BYLAWS AND PROCEDURES OF
THE FACULTY
COUNCIL OF THE FACULTY OF EDUCATION

GENERAL

a. The Council will meet regularly each month September through May. The first meeting (September) shall be designated as the meeting for presentation of written reports by Standing Committees to the members of Faculty Council. The last meeting of the Winter Semester shall be designated as the meeting for election and appointment of members of Standing Committees for the upcoming year.

b. The Dean of the Faculty of Education shall hold membership (ex-officio) on all Committees of the Faculty Council.

c. All ex-officio members of the Faculty Council and Committees of the Faculty Council shall have voting privileges.

d. In carrying out the business of the Council, Robert’s Rules of Order shall apply.

1. MEETINGS OF FACULTY COUNCIL

a. Regular meetings of the Council shall be held on the first Tuesday of each month, unless the Executive determines otherwise.

b. Regular meetings shall normally begin at 12:30 p.m. and have a time limit of two hours; however, by majority vote, a maximum of two extensions of fifteen minutes each shall be permitted.

c. Special meetings may be called by the Chairperson or upon a petition of ten percent of the voting membership of the Council, and will normally be held on the third Tuesday of each month.

d. Items for the agenda shall be submitted to the Secretary of the Council at least ten days in advance of a regular meeting and not less than four days in advance of a special meeting.

e. The agenda shall be circulated to the membership of the Council one week in advance of a regular meeting and two days in advance of a special meeting.

f. Notices of motion will normally be given two weeks in advance of the meeting in which discussion and/or action is to be taken.

g. The Secretary shall circulate the minutes to the membership of the Council one week prior to the next Council meeting.

h. Meetings of the Council shall be open to observation by students in Education, unless the Executive decides otherwise.
2. **COMMITTEES OF THE COUNCIL**

**Nominating Committee**

a. There shall be elected annually, at the regular April meeting, a four-member standing Nominating Committee of the Faculty Council with responsibility to:

   (i) Make recommendations to the Faculty Council for the creation and disbandment of committees and their terms of reference;

   (ii) Nominate membership of committees of the Faculty Council, with the understanding that it shall have the right to nominate for election individuals who may not necessarily be members of the Council;

   (iii) Recommend Faculty Council representatives to other faculty councils;

   (iv) Recommend Faculty Council representatives on presidential or administrative committees as and when requested to do so;

   (v) Examine the structure and terms of reference of committees and make appropriate recommendations from time to time to Faculty Council.

b. The Nominating Committee shall nominate membership to the following committees of the Council of the Faculty of Education:

   (i) Executive Committee of the Council
   (ii) Committee on Undergraduate Studies
   (iii) Committee on Graduate Studies
   (iv) Admissions Committee
   (v) Research and Development Committee
   (vi) Doctoral Studies Committee
   (vii) Social Committee
   (viii) Committee on Ethics in Human Research
   (ix) Such other committees as the Faculty Council may establish.

c. The Nominating Committee shall nominate representatives to other Faculty Councils and Schools where reciprocal representation agreements exist.

d. With the exception of the Nominating Committee, nominations for membership on the standing committees shall be presented at the last meeting of Faculty Council for the Winter Semester.

e. Beginning September 2011-12 faculty members on standing committees shall be elected by the Council for a term of three years at the last regular meeting of the Winter Semester. During the first term of implementation, up to half of the membership shall hold office for two years in order to maintain some continuity to the committees. No elected members shall serve for more than one term on any single Standing Committee. Members leaving
office as a result of having resigned or completed one term shall not normally be eligible for the same office.

Executive Committee of the Council

Terms of Reference

An Executive Committee of the Council shall be elected. The Executive Committee shall:

a. Act for the Council only on those routine matters requiring a decision before a regular or special meeting can be called. All decisions of the Committee on such matters shall be communicated to the Council at the subsequent regular or special meeting of Faculty Council.

b. Prepare agenda for regular and special meetings of the Council.

Membership

The membership of the Executive Committee of the Council shall consist of:

a. The Officers of the Faculty Council.

b. Two additional faculty members.

c. One undergraduate and one graduate student.

Committee on Undergraduate Studies

Terms of Reference

An Undergraduate Studies Committee shall be elected whose responsibility shall be:

a. To examine proposals for changes in courses and programs and to make recommendations to Faculty Council regarding such changes.

b. To make recommendations to Faculty Council regarding the addition of new courses.

c. To formulate regulations relating to the undergraduate degree programs.

d. To act jointly with the University Registrar, as principal executive, advisory and appellate body within the overall undergraduate studies policy established by the Council with the approval of the Senate.

e. To appoint other subcommittees as it may deem necessary.

f. To consider any other academic matters which may be referred to the Committee.
Membership

a. A Chairperson (to be selected from committee membership).

b. The Associate Dean of Undergraduate Programs (ex-officio).

c. The Registrar or his delegate (ex-officio).

d. A representative from the Office of Undergraduate Programs (ex-officio).

e. Four faculty members.

f. Two undergraduate student representatives.

Committee on Graduate Studies

Terms of Reference

A Committee on Graduate Studies shall be appointed. It shall concern itself with matters of policy, priorities, and regulations relating to admissions, programs, courses, evaluation, and supervisory procedures respecting graduate programs in the Faculty of Education. In respect of such matters, its functions shall be:

a. To serve as a forum for discussion.

b. To report and/or make recommendations to the Council in respect of existing or intended programs.

c. To promote coordination among the Graduate Program Committees.

d. To receive from Graduate Program Committees or other appropriate sources, recommendations affecting graduate studies in the Faculty of Education.

e. To appoint a Program Committee for each of the graduate programs offered by the Faculty of Education.

f. To appoint other subcommittees as it may deem necessary.

g. To consider any other academic matters which may be referred to the Committee.

Membership

The membership of the Committee on Graduate Studies shall consist of:

a. The Associate Dean of Graduate Programs and Research (ex-officio).

b. Members of the Faculty Council who have been elected to the Academic Council of the School of Graduate Studies.
c. One representative from any Graduate Program Group not represented in (b) above.

d. Two graduate students.

e. A chairperson who will ordinarily be from the membership outlined in (b) above.

**Admissions Committee**

**Terms of Reference**

An Admissions Committee shall be elected. It shall make recommendations to the Council regarding the admission policy and procedures of the Faculty of Education. In these matters it shall:

a. Examine and evaluate, where required, throughout the student’s pre-service preparation, his/her professional, academic and personal development, and on the basis of that evaluation decide whether he/she should remain in the Faculty.

b. Act as the appellate committee in respect of Selections Committees’ decisions.

c. Appoint such Selections Committees as it may deem necessary. These Selections Committees shall select for admission to the Undergraduate Programs of the Faculty of Education suitable candidates as determined by criteria approved by the Faculty.

The membership of these Selections Committees shall consist of:

(i) Three faculty members, one of whom shall be elected Chairperson.

(ii) The Registrar or delegate (ex-officio).

(iii) A representative from the Office of Undergraduate Programs (ex-officio).

(iv) One undergraduate student.

(v) Additional members as may be appointed on the recommendation of the Admissions Committee.

**Membership**

The membership of the Admissions Committees shall consist of:

a. Four faculty members, one of whom shall be elected Chairperson.

b. The Associate Dean for Undergraduate Programs (ex-officio).

c. Coordinator of Undergraduate Programs (ex-officio)

d. The Registrar or delegate (ex-officio).

e. One undergraduate student.
**Research and Development Committee**

**Terms of Reference**

There shall be established by the Faculty Council, a Research and Development Committee whose responsibility will be to receive and evaluate specific research projects. The Committee shall subsequently recommend to the Dean the extent of financial support for approved projects and the administrative arrangements required. The Committee shall also provide written feedback to the applicants explaining the basis for the recommendations.

**Membership**

The membership of the Research and Development Committee shall consist of:

a. The Associate Dean of Graduate Programs and Research (ex-officio).

b. Chairperson (to be selected from committee membership).

c. Four faculty members.

Note: Members of the Research and Development Committee are not eligible for funding during the academic year of their term of membership.

See Appendix A – Guidelines and Procedures for the Research and Development Committee.

**The Doctoral Studies Program Committee and the Doctoral Studies Admissions Committee**

**Terms of Reference**

There shall be established by Faculty Council a Doctoral Studies Program Committee whose responsibility is to coordinate discussion of and decisions related to program regulations, policies and practices. The Committee shall:

a. Serve as a discussion form for issues related to the doctoral studies program;

b. Promote discussions and exchanges of information among supervisory committees;

c. Facilitate discussion of doctoral program issues within the faculty;

d. Present motions to Faculty Council as needed; and,

e. Prepare an annual report to Faculty Council.
The Doctoral Studies Program Committee shall establish a sub-committee entitled The Doctoral Studies Admission Committee. The Doctoral Studies Admissions Committee shall:

a. Review all completed applications to the program;
b. Facilitate faculty review of files;
c. Prepare a short list of acceptable applicants;
d. In consultation with faculty, identify a supervisory committee for successful applicants; and,
e. Make recommendations for acceptance to the School of Graduate Studies

Membership

The Doctoral Studies Program Committee shall consist of:

a. Five elected members (voting). Four members shall be elected from the Faculty at large. The fifth member shall be elected from the Faculty’s representatives to the Academic Council of the School of Graduate Studies;
b. Two doctoral students (voting);
c. Representatives of supervisory committees (nonvoting members); and,
d. The Associate Dean of Graduate Programs and Research (ex officio).

The Chair shall be chosen from the five elected members of the Committee.

The Doctoral Studies Admissions Committee shall consist of:

a. The five elected members of the Doctoral Studies Program Committee; and,
b. The Associate Dean of Graduate Studies and Research (ex officio).

The Chair shall be chosen from the five elected members of the Committee.

Social Committee

Terms of Reference

A Social Committee shall be appointed whose responsibility shall be to promote, plan and facilitate social interaction among faculty and staff in education.
Membership

The membership of the Social Committee shall consist of:

a. A Chairperson.
b. A Treasurer.
c. One faculty member.
d. One staff member (selected by the staff).

Committee on Ethics in Human Research

Terms of Reference

There shall be established by the Faculty Council, a Committee on Ethics in Human Research whose responsibility is to:

a. Advise the Faculty Council regarding policy and procedures on ethics in research, including decisions made by the Interdisciplinary Committee on Ethics in Human Research (ICEHR, and the Tri-Council Policy Statement on Ethical Conduct for Research Regarding Humans, as appropriate).
b. Adjudicate research conducted by students within their courses to ensure such research adheres to the guidelines of Memorial University and the Tri-Council Policy Statement. See Appendix B for an explanation of duties and responsibilities pertaining to student research in courses.

Committee Responsibilities

a. The FECHER shall compile, each semester, a list of courses in which students shall be engaging in research that involves collecting data from human participants.
b. For courses in which students will be collecting data from human subjects, the FECEHR shall review the course outline and assignment to ensure the projects do not involve more than minimal risk.
c. The FECHER shall remind instructors of students who will be collecting data in their courses of their responsibilities and obligations in instructing students about ethics.
d. Projects which involve more than minimal risk shall be sent to ICEHR for review.
e. The FECEHR shall provide an annual summary report to ICEHR of research activity that occurs within courses in the Faculty of Education.
Membership

The Ethics Committee in Human Resources shall be comprised of four members:

a. One member who currently serves as the Faculty of Education representative to ICEHR.
b. Two members from the Faculty of Education to be appointed by Faculty Council.
c. One graduate/doctoral student representative.

Faculty of Education Scholarships and Awards Committee

Terms of Reference

The Faculty of Education and Memorial University offer a number of scholarships and awards to students. While many of the awards are granted solely on academic merit, some require recipients to be selected from a pool of applicants; others may require candidates to be ranked. The purpose of the committee is to select candidates for scholarships and awards.

Membership

a. One of:
(i) Associate Dean, Undergraduate Programs (ex officio) (if the award is for an undergraduate student); or
(ii) Associate Dean, Graduate Programs and Research (ex officio) (if the award is for a graduate student).

b. Chairperson (faculty member).
c. Two faculty members.
d. One staff member from the Office of the Dean (non-voting).
e. One of:
(i) Staff member from the Undergraduate Programs Office if the award is for an undergraduate student (non-voting); or
(ii) Staff member from the Graduate Programs Office if the award is for a graduate student (non-voting).
f. One alternate faculty member to serve in the event that one of the appointed faculty members is in a position of conflict of interest. If more than one of the appointed faculty members is in conflict of interest, or if the alternate member is in conflict of interest, the committee, the chair of the committee shall seek temporary replacements from the general body of the faculty.
3. **FORMAL LIAISON WITH OTHER BODIES**

a. The Council shall admit to its meetings voting delegates as follows:

   (i) One from the Faculty of Arts;
   (ii) One from the Faculty of Science;
   (iii) One from the Faculty of Engineering and Applied Science
   (iv) One from the Faculty of Business Administration;
   (v) One from the Faculty of Medicine;
   (vi) One from the School of Human Kinetics and Recreation;
   (vii) One from the School of Nursing;
   (viii) One from the School of Social Work;
   (ix) One from the School of Music;
   (x) One from the Marine Institute;
   (xi) An appropriate number from other faculties and divisions as may be decided by the Faculty Council of Education.

b. Delegates from the Faculty Council of Education to other Faculty Councils shall be elected annually at the regular October meeting as follows:

   (i) One to the Faculty of Arts;
   (ii) One to the Faculty of Science;
   (iii) One to the Faculty of Engineering and Applied Science
   (iv) One to the Faculty of Business Administration;
   (v) One to the Faculty of Medicine;
   (vi) One to the School of Human Kinetics and Recreation;
   (vii) One to the School of Nursing;
   (viii) One to the School of Social Work;
   (ix) One to the School of Music;
   (x) One to the Marine Institute;
   (xi) An appropriate number to other faculties and divisions as may be decided by the Faculty Council of Education.

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Appendix A: Guidelines and Procedures for the Research and Development Committee

Membership

Membership for the Research and Development Committee is established by a nomination and election procedure to occur in the Spring of the preceding year. The membership of the Committee should reflect the diversity, scope, and breadth of Faculty and members should be active researchers/publishers. The Committee shall be comprised of:

a. Chair.

b. Three faculty members.

c. Associate Dean, Graduate Programs and Research (ex officio).

To ensure continuity between committees from year to year, the Chair of the outgoing committee will call a joint meeting of the outgoing committee and the new committee as early in the fall as possible.

Eligibility for Funding

The following members of the Faculty of Education are eligible to receive awards from this program:

- Tenured faculty members;
- Tenured-track faculty members;
- Term appointments;
- Teaching term appointments;
- Faculty members on sabbatical leave;
- Post-doctoral fellows who hold an appointment with the Faculty of Education.

Individuals appointed on a per-course basis are not eligible but may collaborate with a faculty member. Individuals with term appointments must take up the award at the time of their appointment; access to funds will only be available for the duration of the appointment.

A principal investigator, or a research team, successful in a funding competition, may not be eligible again for two years. For example, if successful in November 2011, they could not apply again until November 2013. Applicants may receive funding as co-investigators in any given competition. Individuals serving on the Research and Development Committee are not eligible to receive funding in the academic year for which she/he was a member of the Committee.

Submitting a Proposal

The committee will adjudicate applications twice a year – the fall deadline will be November 30 and the spring deadline will be May 31. These dates would be communicated to potential applicants at least two months in advance.
Proposals shall be received by the Office of Graduate Programs and Research (Education). The Office may contact the applicant if there appears to be missing pages, corrupt files, or simple calculation errors, such as in the budget. Committee members may not directly contact applicants. All contact during the adjudication process will be through the Office of Graduate Programs and Research (Education).

**Budgets and Expenses**

**Amount of Funding**

The Dean of Education shall establish a maximum total amount of funding to be dispersed by the Committee at each competition. The current total amount available for each competition is $10,000. The Committee will normally provide assistance to a maximum of $3000 towards short-term research projects undertaken by faculty members in disciplines supported by SSHRC. As much as possible, awards will be “seed money” to initiate projects for which external funding is being sought. Where warranted and when funds are available, the Committee can recommend up to $4000. Proposals already funded by this or other competitions are not eligible for funding.

**Eligible and Ineligible Expenses**

Transcription, release time for teachers and participant incentives are eligible expenses. Following the regulations for the SSHRC/Vice-President’s Research Grants, ineligible expenses will be: faculty members’ thesis work, faculty professional development activities, faculty curriculum development, preparation of textbooks, conference travel, or, normally, the purchase of capital equipment. It should be noted that the Faculty and the SSHRC/Vice-President’s Research Grants provide money for conference travel.

**Adjudication Criteria**

**Criteria**

Adjudication of proposals is guided by criteria designed to ensure reliable and valid appraisals of proposals. At the same time, the adjudication criteria needs to be sufficiently flexible in order to uphold the principle of supporting diverse forms of research. Such forms of research may not always hold up well against criteria that are used in standard adjudication processes. These criteria might reference, for example, a theoretical framework, literature reviews, methods, etc. Consequently, proposals to the Committee are adjudicated on the criteria of comprehensibility, coherence, feasibility, accountability, and contribution. These criteria are explained further in Appendix A-1.

In making a submission, it is important to recognize that not all Committee members will have an intimate knowledge of the subject matter of all proposals. Consequently, the onus is on the applicant to write in clear, plain language that will explain the proposal in a manner that is readily understood. Avoid jargon, acronyms and highly technical terms.

**New Scholars**

New scholars will be given preference for funding. If two proposals (one from a regular and one from a new scholar) are deemed worthy of funding by the Committee but limited funds do not allow funding of
both proposals, the priority will be given to the new scholar. A new scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement but is in the process of building one.

Applicants requesting consideration as a new scholar must demonstrate that they have not applied successfully, as principal investigator or project director, for a grant from any of the programs sponsored by SSHRC.

In addition, they must meet at least one of the following criteria:

i. Completed their highest degree no more than five years before the competition deadline (SSHRC considers only the date of completion of the first doctorate);

ii. Held a tenured or tenure-track university appointment for less than five years;

iii. Held a university appointment but never a tenure-track position;

iv. Had their careers significantly interrupted or delayed for family or medical reasons.

**Feedback**

The Committee shall provide detailed feedback that indicates how the proposal can be improved for next funding competition. Applicants re-submitting a proposal are encouraged to provide a response to the feedback they received in their earlier proposal. The Faculty’s Grants Facilitator can provide applicants with one-on-one assistance, in order to explain where the weaknesses were and how to improve for the next competition.

**Appeals**

Decisions of the Committee are not subject to appeal with the following exceptions:

i. Where there is evidence of a procedural error in the adjudication process. Examples of a procedural error include: part of the proposal was not copied or a member of the Committee was funded.

ii. Where there is evidence that a Committee based its decision on factual error.

In such instances, the applicant can make an appeal in writing to the Dean of Education.

**Dissemination**

Those receiving awards are expected to give a faculty seminar on their research. The Dean’s Office will provide support for the seminars and schedule them as appropriate.
### Appendix A-1 – Adjudication Criteria

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<th>CRITERIA</th>
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| Comprehensibility | • Is it clear to the Committee what the proposal is communicating?  
• Is the proposal written in a language that is understandable to a Committee member not working in that specific area? Is it written in clear, plain language, avoiding jargon, acronyms and highly technical terms? | It is not clear what the purpose is.  
The Committee did not understand the technical language in the Methods section. |
| Coherence      | • Is there a logical match between the study’s purpose, its projected outcomes and its methods?  
• Is it complete -- are all sections present? | There is no information provided on data analysis or how participants will be recruited.  
The study proposes to assess students’ perceptions yet data collection focuses only on instructors. |
| Feasibility    | • Is the scope of the study adequate for the amount of money requested?  
• Does the budget allow for the study to be completed?  
• Is the timeframe adequate? | The proposal indicates that interviews will be conducted with 40 teachers. The Committee felt that this scope was too large for the budget. |
| Accountability | • Are there plans for dissemination?  
• Is the proposed study likely to have an impact on practice, theory, policy or local knowledge?  
• Is the proposed study likely to create research capacity (e.g., hiring of new researchers)? | The proposal does not include any opportunity to build research capacity by hiring students.  
It is not clear how a tour of schools in France will generate knowledge that will be of benefit to the educational community. |
| Contribution   | • Does the study fill a gap in the literature or in knowledge?  
• Why is the study needed? | The brief literature review did not make clear how the proposed study might advance knowledge in the area. |
Appendix B: Student Research in Courses

With the implementation of the Tri-Council Policy Statement on Guidelines for Research with Human Participations, Universities have a mandate of responsibility, duty and vigilance toward the protection of, and respect for research participants. The Interdisciplinary Committee for Ethics in Human Research at Memorial University is one of the REBs charged with the implementation of the TCPS, and oversees issues of ethics in research at Memorial University. Research conducted at the University is subject to review and approval by the University’s REB. This includes research conducted by students within their courses. Many courses require students to conduct research as part of their training. They may be asked to administer a survey, conduct an interview, or observe individuals.

Although this research is subject to review, the logistics make review by ICEHR impractical. Consequently, ICEHR has delegated responsibility for vetting student course research to the Departments and Faculties, and course instructors. Each Department or Faculty is required to have a REB who is responsible for overseeing ethics in research courses. Instructors who assign projects that involve collecting data have a responsibility to ensure students know their duties and obligations in protecting research participants. Proposed projects which present more that minimal risk of harm should be vetted by the Faculty Committee. If the project poses difficult issues, it should be sent to ICEHR. Consequently, the Faculty of Education is required to establish a Standing Committee whose responsibility is to ensure that research that occurs in courses complies with the TCPS and Memorial University’s guidelines for research with human participants.

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