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) Doctoral Studies Admissions Committee
        (viii) Social Committee
        (ix)   Committee on Ethics in Human Research
        (x)   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 examine and evaluate, where required, throughout the student's pre-service preparation, their professional, academic and personal development, and on the basis of that evaluation decide whether they should remain in the Faculty.
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
a.   A Chairperson (to be selected from committee membership).
b. The Associate Dean of Undergraduate Programs (ex-officio) –
c. The Registrar or delegate (ex-officio) –

d. A representative from the Office of Academic 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 whose responsibility shall be:

a. To make recommendations to the Council regarding the admission policy and procedures of the Faculty of Education.
b. To select for admission to the Undergraduate Programs of the Faculty of Education suitable candidates as determined by criteria approved by the Faculty, and consider any special requests for exceptions to these requirements.
c. To appoint such Selections Committees as it may deem necessary. These Selections Committees shall make recommendations to the Admissions Committee with regard to selection of candidates to specialized undergraduate programs of the Faculty of Education 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 Academic Programs (ex-officio).
(iv)   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. Manager of Academic Programs (ex-officio)
d. The Registrar or delegate (ex-officio).
e. One undergraduate student (not present during candidate selection).

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

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:

- Chair
- Three faculty members
- Associate Dean, Graduate Programmes and Research (ex officio)

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.

Doctoral Studies Program 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.

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.

Doctoral Studies Admissions Committee

Terms of Reference

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 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)   One from the Centre for Centre for Teaching and Learning Technologies;

(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 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

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

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:
- Chair
- Three faculty members
- Associate Dean, Graduate Programmes and Research (ex officio)

Eligibility for funding
The following members of the Faculty of Education are eligible to receive awards from this programme:
- Tenured faculty members
- Tenured-track faculty members;
- Regular term appointments
- 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 regular 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.

While there is no restriction on how often eligible applicants may apply, priority will be given to applicants who did not apply or were not successful in the preceding competition.

Persons serving on the Research and Development Committee are not eligible to receive funding in the academic year for which they are members of the Committee.

Submitting a proposal

The committee will adjudicate applications once a year, in the Fall. The deadline will be September 1st. The dates will be communicated to potential applicants at least two months in advance.
Proposals shall be received by the Office of Graduate Programs and Research (Education) no later than midnight (Labrador time) of the deadline. The Office may contact the applicant if there appear 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. The current total amount available for the competition is $15,000.

The Committee will normally provide assistance to a maximum of $3000 towards short-term research and development projects undertaken by faculty members. 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.

Funding accounts for approved proposals must be activated within 6 months of the date of the award The funding account will remain open for a maximum of two years. Extensions to the timeline may be considered as per Tri-Council guidelines.

Eligible and ineligible expenses
Eligible expenses follow the regulations for SSHRC Explore Grants (formally known as SSHRC/VP Research Grants).

Following the regulations for the SSHRC Explore Grants ineligible expenses include: faculty members' thesis work, faculty professional development activities, faculty curriculum development, preparation of textbooks, conference travel, or normally, the purchase of capital equipment.
Except as noted above, all other budgetary expenses are to conform to the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and subsequent future updates: http://www.science.gc.ca/eic/site/063.nsf/eng/h_97415.html

And are subject to normal University policies and procedures for the administration of research funds.

However, those seeking travel/conference funds may explore other sources of funding such as SSHRC Exchange (previously known as Travel Funds).

Adjudication criteria

Criteria

Adjudication of proposals is guided by criteria designed to ensure consistent and comprehensive appraisals. At the same time, the adjudication criteria are sufficiently flexible in order to uphold the principle of supporting diverse forms of research and development. These criteria might reference, for example, a theoretical framework, research methodologies, literature reviews, methods, visiting scholars, guest lecturers, community engagement initiatives, etc. Consequently, proposals to the Committee are adjudicated on the criteria of comprehensibility, coherence, feasibility, accountability, and contribution to furthering faculty research interests. These criteria are explained further in Appendix A.

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.

Emerging scholars

Emerging scholars will be given preference for funding. If two proposals (one from an established and one from an emerging 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 emerging scholar. An emerging 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 an emerging scholar must identify themselves as such and demonstrate that they have not applied successfully, as principal investigator or project director, for a grant from any of the programmes sponsored by the Tri-Agency.

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 on unsuccessful proposals that indicates how the proposal can be improved for the 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 prior to their submission. As well support can be provided to improve the application for resubmission.

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 required to give a faculty seminar/workshop/presentation etc. on their research/projects. The Dean's Office will provide support for the seminars and schedule them as appropriate. Those recipients whose projects cannot be typically disseminated (e.g., visiting scholar, etc.) are expected to inform the committee of the outcome of the award. Faculty must disseminate their research as described above in order to be considered for future funding.

Appendix A – Adjudication criteria

CRITERIA	GUIDING QUESTIONS	COMMENTS (*sample comments*)
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 w*ritten in clear, plain language, avoiding jargon, acronyms and highly technical terms?* • Does the proposal discuss a theoretical framework, research methodology, literature review, method, etc. as applicable to the type of research being proposed?	*The objectives and benefits of the project are not clear.* *The Committee did not understand the technical language in the Methods section.*
Coherence	• Is there a logical match between the study or development opportunity's purpose, aims, projected outcomes methods and foreseeable benefits? • 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 amount of funding requested adequate for the scope of the study/project? • 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 project/research likely to have an impact on practice, theory, policy or local knowledge? • Is the project/research 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 the guest speaker will stimulate faculty research interests.*
Contribution	• Does the study fill a gap in the literature or in knowledge? • Why is the study needed? • How will this development opportunity contribute to faculty interests?	*The brief literature review did not make clear how the proposed study might advance knowledge in the area.* *It is difficult to discern the overall benefit of the proposed workshop or community engagement project.*

Revised February 20, 2020