

Faculty of Education Constitution

The Council of the Faculty of Education is a deliberative, decision-making body representing administration, faculty (teaching and research), support staff, and students. The Council may establish, and from time to time amend, rules and regulations governing its own meetings and procedure for the transaction of business properly coming before it.

The Council shall exercise general control and supervision over the academic activities of the Faculty, with special reference to the development of the curriculum and courses of study in academic units; it shall examine and make recommendations concerning any project involving the teaching and research policies of the Faculty.

1. The Faculty Council shall be composed of:
 - 1.1. Elected members of 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), distributed across the Faculty as follows:
 - 1.2. two (2) elected members from each academic unit: the Departments of Integrated Studies in Education, Educational & Counselling Psychology, Kinesiology and Physical Education, and the School of Information Studies; faculty members will serve a term of two or three (3) years. Academic units will establish the duration of the term of each elected member; terms may be renewed for one additional consecutive term.
 - 1.3. The Dean, as Chair;
 - 1.4. One (1) contingent (non-student) academic staff member (non-tenure track academic staff member) appointed by the Administrative Group, to serve a term of one (1) year and chosen from a different unit each year;
 - 1.5. The Senior Administration of the Faculty, including; Associate Deans, Executive Directors, Departmental Chairs/ School Director; to have a voice, but no vote.
 - 1.6. Four (4) students in the Faculty of Education, each of whom has completed successfully one year of study in the Faculty of Education. Student members will serve a term of one (1) year with the possibility of renewal and will be selected for membership pursuant to article 7.3 of the University Statutes, and chosen as follows:
 - 1.6.1. Two (2) elected or appointed members of the Education Undergraduate Society (EdUS) who are in satisfactory standing; and
 - 1.6.2. Two (2) elected or appointed members of the Education Graduate Students' Society (EGSS) who are in satisfactory standing;
 - 1.7. One (1) representative of the Faculty of Education support staff and one (1) representative of the Faculty of Education administrative staff as elected by the members of the staff in the Faculty of Education; administrative and support staff representatives terms will be staggered between one and two years to ensure continuity; and
 - 1.8. The Head of the Education Library and Curriculum Resources Center.
2. However, the Faculty Council shall be composed only of the persons contemplated in sub-sections 1.1, 1.2, 1.3, and 1.4 in the following cases:

- 2.1. 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
 - 2.2. 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.
3. 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.
4. Meetings of the Faculty Council shall be open except when dealing with any matter contemplated by Regulation 2 of the statutes. Nevertheless, the Faculty Council may vote to close any meeting or part thereof. In addition, the presiding member may require any person attending a meeting to withdraw if this is considered necessary to keep order.
5. Faculty Council shall be convened by the Dean or delegate:
 - 5.1. At the Dean's discretion; or
 - 5.2. If Faculty Council 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.
6. At least ten (10) working days before the Council meeting, a call for agenda items will be circulated by the Dean to all members of the Faculty. The agenda for meetings of the Faculty Council shall be prepared by the Faculty Council Steering Committee composed of the Chair of Council (the Dean), two academic staff members, one non-academic or support staff member, one undergraduate student and one graduate student. Members would be elected internally, from among voting members of the Faculty Council. The agenda will be circulated by the Dean at least five (5) working days in advance, and shall consist of:
 - 6.1. Items determined by the Dean and the Faculty Council Steering Committee; and
 - 6.2. Such other items as are proposed by any member of Faculty Council.
 - 6.3. Faculty Council may amend the agenda.
7. A quorum of Faculty Council shall consist of forty percent (40%) of the members thereof.
8. Decisions of the Faculty Council shall be taken by majority vote of members present. 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:
 - 9.1. Any member of Faculty Council; and
 - 9.2. 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. Faculty Council establishes standing committees reporting to Council and approves the mandate and composition of the standing committees. The mandate and composition of these committees may be found in Appendix 1. Minutes and other records of the activities of these committees will be maintained by the Dean's Office. At this time the following standing committees of Faculty Council are:

- 10.1. Nominating Committee
- 10.2. Academic Policy Committee
- 10.3. Committee on Graduate Studies
- 10.4. Education Library Advisory Committee
- 10.5. Student Affairs Committee
- 10.6. Prizes and Awards Committee

Faculty Council may establish such other committees as it may from time to time determine necessary. All standing and ad hoc committees shall report to Faculty Council at least once every academic year. The Dean shall be ex-officio, a member of all committees. Subject to any resolution of Faculty Council, the Dean shall appoint Chairs of committees.

There shall be regular meetings of the Chairs of the Departments, the Director of the School of 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.

11. Regulations 2 through 9 shall apply *mutatis mutandis* to committees and committee meetings.

12. 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 or faculty, as defined in Regulation 1.1, as the case may be, may amend these Regulations.

APPENDIX 1. Terms & Mandates of Faculty of Education Standing Committees

10.1 Nominating Committee

The mandate of the Nominating Committee is to ensure that proper procedures are in place pertaining to all standing committees, and/or ad hoc committees and that they are appropriately constituted and are operational in their mandated activities.

The Nominating Committee shall make recommendations to Faculty Council regarding the nomination of academic staff members to serve on standing or ad hoc committees of the Faculty. Memberships of all standing, and/or ad hoc, university committees shall be reviewed annually by the 30th of April.

The composition of the Nominating Committee shall consist of a total of five members; four members elected from Faculty Council, one from each academic unit, with the Dean chairing the committee.

10.2 Academic Policy Committee

The Academic Policy Committee (APC) is to be responsible for all academic matters relating to undergraduate and graduate courses and programs offered or administered by the Faculty of Education alone or in conjunction with other faculties. The role of APC is to establish for approval of Faculty Council appropriate admission, standing and promotion criteria and policies for all programs falling within the jurisdiction of the Faculty Council and to resolve problems arising from the interpretation of these criteria and policies. It is also responsible for disseminating and upholding University policies and standards with respect to academic programs and the University review of these programs.

The mandate of APC is to:

- Propose Faculty policies for the development of programs, for evaluating their quality, and procedures for their implementation.
- Recommend to Faculty Council all major program revisions and new programs leading to a Diploma, Bachelors, Masters or Doctoral degree. This applies to those changes which may have an impact on other Faculty programs or units.
- Prepare, for the approval of Faculty Council, briefs, policy statements and working papers dealing with all aspects of the academic work of the Faculty.
- Approve, in the name of the Faculty Council, all new and revised course changes and minor program changes submitted to it by Departments. This applies to those changes which have no implications for other Faculty programs or units
- Review the general requirements for all degrees and recommend changes to Faculty Council when necessary.

The composition of APC will be:

- The Associate Dean (Academic) or delegate to serve as Chair; (1)
- The Director of the Office of Student Teaching; (1)

- The Head Librarian of the Education Library and Curriculum Resources Centre shall be ex-officio, voting member; (1)
- The Faculty's Student Affairs Officer (voice without a vote); (1)
- Academic unit representatives (one per academic unit of the Faculty of Education offering programs leading to degrees) and an alternate in case of leave; (4)
- Two student members in satisfactory standing – one undergraduate student nominated by the Education Undergraduate Student Society (EdUS), and one graduate student nominated by the Education Graduate Student Society (EGSS), with the recommendation that these students be drawn from units offering the most programs. (2)

Students will serve a one-year renewable term and Academics will serve a three-year term. APC will maintain the option to invite a speaker to present a program as appropriate. The Chair will call meetings at least six times a year, or more as needed. APC shall report back to Council with a brief written report at least once during the academic year.

10.3 Committee on Graduate Studies

The Committee on Graduate Studies will serve as a collegial platform on all matters related to graduate students. In particular it will be responsible for fostering and enhancing an active and collegial Faculty-wide research culture for graduate students in alignment with policies and procedures established by the Faculty of Graduate and Postdoctoral Studies (GPS).

The mandate of the Committee on Graduate Studies (CGS) will be to:

- Define guidelines for fellowships to be distributed among graduate students.
- Select graduate students fellowship recipients when necessary and recommend graduate students to the Faculty of Graduate and Post-graduate studies for selected prizes and awards.
- Liaise with department representatives for discussion of matters related to graduate studies such as admissions, supervision, courses, tracking, ethics, comprehensive exams, etc. as well as with the members of the Education Graduate Students Society (EGSS).
- Communicate information and coordinate actions with the Education Head Librarian in matters related to research and graduate students.
- Facilitate and coordinate scholarly related activities for and with graduate students.

The composition of the CGS will consist of a total of eight members as follows:

- the Associate Dean responsible for Graduate Studies or delegate to serve as Chair; (1)
- Academic graduate program representatives (one per academic unit of the Faculty of Education offering graduate programs) and an alternate in case of leave ; (4)
- the Faculty of Education Head Librarian, Education Library and Curriculum Resources Center (voice, but no vote); (1)
- Two student members in satisfactory standing – one Doctoral and one Master student nominated by the Education Graduate Student Society (EGSS). (2)

Students will serve a one-year renewable term and Academics will serve a three-year term.

The Chair will call meetings at least four times a year, or more as needed. CGS shall report back to Council with a brief written report at least once during the academic year.

10.4 Education Library Advisory Committee

The Education Library Advisory Committee is responsible for liaising with Faculty Council on library and information service developments which are of academic significance to the Faculty including but not limited to, reports from the Trenholme Dean of Libraries and the Library Advisory Committee.

The mandate of the Education Library Advisory Committee (ELAC) is to:

- Foster and enhance the use of available library services by academic staff and their students.
- Facilitate and enhance communication between the Faculty and the University Library network.
- Engage Faculty Council in discussion about matters regarding the utilization and development of library collections and services.

The composition of ELAC will consist of a total of eight members as follows:

- the Dean of the Faculty of Education or delegate to serve as Chair; (1)
- the Faculty of Education Head Librarian, Education Library and Curriculum Resources Center; (1)
- Academic unit representatives (one per academic unit of the Faculty of Education) and an alternate in case of leave; (4)
- Two student members in satisfactory standing – one undergraduate student nominated by the Education Undergraduate Student Society (EdUS), and one graduate student nominated by the Education Graduate Student Society (EGSS). (2)


Students will serve a one-year renewable term and Academics will serve a three-year term.

The Chair will call meetings at least once per semester, or more as needed. ELAC shall report back to Council with a brief written report at least once during the academic year.

10.5 Student Affairs Committee

The Student Affairs Committee (SAC) ensures the regulations from the Handbook on Student Rights and Responsibilities are respected. It also informs and makes recommendation to APC on the application of institutional policies and procedures.

The mandate of the SAC is to:

- Engage Faculty Council in discussion about matters regarding the Handbook on Student Rights and Responsibilities.
- Serves as an appeal board for any undergraduate student or applicant for re-admission who wishes to address their academic standing or re-admission 
- Address issues arising from the interpretation and implementation of Faculty regulations concerning such matters as student status, promotion, transfer credits, etc...
- Communicate to Faculty and students the terms of references for various undergraduate scholarships and prizes and recommends appropriate recipients for such scholarships and prizes.

The composition of the SAC will consist of a total of 8 members as follows:

- Executive Director, Student Affairs or delegate to serve as Chair; (1)
- Associate Dean (Academic); (1)

- One Undergraduate and/or Graduate Program Director or delegate from each academic unit of the Faculty; (4)
- One undergraduate student member in satisfactory standing nominated by the Education Undergraduate Student Society (EdUS); (1)
- One graduate student member in satisfactory standing nominated by the Education Graduate Student Society (EGSS). (1)

Students will serve a one-year renewable term and Academics will serve a three-year term. The Chair will call meetings twice per academic year, or more as needed. The Student Affairs Officer, Director, of Student Teaching Office and academic advisors may be called as needed. SAC will maintain the option to invite a speaker to present as appropriate. SAC shall report back to Council with a brief written report at least once during the academic year.

10.6 Prizes and Awards Committee

The Prizes and Awards Committee (PAC) is responsible to put forward quality nominations from the Faculty of Education's Academic community for faculty, university, national and international specific prizes, awards and public recognition. Other awards such as Honorary Doctorates or community-based awards recognizing the exceptional efforts of citizen and organizations could also be considered for nomination.

The mandate of the Prizes and Awards Committee is to:

- Actively seek applicants for nomination on selected prizes and awards.
- Communicate the call for applications of awards to the departments and coordinate the gathering and processing of the required documentation.
- Identify nominations which will then be forwarded to the appropriate body by the Chair.
- Maintain a repertoire of potential candidates and a schedule of activities related to the call for applications.

The composition of the PAC committee will consist of a total of six members as follows:

- Dean or delegate to serve as Chair; (1)
- Associate Dean, Research or designate; (1)
- One academic staff representative from each academic unit of the Faculty of Education and an alternate in case of leave or absence. (4)

Academics will serve a two or three-year term (two members two years and two members three years). The Chair will call meetings at least two times a year, or more as needed. At the beginning of the year PAC shall report back to Council with a brief written report on all prizes and awards that were awarded or recommended the previous year.

Approved by Faculty Council March 13, 2013