necessary to keep order.

4. Faculty Council shall be convened by the Dean or delegate
 - (i) at the Dean's discretion;
 - (ii) if it has not met during a calendar month within the academic session, during the subsequent calendar month upon the request of three members of the Faculty Council.
5. (a) The agenda for meetings of the Faculty Council shall be prepared and circulated by the Dean at least five (5) working days in advance, and shall consist of:
 - (i) items determined by the Dean; and
 - (ii) such other items as are proposed by any member of Faculty Council.(b) Faculty Council may amend the agenda.
6. The Dean or the Dean's delegate shall preside at meetings of Faculty Council.
7. A quorum of Faculty Council shall consist of thirty percent (30%) of the members thereof.
8. (a) Decisions of the Faculty Council shall be taken by majority vote of members present.

(b) In the event of a tie vote, the presiding member shall have an additional or casting vote.
9. The presiding member shall recognize as speakers
 - (i) any member of Faculty Council; and
 - (ii) upon the request of a member of Faculty Council, a member of a committee of Faculty Council, when Faculty Council is discussing a report, recommendation or motion arising from the committee of which the proposed speaker is a member.
10. (a) The following standing committees of Faculty Council are established:
 - (i) Academic Policy Committee**
 - (ii) Human Resource Management and Development Committee
 - (iii) Committee on Research and Graduate Studies
 - (iv) Budget and Infrastructure Committee
 - (v) Advisory Committee on Teacher Education and Professional Development
 - (vi) Undergraduate Student Affairs Committee
 - (vii) Student Committee on Doctoral Studies in Education(b) The Academic Policy Committee will be elected by its constituent groups, i.e., one representative each from the Departments of Integrated Studies in Education, Educational & Counselling Psychology and Kinesiology and Physical Education and the Graduate School of Library and Information Studies and one representative from the Faculty's Education Graduate Students Society (EGSS) and Education Undergraduate Society (EdUS). All other committees will have members appointed by Committee Chairs and approved by Faculty Council.

(c) Faculty Council may establish such other committees as it may from time to time determine.

(d) All standing and ad hoc committees shall report to Faculty Council at least once every academic year.

11. (a) The Dean shall be *ex-officio*, a member of all committees.

(b) Subject to any resolution of Faculty Council, the Dean shall appoint Chairs of committees.

12. (a) The eligibility of students to serve as members of Faculty Council committees shall be determined in accordance with Regulation 1(b).

13. Meetings of Chairs and Director

(a) There shall be regular meetings of the Chairs of the Departments, the Director of the Faculty's Graduate School of Library and Information Studies, the Associate Deans and the Dean (the Administrative Group) to discuss matters raised by the Dean. These meetings shall not be considered meetings of a committee of Faculty Council. The Administrative Group will serve as an ad hoc steering committee of Faculty Council.

14. Regulations 2 through 12 shall apply *mutatis mutandis* to committees and committee meetings.

15. To the extent permitted by the University Statutes, and subject to approval by Senate where required by the University Statutes, Faculty Council, composed pursuant to Regulation 1(a) or 1(b), or Faculty, as defined in Regulation 1(a)(i), as the case may be, may amend these Regulations.

* This version of the Faculty's Constitution reflects the two (2) amendments to Section 1b (i) and Section 10a (viii).

** Please see attached Appendix A – Mandate of the Faculty's Academic Policy Committee.

APPENDIX A

ACADEMIC POLICY COMMITTEE

Mandate

- ❖ To propose Faculty policies for the development of programs, for evaluating their quality, and procedures for their implementation.
- ❖ To approve, in the name of the Faculty, all new and revised course changes and minor program changes submitted to it by Departments.
- ❖ To recommend to Faculty Council all major program revisions and new programs leading to a Diploma, Bachelors, Masters or Doctoral degree.
- ❖ To prepare, for the approval of Faculty Council, briefs, policy statements and working papers dealing with all aspects of the academic work of the Faculty.
- ❖ To assist individuals and groups within the Faculty to develop courses and programs for the pre-service and in-service education of teachers and/or other personnel within the field of education.
- ❖ To evaluate or supervise the evaluation of any certificate or degree program of pre-service or in-service education.
- ❖ To establish for approval of Faculty Council appropriate admission policies for all programs falling within the jurisdiction of the Faculty Council and to resolve problems arising from the interpretation of these policies.
- ❖ To establish for approval of Faculty Council appropriate standing and promotion criteria for all programs falling within the jurisdiction of the Faculty and to resolve problems arising from the interpretation of these criteria.