

FACULTY OF EDUCATION

Effective Date: July 2008

Supersedes: *

COMPOSITION AND RULES OF PROCEDURE

1. The Dean of Education is the chief executive officer of the Faculty and may be assisted by one or more Associate or Assistant Deans.
2. There shall be a Council of the Faculty of Education responsible to the Senate and composed of:
 - A. The following ex officio members:
 - (a) The President & Vice-Chancellor
 - (b) The Vice-Provost (or an Associate Vice-Provost) of the School of Graduate and Postdoctoral Studies
 - (c) The Dean of the Faculty of Education
 - (d) The President of the Students' Council of the Faculty of Education
 - (e) The Librarian in charge of the Education Library
 - B.
 - (a)
 - i. All full-time tenured and probationary members of the University, who hold appointments with the Faculty of Education, including those who hold joint appointments with other Faculties;
 - ii. All full-time term appointments whose appointments are for two or more years, or are serving a second or subsequent consecutive one year appointment;
 - iii. All full-time secondments whose appointments are for two or more years, or who are serving a second or subsequent consecutive one year appointment;
 - (b) Five students, three selected by and from the student members of the Faculty of Education Students' Council, and two graduate students selected by and from the graduate students in the Faculty of Education.
 - (c) Representatives of the full-time members of the Faculty of the University holding the rank of Lecturer or higher:
 - 1 from the Faculty of Arts and Humanities
 - 2 from the Faculty of Health Sciences, one of whom shall be from the School of Kinesiology
 - 1 from the Faculty of Information and Media Studies
 - 1 from the Don Wright Faculty of Music
 - 1 from the Faculty of Science
 - 1 from the Faculty of Social Science
 - 1 from each of the Affiliated University Colleges
 - (d) Two representatives from the Faculty of Education administrative staff (PMA) selected by and from the administrative staff on an annual basis;
 - (e) Two representatives from the Faculty of Education support staff (UWOSA) selected in alternating years by and from the support staff for two year terms each.

- C. The following non-voting members:
- (a)
 - i. Any other person holding a full-time appointment in the Faculty of Education not specifically accorded the right to vote under terms set out in Section 2B(a)
 - ii. part-time or limited duties appointments;
 - iii. a visiting or similar appointment or arrangement;
 - (b) The Ontario Teachers' Federation Teacher Education Committee Liaison Representative;
 - (c) One Associate Teacher or other nominee from each of the affiliated organizations of the Ontario Teachers' Federation recommended by the Ontario Teachers' Federation representative to the Faculty and appointed by the Dean for a term of three years;
 - (d) Such other non-voting members as the Senate may determine on the recommendation of the Council of the Faculty of Education.
- 3.
- (a) All members of the above categories shall be entitled to speak at any meeting of the Council; all members of categories 1.2A. and 1.2B. may propose motions, vote on all questions and, unless otherwise specified, serve on Committees of the Council. Members of Faculty on full-time term limited appointments or full-time secondments shall be eligible to stand for election to a committee of the Council only if the period for which they are appointed or seconded coincides with, or includes, the period of committee membership for which they are to be elected.
 - (b) The Faculty Council shall elect annually a Chair of the Council from among the tenured full-time members of the Faculty of Education to chair all meetings and maintain order according to the Rules of Order adopted by the Senate. The Chair shall prepare the agenda for Faculty Council meetings in consultation with the Dean.
 - (c) The Faculty Council shall elect annually a Secretary to the Council from among the regular full-time members of the Faculty of Education. The Secretary shall record, maintain and circulate to all members minutes of the Council's deliberations and decisions and shall act as Chair of the Council in the Chair's absence, having first appointed a member of Council to record the minutes of the meeting in question.
 - (d) The Faculty Council shall elect annually an Elections Officer who shall conduct the annual standing committee elections and any by-elections and shall prepare and circulate to all members of Faculty Council a list of the membership of all standing committees. The Elections Officer shall maintain an updated version of the Faculty *Organizational Handbook* and every five years shall undertake a detailed review and produce a revised version.
 - (e) The Council shall meet at least four times each year and at such other times as the Council or Senate may, from time to time, prescribe.
 - (f) A special meeting of the Council shall be called on the written notice to the Chair of 10% of the voting members of Council, and shall be convened within seven (7) days thereafter, to consider the matter or matters set out in the notice.
 - (g) The Council shall be responsible for advising Senate on all matters under the jurisdiction of Senate which are pertinent to the Faculty of Education or referred to the Council by the Senate, and to determine policy on all such matters if so delegated by the Senate.

Faculty of Education Council Constitution

4. The Council may establish such Committees as the Council considers necessary. Although the Council may delegate authority to its Committees, the Committees shall be responsible to Council.
5. The quorum for a regular Faculty Council meeting shall consist of a minimum of one-third of the voting members.
6. The By-Laws and Regulations for the conduct of the Council's proceedings shall, in general, be those adopted by Senate. The Council and all committees within the Faculty shall follow, in general, the rules and procedures approved by Senate.
7. This constitution may be amended by the Senate on recommendation of two-thirds (2/3) of the voting members of the Council in attendance at a regularly constituted meeting prior to which there has been fourteen (14) days notice of the proposed amendment.