

# Faculty of Education Constitution

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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.