

Queen's University, Faculty of Education

FACULTY BOARD CONSTITUTION

Article One Structure for Policy Making

1.1 Function of the Faculty Board

The Faculty Board of the Faculty of Education is composed of those members as detailed in the rules for Regular and Special Meetings in Section 2.2.

Faculty Board is subject to the authority of the following: the Senate of Queen's University, the Collective Agreement (between Queen's University and Queen's University Faculty Association), the Queen's University School of Graduate Studies, the Ontario College of Teachers, and the Ministry of Education, Ministry of Training, Colleges and Universities' legislation regarding teacher education programmes and certification.

1.1.1 Faculty Board Executive

The Faculty Board Executive is comprised of the Chair, Vice Chair and Past Chair.

1.2 Standing Committees

Standing Committees are formed to deal with recurring business and with problems requiring considerably longer than one academic year to solve. They deal with matters passed to them by the Board or initiated by the committees themselves and will bring recommendations and/or motions based on their deliberations to the Faculty Board. A Standing Committee may appoint a working group to deal with specific items or issues. One member of that Standing Committee will chair each working group. The Standing Committee will decide the membership of the working group within members from the Standing Committees and other members of Faculty Board as deemed necessary. The working group will be given specific term(s) of reference and a timeline for reporting back to the Standing Committee that appointed it.

1.3 Special Task Committees

Special Task Committees may be established by the Faculty Board as the need arises. Each is assigned specific terms of reference and time limits to undertake special studies and reviews or to consider problems referred to them. A Special Task Committee is restricted to the specific terms of reference and time limits assigned to it by Faculty Board. The Board may elaborate those terms and/or change the time limits.

1.4 Delegations

A delegation shall comprise those members of Faculty Board (including its student and staff members) elected to represent the Faculty of Education in any capacity and particularly on Committees, Councils, Boards or other groups containing representation from other groups as well as the Faculty of Education and which do not report in the first instance to the Faculty Board of the Faculty of Education.

A delegation is bound by its specific terms of reference. Faculty Board shall specify the term of office of a delegation.

1.5 **Dean's Role**

The Dean's role in the Faculty is a central one. The Dean, by the nature of her or his appointment, is charged with the ultimate responsibility for the Faculty under the Senate and, therefore, must be its official spokesperson.

The Faculty can prosper only when its policies and their revisions derive through the juxtaposition of majority and minority views from within the Faculty and also from its broader communities of learners and fellow educators. The revisions reflect and respect majority and minority views. There may be, however, occasions when the Dean must make decisions and judgments that may not be entirely in accord with Faculty Board policy. If such an occasion shall arise, the Dean assumes the obligation to explain her or his action to the Faculty Board in relation to existing Board policy and to work with Faculty Board toward any necessary resolutions in relation to any disagreement. Further, in all matters falling within the concern of the Advisory Committee and of the Senate, and similar governing bodies (the Collective Agreement, the School of Graduate Studies, the Ontario College of Teachers, and the Ministry of Education, Ministry of Training, Colleges and Universities), the Dean has a two-way obligation: to carry to Faculty Board and its committees the wishes or requirements of these bodies, and to carry back to them the policies of the Faculty Board made in relation to these wishes and requirements.

1.6 **Queen's University Faculty Association (Education) Role**

Faculty Board is an important forum in which the Education QUFA representatives should participate, particularly with regard to implications associated with the Collective Agreement.

1.7 **Student Societies' Role**

Faculty Board is an important forum in which the representatives of the various student associations should participate. These student societies consist of: the Education Student Society, the Concurrent Education Student Association, the Queen's-Trent Concurrent Education Student Society, the Concurrent Education Waterloo Student Association, and the Society for Graduate and Professional Students.

1.8 **Education Staff Association Role**

Faculty Board is an important forum in which the representatives of the Staff Association should participate.

Article Two Structure for Faculty Board

2.1 **Authority of the Faculty Board**

Faculty Board shall exercise the functions as listed in Article 2.3 by motions duly moved and passed.

2.1.1 Changes made to either Faculty Board policies or procedures require:

- a) dissemination of the proposed change to all members of Faculty Board;
- b) first reading as a notice of motion at Faculty Board;
- c) second reading of motion and then vote to take place at the subsequent Faculty Board.

2.1.2 Furthermore, the Faculty Board shall exercise these functions in due consultation with the Advisory Committee of the Faculty of Education as provided for in the Agreement between the Minister of Education and the University.

2.2 Membership

2.2.1 The Faculty Board consists of the Dean and Associate Dean of the Faculty of Education, the Education Registrar, academic staff, the Education Librarian and the professional library staff, eleven students (three of them graduate student representatives and eight delegated by the Education Student Society) , and three staff members delegated by the staff association. Academic staff are defined as full-time faculty members and instructors responsible for planning and teaching of courses, and evaluating students within any course as authorized by the Faculty of Education leading to Queen's University degrees or diplomas.

2.2.2 The Principal, the Vice Principals, the University Registrar and the Dean of Graduate Studies are *ex officio* members of the Faculty Board.

2.2.3 The student members of Faculty Board shall represent the following programs:

(a) Concurrent Education Queen's - Queen's	2 representatives
(b) Concurrent Education Queen's - Trent	2 representatives
(c) Concurrent Education Queen's - Waterloo	1 representative
(d) Consecutive Education	3 representatives
(e) Master of Education	2 representatives
(f) Doctoral Program in Education	1 representative.

Each program group should have an alternate who may take that program representative's place in her or his absence. The alternate must be elected. The Secretary of Faculty Board is to be informed of the alternate when a change is made.

2.3 Terms of Reference

The Faculty Board has the following responsibilities:

- 2.3.1 to recommend to the Senate programs of study leading to degrees or diplomas, and the conditions of admission;
- 2.3.2 to decide upon applications for admission for change of programs, subject to the regulations of the Senate;
- 2.3.3 to submit to the Senate names of candidates for both earned and honorary degrees and diplomas;
- 2.3.4 to arrange the timetable for classes and to edit the Faculty Calendar, subject to the approval of Senate;
- 2.3.5 to control registrations, subject to the regulations of the Senate;
- 2.3.6 to deal with course failures;
- 2.3.7 to determine policies regarding academic supervision over students;

2.3.8 to make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University as a whole and the Faculty of Education in particular;

2.3.9 to award Faculty of Education scholarships, medals and prizes;

2.3.10 to make such regulations as may be necessary for the exercise of the function of the Faculty.

Note: Terms of reference 2.3.1 to 2.3.7 refer only to the Bachelor of Education and Continuing Education programs, but not to the Graduate program.

2.4 **Chair – Duties and Election**

The Chair of Faculty Board shall be elected according to the procedures in Article 5.5 (Nominations and Elections Procedures). The Chair shall serve for two calendar years beginning July 1. She or he can choose to stand for re-election for one additional consecutive year. The Chair shall also be responsible for calling the first meeting of Standing Committees in the new year of each committee in the absence of the past Chair of the committee. The Chair shall be the Faculty Board's representatives to the Faculty Advisory Committee and report to the Faculty Board after each meeting of the Advisory Committee.

2.5 **Vice Chair – Duties and Election**

The Vice Chair of Faculty Board shall be elected according to the procedures in Article 5.4 (Nominations and Elections Procedures). The Vice Chair shall serve for two calendar years beginning July 1. She or he can choose to stand for re-election for one additional consecutive year. The Vice Chair shall be the Faculty Board's representatives to the Faculty Advisory Committee and report to the Faculty Board after each meeting of the Advisory Committee.

2.6 **Faculty Board Executive – Duties**

The Faculty Board's executive officers are the Chair, Vice Chair and Past Chair of the Board. Together they make up the Faculty Board Executive and have the following duties:

2.6.1 to ensure that the policies and resolutions authorized by the Faculty Board are directed to the appropriate persons for implementation at the earliest opportunity;

2.6.2 to act, together with the Dean, on behalf of the Faculty Board in cases requiring urgent attention and to see ratification of any action taken at the next regular meeting of the Faculty Board;

2.6.3 to appoint the Secretary to Faculty Board;

2.6.4 to attend, with the assistance of the Secretary of the Board, to all the procedural work of the Faculty Board such as the drawing up of the agenda and the distribution of notices, minutes of meetings, and relevant documents;

2.6.5 to establish the schedule for regular Faculty Board meetings and to call special meetings of the Board when necessary (see Article 2.8.2).

2.7 **Secretary – Duties**

The Faculty Board's Executive shall appoint a Secretary to Faculty Board. The Secretary has the following duties:

- 2.7.1 to assist in the preparation of the agenda for all meetings of the Faculty Board;
- 2.7.2 to record the proceedings of all meetings of the Faculty Board, including in their entirety all motions considered by the Board;
- 2.7.3 to circulate, as directed by the Executive, the agenda, minutes, reports and motions of the Faculty Board and its committees (see Articles 3.2 and 3.4);
- 2.7.4 to maintain an official and permanent record of all agenda, minutes, reports, motions and like documents of the Faculty Board and its committees;
- 2.7.5 to disseminate notices of the time, date and place of meetings of the Faculty Board, the Committee of the Whole, as well as Standing and Special Committees;
- 2.7.6 to maintain a current list of those eligible for membership in the Faculty Board and to ensure that all new members of the Board receive a current copy of the Constitution;
- 2.7.7 to maintain a current list of all Standing and Special Committee memberships and to ensure that all Chairs have a current copy of the Constitution;
- 2.7.8 to ensure that each of the student associations and the staff association have a current copy of the Constitution.

Article Three Procedures for Faculty Board

3.1 Purpose of Regular Meetings and Special Meetings

- 3.1.1 Regular Meetings shall be held to receive completed reports and to consider and vote on specific motions presented for the Board's approval.
- 3.1.2 The Chair may at any time summon a Special Meeting to discuss or vote on matters requiring the urgent attention of the Faculty Board, and shall do so whenever requested in writing by at least ten members. Special Meetings shall also be held, at a time to be determined by the Dean, to consider examination results, the granting of medals, scholarships and prizes, and to submit names to the Senate for honorary and earned degrees and diplomas.
 - 3.1.2.1 The Dean, or in her or his absence, the Associate Dean, may at any time request the Chair to call a Special Meeting.
 - 3.1.2.2 The procedure for calling a Special Meeting shall be the same as that for calling a Regular Meeting (see article 3.2).

3.2 Notice of Meetings

- 3.2.1 A notice of the meeting, together with a request for items of agenda, shall be in the hands of members of the Faculty Board at least ten days before each meeting. This rule may be waived for a Special Meeting.
- 3.2.2 The Chair, in the notice of meeting, shall specify the type of meeting to be held - Regular, Special or Committee of the Whole. Normally, the meetings of the Faculty Board shall be held on days and at times respectful of religious and faith observations and responsibilities of its community members, and shall be called as required by the Chair of the Faculty Board, unless otherwise ordered by special motion, or by the Dean of the Faculty.

3.3 **Quorum and Attendance at Regular and Special Meetings**

Sixteen Faculty Board members shall constitute a quorum of the Faculty at Regular and Special Meetings. Regular attendance shall be expected of the members of the Faculty Board at those meetings in which completed reports that result in motions are to be received and motions voted upon. A record of attendance shall be taken and kept as part of the minutes.

3.4 **Order of Business**

3.4.1 At each Regular Meeting, the business shall be presented in the following order:

- Adoption of the Agenda
- Adoption of the Minutes
- Business arising from the Minutes
- Communications
- Remarks from the Chair
- Reports by Deans
- Motions
- Reports by Committee Chairs
- Reports by Student Association representatives
- Reports by Staff representatives
- Reports of Faculty Board delegations
- Other reports
- Question period
- Good and Welfare items
- Adjournment

3.4.2 At each Special Meeting, the business shall be restricted to those matters for which the meeting was called.

3.5 **Rules on Points of Order and Debating Procedures**

3.5.1 The Chair may speak on points of order in preference to other members, and shall decide on all questions of order, subject to appeal by the members of the Faculty Board on motions regularly seconded. When the Chair is called upon to decide upon a point of order or practice, she or he shall, if requested by any member of the Faculty, state the rule applicable to the case. Where the rules governing the procedure of the Faculty Board do not cover the point of order or procedure raised, *Bourinot's Rules of Order, 4th ed.* (revised by Geoffrey Stanford, Toronto 1995) shall be the authority and shall govern.

3.5.2 Copies of *Bourinot's Rules of Order* will be held by the Faculty of Education Library, by the Stauffer Library, by the Chair of Faculty Board, and by the Dean of the Faculty of Education.

3.6 **Duration of Meetings**

No meeting of the Faculty Board shall last more than two hours unless two-thirds of the members present agree to continue with the business of the meeting for a specified period of time.

3.7 **Non-Member Participation at Faculty Board and Committee Meetings**

3.7.1.1. The categories of non-members are: Visitor, Guest, Observer.

(a) Visitor – a person requesting and receiving permission through the Chair to attend a specific meeting. The Executive may establish whatever policies it deems necessary to

accommodate any possible logistic difficulties created by visitor requests. Visitors may neither vote nor speak.

(b) Guest – a person who successfully seeks permission or is invited by the Chair of Faculty Board or the Chair of a Standing Committee, to attend single or multiple meetings, or on a regular basis. Guests may speak but not vote.

(c) Observer – a representative appointed by, and reporting to, a group which has successfully sought permission through the Chair of Faculty Board to attend meetings regularly for information. Observers may not vote but may speak upon invitation from the Chair. Once appointed, the observer is to receive notice of all meetings and all documentation (i.e., agendas, minutes, reports) with the exclusion of all confidential information.

3.7.2 The Chair is expected to introduce non-member participants to members, and to make clear the status of such individuals and any expectations regarding their speaking rights and responsibilities. The Chair is to conduct the meeting such that the meeting's agenda does not become driven by non-members.

3.7.3 The minutes of all meetings are to indicate the presence of non-members and their status at the meetings.

3.8 **Motions**

A motion is a proposal that a specific action(s) be undertaken or opinion(s) be adopted. The wording of a motion is to be explicit in terms of concrete action or specific opinion (position), time of execution/effect and execution responsibility.

3.9 **Notice of Motions**

All motions shall be preceded by a notice of motion either given in writing at a previous meeting of the Faculty Board or appearing on the written agenda circulated by the Secretary. Otherwise, motions shall not be considered, except with the consent of two-thirds of the members of the Faculty Board present.

3.10 **Presentation of Motions**

A motion must be moved by one member and seconded by another. When the motion is seconded, the motion shall be stated by the Chair and is then debatable. The Chair shall read each motion prior to calling the question. In the event of amendment, the amendment once moved and seconded shall be put in writing. The Chair will read the amendment before calling for debate and the ultimate question. Once a motion or amendment has been put before the meeting, it can only be withdrawn by the mover and the seconder with the unanimous approval of the Board.

3.11 **Record of Voting**

When a vote is taken by the Faculty Board, any member may require that the numbers be recorded. Such a record shall show the numbers of positive and negative votes and abstentions.

3.12 **Preparation of the Agenda**

3.12.1 The items for the agenda will be requested by the Secretary in the notice of meeting sent to members of the Faculty Board.

- 3.12.2 Where at all possible, each item, with the exception of items for Good and Welfare, will be submitted in written form to the Secretary prior to the printing of the agenda (i.e., ten days prior to Faculty Board meetings).
- 3.12.3 Items related to the work of committees will be channelled through the appropriate committee or committees by the Faculty Board Executive.
- 3.12.4 Items in the form of committee reports must be presented in typewritten form (hard copy or e-mail) to the Secretary.
- 3.12.5 Copies of all reports of Committees and/or delegations, except those dealing with individual scholarship and examination results, shall accompany the agenda of the meeting of the Faculty Board at which they are to be considered. If the report has not been distributed prior to the meeting, it shall not be considered, except with the consent of two-thirds of the members of the Faculty Board present. Reports of individual scholarship and examination results and other confidential matters may be given orally or in written form during the particular meeting.

3.13 Minutes to be Circulated

- 3.13.1 Minutes of any Regular or Special Meeting shall be circulated to all members of the Faculty Board and to all members of the Advisory Committee within ten days of the meeting.
- 3.13.2 The purpose of the minutes is to record the issues that were discussed in the form of motions, reports or statements of action to be taken. Verbatim quotes are not included in the minutes.
- 3.13.3 Meetings will be tape recorded by the Secretary of Faculty Board. Tapes will be kept by the Secretary until such time as the minutes have been approved at the subsequent meeting of Faculty Board. Following the formal approval of the minutes, they will be erased.

3.14 Confidential Material

All personal reports on students and other confidential matter contained in minutes, reports, or agenda are to be clearly marked CONFIDENTIAL, and are to be treated as confidential documents at all times.

3.15 Recommendations for Granting of Degrees and Diplomas to Faculty of Education Students

The Faculty Board shall delegate to a committee comprised of academic faculty (i.e., those members who hold academic appointments, responsibilities, and rank) the responsibility for reviewing the year's work of the students of the Faculty of Education and for making recommendations to the Faculty Board concerning the students whose names will be put forward to Senate for degrees and diplomas. This committee also presents names of students who will be recommended to the Ontario College of Teachers for teacher certification.

3.16 Limitation of Speaker

At Regular Meetings of Faculty Board, no member may speak to a motion for longer than five minutes, with the exception of the mover of the motion, who may speak for ten minutes. No member may speak to a motion more than once except the mover who has the privilege of speaking both first and last.

3.17 **Committee of the Whole**

3.17.1 **Function**

The Faculty Board may at any time form itself into a Committee of the Whole to consider specific subjects, proposals and information relevant to the operation of the Faculty of Education.

3.17.2 **Appointment of Committee of the Whole**

A Committee of the Whole may be appointed at a Regular Meeting by a motion "That this Faculty Board go into Committee of the Whole to consider a certain proposed motion respecting (a specified subject)." A Committee of the Whole permits more debate and more detailed examination than the Regular Meeting. The presiding Chair of the Regular Meeting resigns her or his position to the Chair of the Committee of the Whole appointed for that purpose.

3.17.3 **Rules on Motions and Quorums**

A motion made in Committee of the Whole is not seconded, and the rule limiting the number of times a member may speak is withheld except that no member may speak more than once to any question until every other member choosing to speak has spoken.

3.17.4 **Special Meetings of the Committee of the Whole**

3.17.4.1 On certain occasions, a meeting of the Faculty Board may be held to consider specified subjects, proposals and information and not to debate formally and vote on motions. Such a meeting may be held immediately before the Faculty Board. This meeting will not be declared by the Chair to be a Regular Meeting without two full days' notice to all members.

3.17.4.2 Notice of a Special Meeting of the Committee of the Whole, together with a request for items of agenda, shall be in the hands of members of the Faculty Board at least ten days before such a meeting.

3.17.4.3 The agenda may be prepared by the Chair with the assistance of the Secretary and the Committee. A copy of the agenda shall be distributed to each member of the Faculty Board at least three full days before each meeting.

3.17.5 **Reports of the Committee of the Whole**

When the matters referred to a Committee of the Whole have been considered, the Chair of the Committee reports the same to the Faculty Board and, where necessary, any action(s) the Committee might recommend to the Board.

3.17.6 **Distribution of the Report of the Committee of the Whole**

The report of the Committee of the Whole in entirety or in part may be distributed to those who are not members of the Faculty Board at the discretion of the Chair.

3.18 **Informal Sessions**

3.18.1 **Definition**

The Faculty Board may at any time move into informal session. The purpose of the informal session is to enable a spontaneous and free discussion on a complex issue when no specific action is required. No motion to hold an informal session may appear on the

agenda of the Faculty Board.

3.18.2 Procedure

3.18.2.1 Informal session is usually entered by a motion “that the matter (designated by the substantive issue or the names of the movers) be considered in an informal session for an approximate period of xy minutes (with a stated person in the chair).” The motion to move into informal session is not debatable.

3.18.2.2 No motions are made or votes taken with the exception of a straw vote to gauge the preferences of the meeting. At the discretion of the Chair, members may speak on more than one occasion and issues can be explored and replied to as they arise in the course of the discussion.

3.18.2.3 Informal session is terminated by passing a motion “that the informal session now rise.” This is the only motion that is proper in informal session and it is voted on without debate or amendment.

Article Four Structures for Standing Committees of Faculty Board

4.1 Professional Studies Committee

4.1.1 Terms of Reference

The Professional Studies Committee has the following responsibilities:

4.1.1.1 to advise on matters relating to the curriculum and overall structure of programs leading to the Bachelor of Education degree, the Diploma in Technical Education, or offered for continuing education of the education community at large;

4.1.1.2 to recommend minimum academic standards for the attainment of the Bachelor of Education degree and the Diploma in Technical Education, and for programs and courses offered for the continuing education of the education community at large;

4.1.1.3 to make procedural and substantive recommendations regarding the addition or the deletion of courses and programs leading to the Bachelor of Education degree and the Diploma in Technical Education or of courses and programs for the continuing education of the education community at large;

4.1.1.4 to advise on matters relating to the continuing education of those involved in the teaching function both within and without the recognized education community and to recommend procedures for the dissemination of information to the education community at large regarding current program offerings and professional services available;

4.1.1.5 to recommend recipients for student awards in the Bachelor of Education degree, Diploma in Technical Education and Continuing Education programs;

4.1.1.6 to advise on matters relating to student teaching;

4.1.1.7 to recommend guidelines and policies for admission to all Faculty programs, except programs in the School of Graduate Studies and Research;

- 4.1.1.8 to advise, when requested, on the interpretation of the guidelines and policies for admission that have been approved by Faculty Board for all Faculty programs, except programs in the School of Graduate Studies and Research; and
- 4.1.1.9 to strike, when deemed necessary, temporary working groups charged with specific responsibilities, which will advise and make recommendations to the Professional Studies Committee.

4.1.2 **Membership**

The Professional Studies Committee consists of four elected faculty, two pre-service student members (elected by the student associations, one from the Concurrent Education Student Association and one from the Education Student Society), one staff member and, as *ex officio* members, the Dean and the Faculty Registrar.

4.2 **Graduate Studies and Research Committee**

4.2.1 **Terms of Reference**

The Graduate Studies and Research Committee has the following responsibilities:

- 4.2.1.1 to advise Faculty Board on matters relating to the curriculum and overall structure of existing graduate programs within the Faculty of Education;
- 4.2.1.2 to review existing and proposed courses and to make recommendations regarding the desirability and feasibility of new courses and programs at the graduate level;
- 4.2.1.3 to recommend recipients for student awards in the Masters (MEd) and the doctoral (PhD) degree programs;
- 4.2.1.4 to recommend guidelines and policies for admission to Education graduate programs, subject to approval from the School of Graduate Studies, Graduate Council;
- 4.2.1.5 to review applications to graduate programs and to recommend candidates for admission; and
- 4.2.1.6 to strike, when deemed necessary, temporary working groups charged with specific responsibilities, which will advise and make recommendations to the Graduate Studies and Research Committee.

4.2.2 **Membership**

The Graduate Studies and Research Committee consists of four elected faculty members (at least two of whom are members of the Graduate Faculty, and one of whom is a member of the core faculty in the PhD program), one staff member, two graduate student representatives (one MEd and one PhD, each elected by their respective graduate student associations) and, as *ex officio* members, the Dean and the Coordinator of Graduate Studies and Research.

4.3 **Strategic Planning Committee**

4.3.1 **Terms of Reference**

The Strategic Planning Committee is an advisory committee charged with making recommendations to Faculty Board on strategic planning for the Faculty of Education.

Specifically the committee will produce a strategic analysis recommending future goals, a potential action plan to achieve the suggested goals, and benchmarks to evaluate the attainment of the goals recommended.

The process of producing this strategic analysis, which will commence after the committee examines the annual budget summary presented by the Dean to Faculty Board, will include conducting a situational analysis. The scope of the committee will include areas such as recommendations on short and long range program planning, recommendations on short and long range research and development; and recommendations on the particular area (or particular areas) of study in the Faculty of Education to be supported for periods of up to five years by the Charles Martyn Elliot and Kathleen Meed Elliot award for travel fellowships. When deemed necessary, temporary working groups charged with specific responsibilities will be struck, in order to advise and make recommendations to the Strategic Planning Committee.

4.3.2 **Membership**

The Strategic Planning Committee consists of four elected faculty, two students (one graduate and one undergraduate elected by the relevant student associations), one staff member and as *ex officio* members, the Dean, the Associate Dean, the Faculty Registrar, the Financial Administrator, and Coordinators and Directors of programs.

4.4 **Good and Welfare Committee**

4.4.1 **Terms of Reference**

The Good and Welfare Committee has the following responsibilities:

- 4.4.1.1 to consider, and where necessary, to make recommendations to Faculty Board regarding those aspects of working conditions and welfare in the Faculty not encompassed within the terms of reference of any other Standing Committee;
- 4.4.1.2 to send expressions of sympathy, congratulations, etc. on behalf of the Faculty on appropriate occasions;
- 4.4.1.3 to ensure that retirement from the university or from office in the Faculty is appropriately recognized;
- 4.4.1.4 to ensure that the Faculty is represented on appropriate occasions;
- 4.4.1.5 to organize social activities;
- 4.4.1.6 to collect the funds for its activities;
- 4.4.1.7 under the direction of the Dean, to provide for the orientation of new members of the academic faculty and in particular to ensure that new members of faculty are made familiar with the structure of the Faculty and its programs and with the Structure and Rules of Procedure of Faculty Board; and
- 4.4.1.8 to strike , when deemed necessary, temporary working groups charged with specific responsibilities, to advise and make recommendations to the Good and Welfare Committee.

4.4.2 **Membership**

The Good and Welfare Committee consists of three elected faculty, one staff member, two student members (one graduate and one undergraduate elected by the relevant associations) and, as an *ex officio* member, the Dean.

4.5 **Nominating Committee**

4.5.1 **Terms of Reference**

The Nominating Committee has the following responsibilities:

- 4.5.1.1 to prepare and review the composition and terms of reference of the Faculty Board's Standing Committees at the request of the Board;
- 4.5.1.2 to initiate each year the planning necessary for the continuation of student government in the Faculty of Education and for student representation on the Faculty Board and its committees;
- 4.5.1.3 to assess the operation of the Faculty Board and its Standing Committees and to submit annually a report to the Board that will recommend any alterations that the committee shall deem necessary to improve effectiveness of the Board and its Standing Committees;
- 4.5.1.4 to update the Faculty Board's policy and procedures handbook on a yearly basis to reflect relevant decisions of the Faculty Board;
- 4.5.1.5 to develop and implement a procedure for nomination and election of members on Faculty Board Standing Committees;
- 4.5.1.6 to ensure that, so far as possible, nominations to Faculty Board Standing Committees be representative of rank and gender (and in the case of the Appointments Committee, and the Renewal, Tenure/Continuing Appointment and Promotion Committee, that faculty nominations be members of the Bargaining Unit); and
- 4.5.1.7 to strike, when deemed necessary, temporary working groups charged with specific responsibilities, to advise and make recommendations to the Nominating Committee.

4.5.2 **Membership**

The Nominating Committee consists of three elected faculty, one graduate student (elected from the Society for Graduate and Professional Students), one staff member and, as *ex officio* members, the Dean and the Faculty Registrar.

4.6 **Appointments Committee**

4.6.1 **Terms of Reference**

The terms of reference of the Appointments Committee is mandated in Article 25 Appointment of Members in the Collective Agreement. The Collective Agreement is available on-line at www.queensu.ca/qufa/Collective_Agreement/candx.htm. The specific hiring process is detailed in Article 25.7.2 and is quoted immediately below:

When a vacancy or potential vacancy occurs in the Faculty of Education, the Committee shall:

- (a) after consultation with the other Members of the Unit concerned, recommend the academic and/or professional qualifications and experience required for the position to be filled;
- (b) recommend on the content of any advertisement or notice of the position, recommend on the placement of such advertisements or notices, and assist in seeking and finding qualified individuals who are interested in applying for the position;
- (c) review and assess all materials provided by applicants on sound academic and professional grounds, and in accordance with Article 24 (Employment Equity);
- (d) prepare a short list of applicants, which along with the file for each short-listed applicant, shall be made available in the Department or Unit office for review by Members of the Department or Unit. Members of the Department or Unit may submit written opinions to the Committee on the worthiness of the applicants. A short list must consist of more than one (1) applicant unless the Committee, after reviewing each applicant's file, is satisfied that only one (1) applicant has met the minimum qualifications for the position as determined by the Committee and reflected in the advertisement, and the Committee does not decide to re-advertise;
- (e) interview short-listed candidates, and invite all Members of the Bargaining Unit in the Department or academic Unit to meet the short-listed applicants when they visit the campus to be interviewed and to make presentations;
- (f) make written recommendations on appointments, with reasons given;
- (g) once a Committee has commenced the Article 25.7.2 (c) stage, if it does not make a recommendation by the time a new Committee is constituted pursuant to Article 25.7.1, the original Committee shall remain seized of the process which it commenced. The new Committee shall deal with all new appointment matters.

4.6.2 **Membership**

The membership of the Appointments Committee is also detailed in the Collective Agreement, Article 25.7.1. The Appointments Committee consists of faculty members, of which at least three must be members of the bargaining unit, elected 'at large' for one-year term, using a formal nomination and secret ballot; two student representatives (one bachelor and one graduate representative, nominated through their respective associations); and the Dean of the Faculty of Education as Chair. The committee shall include a member who has responsibilities as provided for in Article 24.5.1 (Employment Equity).

4.6.2.1 Members of the Committee shall familiarize themselves with Article 18 of the Collective Agreement (Conflict of Interest). Members shall not participate in the

deliberations or decisions of any application where they are in a conflict of interest or may be viewed as having a reasonable apprehension of bias.

4.6.2.2 The work of the committee commences on 1 April.

4.6.2.3 Membership is for a one-year term.

4.7 **Renewal, Tenure/Continuing Appointment and Promotion Committee**

4.7.1 **Terms of Reference** (as mandated by Article 28, 29, 30, 31 of the Collective Agreement)

The Renewal, Tenure/Continuing Appointment and Promotion Committee has the following responsibilities:

4.7.1.1 to conduct reviews in accordance with Article 28 of the Collective Agreement, carrying out the principles as outlined in Article 24 (Employment Equity), and following the criteria as specified in the Collective Agreement Article 30 (Renewal), Article 31 (Tenure/Continuing Appointment), and Article 32 (Promotion);

4.7.1.2 to make recommendations to the Dean respecting renewal, tenure/continuing appointment and/or promotion of individual faculty members.

4.7.2 **Membership**

The Renewal, Tenure/Continuing Appointment and Promotion Committee consists of a minimum of three and not to exceed five faculty members who are members of the bargaining unit, elected 'at large' for a one-year term, using a formal nomination and secret ballot; one student representative (one graduate student, nominated through the graduate association). The Committee shall include a member who has responsibilities as provided for in Article 24.5.1 of the Collective Agreement (Employment Equity).

4.7.2.1 The work of the committee commences on 1 April.

4.7.2.2 Membership on this committee is for one year.

4.8 **Compliance with Collective Agreement**

The terms of reference and membership of both the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee will be changed immediately following changes to the Collective Agreement in order to ensure compliance of procedures.

Article Five Procedures for Standing and Special Task Committees and Delegations

5.1 **Terms of Reference**

A committee is bound by, and is not at liberty to depart from its terms of reference. If a committee finds it desirable to extend an inquiry, the committee must report to Faculty Board with a recommendation that it be empowered to extend its activities. A motion to concur is

required. A motion is required to extend or alter a committee's terms of reference. Notice must also be given of a motion to restrict a committee's terms of reference.

5.2 **Committee Chairs**

- 5.2.1 A Chair shall be elected by each Standing Committee, with the exception of the Appointments Committee, for a one-year term, to coincide with the dates of the annual life of that committee.
- 5.2.2 A Chair may choose to stand for re-election as Chair for one additional consecutive year only.
- 5.2.3 The immediate past Chair of each Standing Committee will call the first meeting in the new year of the committee's life and will arrange for the election of a new Chair (normally the first week of July, but no later than the first week of September); if the past Chair is not available, this responsibility shall fall to the Chair of the Faculty Board.
- 5.2.4 A Chair shall report the committee's work at Faculty Board meetings and shall prepare and present a written annual report at each June meeting.

5.3 **Special Task Committees**

- 5.3.1 Special Task Committees are formed to consider specific questions; each Special Task Committee shall serve until, in the judgment of Faculty Board, the specific question that it was instructed to consider has been resolved.
- 5.3.2 If the work of a Special Task Committee is not completed within the academic year in which it was formed, the Chair shall submit an interim progress report to the Faculty Board at the end of the academic year and request direction from the Board.
- 5.3.3 Membership and terms of reference are determined by motions passed at Faculty Board.

5.4 **Nominations and Elections Procedures**

The following procedures are to be followed for the purposes of nominations and elections of members to Faculty Board Standing Committees.

(a) A list of eligible voting staff and faculty members of Faculty Board will be drawn up and published.

(b) A request for nominations will be sent first via the Education Faculty Board listserv (efb-l@post.queensu.ca). The e-mail will also contain: the purpose of the committee; the number and distribution of members; the deadline for the receipt of nominations; and an embedded and attached copy of the nomination form. Normally, the length of time allowed to receive applications will be no longer than two weeks. Then a hard copy of this memo, complete with nomination form, will be mailed to all eligible members of Faculty Board.

(c) Nominations will require the name and signature of both the nominee and nominator and date of submission. By signing or by receipt of some documentation, the nominee agrees to let her/his name stand.

(d) All nomination forms must be submitted on paper to the Faculty Board Secretary. Nominations will close at 3:30 pm of the stated day.

(e) For the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee, the Chair of the Nominating Committee or a delegate, will review the nominees to ascertain who are members of the bargaining group, as stipulated in those committees' mandates.

(f) Names of all nominees received will be announced by email on the workday following the closing date. For the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee, nominees who are members of the bargaining unit and those who are not will be identified, as per those committees' membership requirements.

(g) Names of all nominees will be reported in a motion to Faculty Board at the next regular Faculty Board meeting. At that meeting, there will be a final call for further nominations. At the end of that Faculty Board meeting, nominations will be closed.

(h) If an election is required, it will occur by means of a ballot sent to all eligible voting members, via the internal mail system. Such members will receive their ballots five working days in advance of the date of the election, to ensure widespread participation. Members will be asked to return ballots on or before a specified date to the Secretary of Faculty Board.

(i) For elections for membership to the Renewal, Tenure/Continuing Appointment and Promotion Committee, voters will be required to initial the Bargaining Unit eligibility list when they submit their ballot.

(j) Ballots will be put into a ballot box. Ballots will be counted on the day following the election, and in the presence of two members of the Nominating Committee and the Secretary of Faculty Board.

(k) Results of the election will be posted on the Faculty Board listserv and the students' listservs, and then formally reported at the next Faculty Board meeting. The Education members of the Bargaining Unit will receive the results of the elections to the Renewal, Tenure/Continuing Appointment and Promotion Committee.

(l) In the case of a tie, i.e., when two nominees receive the same number of votes, first the two nominees will be so informed. Then there will be another vote. This time only the names of the tied nominees will be on the ballot that will be mailed to every eligible voting member. The same process and time frame for voting will occur as documented above.

(m) In the case of a continued tie vote, the Chair of Faculty Board will then cast the deciding ballot.

5.5 **Terms of Office of Faculty Board Members on Standing Committees**

5.5.1 A faculty member shall normally be elected by Faculty Board to a Standing Committee for two years.

5.5.2 The term may be reduced or extended by one consecutive year at the time of election to institute and maintain a regular rotation of membership on each committee.

- 5.5.3 The exceptions to this are the Appointments Committee and the Renewal, Tenure/Continuing Appointment and Promotion Committee whose terms are only one year.
- 5.5.4 An elected faculty member who takes a sabbatical or negotiated leave shall be deemed to resign, on the date before the leave begins, from all committees of which she or he is a member.
- 5.5.5 Members may choose to stand for re-election for one additional consecutive year only.
- 5.5.6 The Nominating Committee shall present to the Faculty Board names of members eligible for the replacement.

5.6 Terms of Student Members on Standing Committees

A student member shall normally be elected to a Standing Committee by the appropriate student association for one academic year.

5.7 Annual Life of Committees

- 5.7.1 The annual life of all Standing Committees with the exception of the Appointments Committee, and the Renewal, Tenure/Continuing Appointment and Promotion Committee shall extend from 1 July of each year to 30 June of the next year.
- 5.7.2 The annual life of the Appointments Committee, and the Renewal, Tenure/Continuing Appointment and Promotion Committee shall be from 1 April of each year to 31 March of the next year.

5.8 Committee Membership

- 5.8.1 Article Four details the membership of each of the Standing Committees of the Faculty Board.
- 5.8.2 The Nominating Committee shall normally ensure that membership is representative in terms of position, rank and gender so far as is reasonable.

5.9 Ex-officio Members of the Board and of Standing Committees and Special Task Committees

- 5.9.1 Incumbents in particular administrative positions, by definition, have continuing information exchanges with the Board's governing bodies. It is appropriate that such incumbents participate in the work of the Board and some committees. These incumbents are referred to as ex-officio members.
- 5.9.2 Ex-officio members share all responsibilities of regular members.
- 5.9.3 The Dean shall be ex-officio member of the Faculty Board and a member of each Standing Committee (except the Renewal, Tenure/Continuing Appointment and Promotion Committee) and may be represented by her or his delegate.

5.10 Membership of Resource People

Resource people may be co-opted to serve on committees as non-voting members.

5.11 Presentation of Briefs by Individuals

5.11.1 The Chair of Faculty Board shall be responsible for directing each individual brief to an appropriate committee of the Board.

5.11.2 A member who submits a formal proposal to a committee must be invited to attend the meeting at which the proposal is discussed. An individual whose brief has been rejected by a committee, at a meeting attended by the individual, may present that brief to the Faculty Board.

5.11.3 An individual or group may request an opportunity to present a brief directly to the Faculty Board. The protocol will be that governing the disposition of visitors (Article 3.7.1).

5.12 Quorum for Committees

Three members of a committee constitute a quorum.

5.13 Secretaries of Committees

5.13.1 Each committee shall select its Secretary from among its members.

5.13.2 Each Secretary shall be responsible to ensure that a record of the proceedings of each committee meeting, together with all reports and relevant documents, is filed with the Secretary of Faculty Board within 14 days after each meeting of that committee.

5.13.3 The Secretary of the committee will be expected to indicate to the members of the committee which material is confidential, and to draw to the attention of the Chair and Vice Chair of the Faculty Board any motions or recommendations that the committee wishes to place before the Faculty Board.

Article Six Constitution

6.1 Revision and Amendment

Changes made to the Faculty Board Constitution require:

- a) dissemination of the proposed change to all members of the Faculty Board;
- b) first reading as a notice of motion at the Faculty Board;
- c) second reading of motion and then the vote to take place at the subsequent Faculty Board.

6.2 Distribution

The Secretary of the Faculty Board shall prepare copies of the Constitution in the latest revised form and shall distribute it to members of the Faculty Board as requested. The Secretary shall

post the latest version of the Constitution to the Faculty Board website and shall inform all new members of the existence of this website. The Secretary shall ensure that Chairs of all Standing Committees have a current copy of the Constitution.

6.3 Effective Date

1 July, 2003

Article Seven Appendix A: Standing Orders

The following are Standing Orders of the Faculty of Education. They can be amended by two-thirds majority of those voting at a regularly constituted meeting of the Faculty Board.

Policy regarding the Bachelor of Education/Diploma of Education Academic Year:

- (a) The academic year shall consist of two terms.
- (b) Each term shall contain at least 10 instructional weeks.

(Passed at a regular meeting of Faculty Board, 12 December, 1973.)