



Memorandum

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TO: Senate

FROM: H el ene Perrault, Dean, Faculty of Education

SUBJECT: Amendments to the Faculty of Education Constitution

DATE: January 18, 2012

DOCUMENT #: D11-36

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: Amendments to the Faculty of Education Constitution.

BACKGROUND & RATIONALE: In accordance with the Faculty of Education Constitution, a motion to amend the Faculty’s constitution was initially brought to Faculty Council in May 2010. As a result, a work group was struck to draft the amendments, which were passed by Faculty Council in December, 2010 and April, 2011. They are now being presented to Senate for approval.

MOTION OR RESOLUTION FOR APPROVAL: Be it resolved that Senate approve the Faculty of Education’s amended Constitution.

PRIOR CONSULTATION: Work group of the Faculty Council;
Faculty of Education Administrative Group;
In accordance with the Faculty of Education Constitution, the amended Constitution was discussed, voted on and approved by the Faculty Council.

NEXT STEPS: Following Senate’s approval, the Faculty of Education will align its processes with the terms of the revised Constitution.

APPENDICES: Appendix A: Faculty of Education Constitution (amended)
Appendix B: Terms & Mandates of Faculty of Education’s Standing Committees (amended)
Appendix C: Faculty of Education Constitution (current)

APPENDIX A. 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 three (3) years;
 - 1.3. The Dean, as Chair;
 - 1.4. One (1) contingent (non-student) academic staff member appointed by the Administrative Group, to serve a term of one (1) year;
 - 1.5. Two (2) Associate Deans;
 - 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 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; and
 - 1.8. The Head of the Education Library and Curriculum Lab.
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 Administrative Group and circulated by the Dean at least five (5) working days in advance, and shall consist of:
 - 6.1. Items determined by the Dean and Administrative Group; 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 members shall be recognized 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

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 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.

Draft for approval by Senate

APPENDIX B. Terms & Mandates of 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

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. 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. (Those changes which 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, all new and revised course changes and minor program changes submitted to it by Departments. (Comment: Those changes which have no implications for other Faculty programs or units).
- Review the general requirements for all degrees and recommend changes to Faculty when necessary.

The composition of APC will be:

- The Associate Dean (Academic) to serve as Chair.
- The Director of the Office of Student Teaching and the Head Librarian of the Education Library shall be ex-officio, voting members.
- The Student Affairs Officer (voice without a vote)

- Academic unit representatives (one per academic unit of the Faculty of Education offering programs leading to degrees)
- 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.

Students will serve a one-year renewable term and Academics will serve a three-year term. The Chair will call meetings at least six times a year, and/or as needed.

10.3 Committee on Graduate Studies

The Committee on Graduate Studies will be responsible for fostering and enhancing an active and collegial Faculty-wide research culture for graduate students.

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 in matters related to graduate studies such as admissions, supervision, courses, tracking, ethics, comprehensive exams, etc. as well as with the members of Education Graduate Students Society (EGSS),
- Communicate information and coordinate actions with the Education Librarian in matters related to research and graduate students.

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

- the Associate Dean, Research to serve as Chair;
- the Deputy Associate Dean, Graduate Studies;
- Academic unit representatives (one per academic unit of the Faculty of Education offering graduate programs)
- The Faculty of Education Head Librarian (voice, but no vote),
- Two student members in satisfactory standing – one Doctoral and one Master student nominated by the Education Graduate Student Society (EGSS),

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, and/or as needed.

10.4 Education Library Advisory Committee

The Education Library Advisory Committee is responsible for advising 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.

- Make recommendations on 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 to serve as Chair),
- the Education Librarian,
- Academic unit representatives (one per academic unit of the Faculty of Education)
- 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),

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, and/or as required

10.5 Student Affairs Committee

The Student Affairs Committee (SAC) informs and makes recommendation to APC on the application of institutional policies and procedures related to Student Life and Learning to courses and programs of studies of the Faculty.

The mandate of the SAC is to:

- Resolve issues arising from the interpretation and implementation of Faculty regulations concerning such matters as student status, promotion, transfer credits, failed standing, etc...
- Serve as an appeal board for any student or applicant for re-admission who feels aggrieved about or wishes to present extenuating circumstances concerning his or her academic standing or admission.
- Communicates to Faculty and students the terms of references for various undergraduate scholarships and prizes and recommends appropriate recipients for such scholarships and prizes.
- Represent Faculty on University-wide scholarship committees.

The composition of the SAC will consist of a total of 11 members as follows:

- Executive Director, Student Affairs (Chair);
- Associate Dean, Academic
- Student Affairs Officer;
- Director, Student Teaching Office;
- One Undergraduate Program Director from each academic unit of the Faculty
- One academic advisor from each academic unit of the Faculty
- One academic advisor from FNIE,
- One undergraduate student member in satisfactory standing nominated by the Education Undergraduate Student Society (EdUS).

The Chair will call meetings four times per academic year, or as needed.

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 University Lecturers and 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, the setting, grading and administration of examinations, or the awarding of prizes, scholarships, bursaries and other awards; 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 his 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
 - (viii) Education Research Ethics Board
- (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.

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

N.B. ADOPTED BY FACULTY ASSEMBLY ON FRIDAY, September 30, 2005

APPENDIX 1

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.