

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) Faculty members on standing committees shall be elected by the Council for a normal term of two years at the last regular meeting of the Winter Semester. No elected members shall serve for more than two years on any single Standing Committee. Members leaving office as a result of having resigned or completed two consecutive years shall be eligible for the same office following a lapse of one year.

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

- c. The Registrar or his delegate (ex-officio).
- d. A representative from the Office of Student Services (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, programmes, courses, evaluation, and supervisory procedures respecting graduate programmes 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 programmes.
- c. To promote coordination among the Graduate Programme Committees.
- d. To receive from Graduate Programme Committees or other appropriate sources, recommendations affecting graduate studies in the Faculty of Education.
- e. To appoint a Programme Committee for each of the graduate programmes 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 Programmes 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 Programme 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 preservice 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 Programmes 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) A chairperson.
- (ii) The Registrar or delegate (ex-officio).
- (iii) A representative from the Office of Student Services (ex-officio).
- (iv) Two additional faculty members.
- (v) One undergraduate student.
- (vi) Additional members as may be appointed on the recommendation of the Admissions Committee.

Membership:

The membership of the Admissions Committees shall consist of:

- a. A Chairperson.
- b. The Associate Dean for Undergraduate Programmes (ex-officio).
- c. Coordinator of Undergraduate Programmes (ex-officio)
- d. The Registrar or delegate (ex-officio).
- e. Three additional faculty members.
- f. 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 it will be to promote research in education, to provide support and advice, when requested, to individuals who submit projects, to receive and evaluate specific research projects and subsequently to recommend to the Dean the extent of financial support for approved projects and the administrative arrangements required. The Committee shall also 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).

Guidelines

1. 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.
2. The committee will adjudicate applications twice a year - the fall deadline will be November 30 and the spring deadline will be May 31.
3. The Committee will normally provide assistance to a maximum of \$6000 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 \$7,000.
4. All persons in the Faculty of Education with academic tenure, probationary appointments and persons on sabbatical leave be eligible for funding. Term appointments other than those on a per-course basis are eligible as long as the award is taken up at the time of their appointment. Post-doctoral fellows who hold an appointment with the Faculty of Education are eligible.
5. New scholars will be given preference for funding. A new scholar is someone who has not yet had the opportunity to establish an extension 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 following SSHRC programs: Standard Research Grants, Major Collaborative Research Initiatives, or Strategic Grants.

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

or

- iii. held a university appointment, but never a tenure-track position (in the case of institutions which offer tenure-track positions);

or

- iv. had their careers significantly interrupted or delayed for family reasons.

The rationale is that new scholars need seed money to develop their research proposals so that they might be funded from other sources (i.e., SSHRC Standard Research Grant).

Priority for funding would be: new scholars, faculty researchers who are beginning a new research program, and then established researchers with funding.

6. 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 and conference travel, or normally for 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.
7. Faculty members will receive only one grant per two academic years under this program. Collaborative applicants which include someone having received an individual grant will not be excluded from consideration, as long as there are people who have not received previous funding.
8. Those receiving awards are expected to give a faculty seminar on their research. The Dean's Office will provide support for the seminar and schedule them as appropriate.

Membership

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

- a. A chairperson.
- b. Three faculty members.

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

Doctoral Studies Committee

There shall be established by the Faculty Council, a Doctoral Studies Committee whose responsibility it will be to implement and monitor the process and procedures for consideration of candidates. The Doctoral Studies Committee will make recommendations on the eligibility of candidates for the doctoral program, recommend an interim supervisor and approve the program as developed by the candidate and interim supervisor. Any change in the candidate's program including the appointment of a supervisor, will be approved by the Doctoral Studies Committee.

Membership

The membership of the Doctoral Studies Committee shall consist of:

- a. Four faculty members (elected by the Faculty).
- b. One faculty member (appointed by the Dean).
- c. Associate Dean of Graduate Programmes (ex-officio).

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

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. That is, 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 than 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.

Committee Responsibilities

1. The FECHER shall compile, each semester, a list of courses in which students shall be engaging in research that involves collecting data from human subjects.
2. 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.
3. FECHER shall remind instructors of students who will be collecting data in their courses of their responsibilities and obligations in instructing students about ethics.
4. Projects which involve more than minimal risk shall be sent to ICEHR for review.
5. 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.

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 Division of Lifelong Learning;
 - (x) One from the School of Music;
 - (xi) One from the Marine Institute;
 - (xii) 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 Division of Lifelong Learning;
 - (x) One to the School of Music;
 - (xi) One to the Marine Institute;
 - (xii) An appropriate number to other faculties and divisions as may be decided by the Faculty Council of Education

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