

Principles of Collegial Governance, Faculty of Education

Collegial governance refers to governance based on principles of democratic values and inclusive participation. The heart of collegial governance is academic policy, which should be formulated to promote academic excellence in all its dimensions. Collegial governance is characterized by the recognition of the viewpoints of all members of the academic community, by respect for diversity of opinions, by opportunity for dissent and by the active participation of all members, in decision making. As we move forwards in evaluating faculty governance structures and policies, we need to be guided by the basic principles of collegial governance outlined here while remaining true to the mission of the Faculty of Education. As the Faculty of Education at York University, we are committed to promoting equity, social and environmental justice, forging links with communities, embodying social responsibility, developing innovative, interdisciplinary and collaborative research in Canada and internationally, and providing innovative, multifaceted programs and experiences for students. These goals recognize the goals of the University Academic Plan.

1. Collegiality and academic self-governance

In a model of collegial governance, authority, responsibility and decision making are shared among colleagues, in order to translate academic goals and values into policies and actions. It allows all members of the community to work together to find answers to issues facing the university and the faculty.

2. Considerations in policy-making

As a Faculty which is non-hierarchical and non-departmentalized in nature, decisions regarding policy in the areas of curriculum, admissions, grades, graduations, hiring, tenure and promotion, need to be made with consideration to both consistency across programs and areas in the Faculty, and to a reflection of the unique issues and needs of each of the areas of the Preservice Program, the Graduate Program and the Research and Field Development Program.

3. Commitment to ethical standards in collegial decision making

Decision making must be guided by adherence to high ethical standards, and strict avoidance of conflict of interest. Members of the academic community need to be cognizant of participation in decision making processes where there are personal or financial considerations which compromise or may compromise the member's judgment in that activity, or where such involvement may appear to provide the potential for the member's judgment to be compromised.

4. Accountability

While these principles refer to governance, rather than to administration, the operationalization of decisions and policies does need to reflect and promote University Academic Plan priorities. The University Academic Plan states that "As the many challenges identified through the academic planning process materialize, the practical question arises of how to make things happen... Depending on the particular action required, responsibility may fall on "the university" as a collectivity, on Senate, Faculty Councils, or their committees,

on central or local administrators, or on individual faculty members, staff or students. And the UAP speaks in different idioms, because it must respect the mandates and modes of operation of the actors, and because the nature of what they are asked to do varies so greatly. In some cases, academic units are asked to translate the general principles of the UAP into more detailed operational plans whose local articulation and realization will in turn inform and influence the evolution of the UAP.” (p. 16). Therefore, through collegial governance, the Faculty is accountable to the Board of Governors to ensure that both Faculty and University priorities are reflected in the administration of policies and procedures.

5. Governance, administration and leadership

Achieving academic excellence requires smooth relations between governance and administration. Governance is not restricted to oversight, checks and balances, or adversarial justification, but needs to play an essential leadership role in sharing and modeling best practice.

6. Representativeness

As a Faculty comprised of many people (such as tenure stream faculty, seconded faculty, contract faculty, staff, undergraduate and graduate students) who represent many different academic disciplines and programs, it is important that membership on governance bodies is diverse and inclusive, reflecting the diversity in backgrounds, interests and perspectives of faculty members. All colleagues must have the opportunity to participate, directly or through representatives, in good faith consultation. Mutual respect among colleagues must be fundamental.

7. Transparency

Transparency refers to the importance of ensuring that, while adhering to our commitment to ethical standards in maintaining confidentiality and avoiding conflicts of interest, deliberations, results and decisions are easily and fully accessible to all members of Faculty Council.

8. Effectiveness and efficiency

Effectiveness refers to consistently achieving outcomes that accurately reflect the preferences of those relevantly concerned. Achievement of planning and policy goals and objectives requires opposition and leadership, representativeness and transparency. Efficiency refers to the achievement of objectives with the least effort and duplication. Efficiency is an important principle since reducing time dedicated to governance and service to increase time available for realizing our mission. In a small Faculty, it is crucial that governance policies and procedures be optimized and streamlined so that faculty members can be engaged in ways that are meaningful and responsive, while respecting time and resource limitations.

FACULTY OF EDUCATION GOVERNANCE

I. Membership on Faculty Council

There shall be two categories of membership: voting and non-voting.

(a) Voting

(i) All full-time faculty members of the Faculty of Education, including contractually limited appointees, members seconded from Boards of Education, and members joint-appointed and/or formally cross-appointed with other Faculties within York University.

(ii) representatives of the following groups/areas:
undergraduate students, to a maximum of 15% of (a) (i);
graduate student (1);
contract faculty (i.e., CUPE-II) (2);
Education Liaison Librarian (1);
confidential, professional and managerial (CPM) group (1); and,
support staff (YUSA) (1).

(iii) University Officials:
the President of the University;
the Academic Vice President and Provost of the University;
the Chair of Senate; and,
the Secretary of the University.

(b) Non-Voting and Ex-officio

(i) All York Vice Presidents; all York Associate Vice-Presidents; all Deans/Principal of other Faculties; and, the University Librarian.

(ii) Special Representatives appointed at the discretion of Council (to a maximum of 10) including: Additional Qualifications Coordinator; Deaf and Hard-of-Hearing Education Coordinator; ED I Community Practicum Coordinator; International Education Coordinator; Principal's Qualifications Coordinator; and, Undergraduate Practicum Coordinator.

II. Officers of the Council

(a) Officers of Council shall include a chair and vice chair, to be elected annually from among the voting members of Council for one-year terms.

(b) The vice chair shall succeed to the chair.

III. Meetings of Council

(a) Regular meetings will be held at least twice in each of the Fall and Winter terms. Normally Council shall meet once per month either at 3:00 p.m. on a Thursday or 9:30 a.m. on a Friday, except in July and August. No meeting may go beyond two hours in length unless a motion to this effect is passed by a two-thirds majority of Councillors present and voting, or unless the agenda indicates an alternate termination time as determined by the Coordinating and Planning Committee.

(b) Special meetings may be convened by the Chair upon signed request from ten members of Council on not less than six days' notice for the transaction of such business as is specified in the notice of meeting. Normal rules and procedures will be observed at special meetings of Council with the following exception: Only items of business specifically identified on the agenda page may be transacted at a special meeting (i.e., there is no "Other Business" on the agenda).

(c) Notice of special meetings of Faculty Council shall be given in writing at least six calendar days before the day of the meeting, and shall be deemed to be given when the notice is deposited in the York University delivery service.

(d) Order of Business is set out in advance of meetings and normally is as follows:

1. Chair's Remarks
2. Approval of the Minutes (from the previous meeting)
3. Business Arising out of the Minutes
4. Enquiries and Communications
5. Dean's Report
6. Reports from Education Representatives to Senate and to Senate Standing and Sub-Committees
7. Program Area Reports
 - 7.1 Undergraduate Program Report
 - 7.1.1 Deaf and Hard-of-Hearing Program Report
 - 7.2 Research and Field Development Report
 - 7.2.1 International Education Report
 - 7.3 Graduate Program Report
8. Reports from Standing Committees of Council
9. Special Reports
10. Other Business
11. Adjournment

(e) Committee of the Whole

When Council has to consider a subject which it does not wish to refer to a standing committee, and where the subject matter is not well digested and put into proper form for its definite action, or when, for some other reason, it is desirable for Council to consider a subject with all the freedom of an ordinary committee, it is the practice to refer to the matter to a "Committee of the Whole".

This Committee is composed of the entire membership of Council and has a presiding Chair (who is not the Chair of Council). Motions are not seconded, members can speak more than once to the same question, speeches must be strictly relevant to the issue under consideration. The Committee is not at liberty to go beyond its terms of reference and may deal only with matters referred to it. Debate is carried on with a majority decision rules. The Chair is directed to rise and report the outcome of the Committee's deliberations and to report recommendations (if there are any) to Council for formal action, in the same manner as a standing committee of Council would do. This action is the equivalent of a motion to adjourn the Committee of the Whole and it is always in order and is not debatable. Whenever a resolution of a Committee of the Whole is reported to Council, a motion to concur in it must be proposed and decided without debate or amendment. Open/free discussions during Committee of the Whole proceedings are not recorded within formal Council minutes.

(f) Consent Agenda Items

On occasion the business orders of the day may include "consent agenda" items which will be listed just prior to "adjournment". A consent agenda item will be deemed to be approved unless any member or members request, prior to the commencement of the Council, that it be debated at Council.

IV. Rules and Procedures

Conduct of Meetings

1. House of Commons Rules

The Chair of each meeting shall conduct the proceedings in conformity with the rules and procedures enacted by the Council, and in all cases not so provided for, the practice of the House of Commons of Canada shall govern.

2. Member Desiring to Speak

Any members desiring to speak during a meeting shall arise and address the Chair.

Conduct of Meetings: Motions and Debate

1. Notice of Motion

No motion introducing new matters other than matters of privilege or petition shall be taken into consideration at any regular meeting of the Council, except upon a two-thirds vote of the members present, unless notice in writing has previously been given to the Secretary for circulation with the notice of the meeting.

2. Motions in Writing

All motions, except those for the adjournment of the Council or of a debate, shall be put in writing and seconded before being debated or put from the Chair. All motions circulated with the agenda are deemed to be in order. All motions must be accompanied by a rationale which explains the import of the motion, outlines

its intended consequences, and reports on the consultations undertaken in its preparation.

3. Motions during Debate

When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:

- (i) to adjourn the Council (cannot be debated, amended or reconsidered);
- (ii) to adjourn or close the debate (cannot be debated, motion requires a 2/3s vote);
- (iii) to put the question;
- (iv) to refer the question to an appropriate committee;
- (v) to amend.

4. Referral to Question

A motion to refer a question to an appropriate committee shall, unless it is defeated, preclude all further amendments to the main question.

5. Disposal of Motion

When a motion has been made and seconded, it shall be disposed of, unless the mover, with the consent of the Council, withdraws it or allows it to stand over.

6. Motion to Adjourn

A motion to adjourn the Council or debate shall always be in order, but no member may speak to such a motion for more than five minutes.

7. Speaking to a Question

- (a) Ordinarily no member shall speak more than once to the same question except the mover or the seconder of the motion both of whom shall have the right of replying after all members choosing to speak have spoken.
- (b) A member may, at any time, with the permission of the Chair, explain a material part of his/her speech which may have been misunderstood.
- (c) No member shall speak for more than five minutes to any one question unless with the consent of the Council.
- (d) No member shall speak to a question after the question has been put by the Chair.

8. Chair in Debate

The Chair may take part in a debate on any subject, but before doing so, he/she shall leave the chair and appoint some other member to occupy it until he/she has spoken.

Conduct of Meetings: Voting

1. Chair's Vote

The Chair may vote on any question, but no Council member shall have more than one vote. Votes must be cast in person.

2. Calling the Question

When a question has been called, no motion can be made and no other intervention is permitted until the tally is completed and the results announced.

3. Tied Votes

All questions which come before the Council shall be decided by a majority of the members present and voting, but in the case of an equality of votes the question shall be deemed to be negative.

4. Recording of Votes

The Chair shall declare the result of every vote, and on any question except the motion to adjourn the Council or debate, any member may require the yeas, nays, and abstentions to be recorded.

5. Late Voting

No votes shall be cast or altered after the counting of the votes has been completed.

6. Abstentions Not Recorded

Councillors may choose not to vote. Abstentions are not votes, are not recorded, and are not factored in the tallying of votes (although Councillors who are present and who choose not to vote are counted as part of the quorum).

Standing Committees Of Council

The standing committees of Faculty Council are the work groups of Council which develop appropriate programs, policies and procedures to be approved by Council and oversee the implementation of policies and procedures approved by Council. The committees are created by Council at its discretion. Standing and ad hoc sub-committees will report to Council through the parent standing committee. Unless otherwise designated, all standing committees will have one-year memberships and will have a designated Chair and Vice-Chair. Other than the T&P Committee, all seats are for one year with only the Vice-Chair staying on for a second year to assume the Committee Chair role. Normally the life of a committee will run between September 1st and June 30th in any given academic year.

1. Coordinating and Planning Committee (C&P)

Mandate:

The Coordinating and Planning Committee shall coordinate legislative functions within the Faculty, including all matters being forwarded to Council for its approval. It shall report on fiscal matters to Council and coordinate academic hiring. The Coordinating and Planning Committee shall be empowered by Council to act on its behalf during the summer. The Coordinating and Planning Committee has primary responsibility to develop, with collegial input, a strategic Faculty Academic Plan. The Coordinating and Planning Committee's responsibility for hiring is described as follows: the Committee calls for suggestions on positions to be advertised, consults with program administrators,

and then establishes priorities which are discussed and voted on at Faculty Council.

At the commencement of every academic year, the C&P Chair shall be responsible for calling a Governance Orientation Meeting for all Committee Chairs and Vice Chairs in order to discuss the Faculty's governance structure. Discussion shall include the following: Council processes, procedures and structures; committee mandates, memberships and quorum; potential conflicts of interest; technology planning; issues of confidentiality (especially as related to adjudicative committees); role of students; the reporting lines of standing sub-committees, ad hoc and/or working committees; as well as, the potential for special interest working and advisory groups to come together, albeit outside the formal governance structure.

Membership:

Voting:

Chair of Council (Chair of C&P)

Chair of Committee on Admissions and Student Awards *

Chair of Petitions, Appeals and Academic Standards *

Chair of Committee on Faculty Research, Awards and Grants *

Chair of Committee on Curriculum, Teaching and Learning *

2 tenure stream faculty members (elected)

1 student member of FESA Executive (undergraduate)

1 student member of YGSE Executive (graduate)

** or Committee member designate*

Non-Voting Ex-officio:

Dean of Education

Associate Dean, Undergraduate Programs

Associate Dean, Research and Field Development

Director, Graduate Program

Coordinator, International Education

Education's Senate APPR Member (if existent)

Executive Officer (CPM)

IT Director

Recording Secretary:

Executive Secretary of Faculty Council (CPM)

Note: See sections below on "Merit (Pay) Exercise Committee" and on "C&P Responsibility in the Recruitment and Hiring Process".

2. Standing C&P Sub-Committee on Technology (SCOT)

Mandate:

To review and make recommendations on regulating technology in the Faculty, and to report through the parent C&P Committee.

Membership:Voting:

1 current member of C&P

1 faculty member (who either theorizes technologies and education generally and/or has an active research/teaching interest that includes their use)

1 graduate student

IT Director

Non-voting Ex-officio:

None

Recording Secretary:

TBD by committee members

3. Committee on Admissions and Student Awards (CASA)**Mandate:**

The Admissions and Student Awards Committee shall recommend admissions standards, policies and procedures and will, through sub-groups, oversee the implementation of the procedures. The Committee shall be responsible for liaison and student recruitment and shall decide upon student awards, scholarships and book prizes.

Membership:

Regarding potential summer meetings, refer to #3 and #4 under “Other Regulations” below.

Voting:

4 full-time faculty members (at least one must be from the tenure stream)

2 undergraduate students

Non-voting Ex-officio:

Dean of Education

Associate Dean, Undergraduate Programs

Chair or Vice-Chair of Council

Coordinator, Access

Director, Academic Student Services (CPM)

OTF Liaison Committee member/designate

Recording Secretary:

Assistant Director, Admissions and Registration (CPM)

4. Committee on Petitions, Appeals and Academic Standards (CPAAS)**Mandate:**

The Petitions, Appeals and Academic Standards Committee shall hear the petitions of individual students against academic regulations, and adjudicate cases of academic dishonesty prosecuted through the Dean's Office. For these purposes, it will be divided into two panels each consisting of three faculty members and one student member. In the event of an appeal against an initial petition decision, the panel not making the original determination shall hear the appeal. The Committee shall develop, oversee and implement policy regarding the Faculty's academic standards.

Membership:

Regarding potential summer meetings, refer to #3 and #4 under “Other Regulations” below.

Voting:

8 full-time faculty members (at least two must be from the tenure stream)

4 undergraduate students

Non-voting Ex-officio:

Director, Academic Student Services (CPM)

Recording Secretary:

Assistant Director, Admissions and Registration (CPM)

Note: For purposes of discussing Petitions and/or hearing Appeals, the Committee will be divided into two panels, each with 3 full-time faculty members (of which one is from the tenure stream) and 1 student. If a Petition moves to the Appeal level, each Panel must be comprised of different voting members.

5. Committee on Faculty Research, Awards and Grants (CFRAG)**Mandate:**

The Committee on Faculty Research, Awards and Grants shall consider and/or make recommendations on: Minor Research Grant applications; specific research grant applications; and, other teaching awards*. The Committee shall also make recommendations on potential Honorary Degrees for Education convocations. The Committee shall support initiatives that enhance, facilitate and create the research culture of the Faculty.

** Examples include: National CASE Professor of the Year; Provincial OCUFA Teaching Awards; Canada Research Chairs; University-wide teaching awards (e.g., FGS and SCOTL); and, 3M Teaching Award, etc.*

Membership:**Voting:**

Associate Dean, Research and Field Development (Chair of Committee)

2 tenure stream faculty members (2 year seats)

1 graduate student (1 year seat)

Non-voting Ex-officio:

ORU Director, York Centre for Education and Community (YCEC)

Recording Secretary:

Research Officer (CPM)

6. Committee on Curriculum, Teaching and Learning (CCTL)**Mandate:**

The Committee on Curriculum, Teaching and Learning shall review and report to Council on the academic implications of curriculum for Undergraduate Programs. It shall make recommendations to Council regarding curriculum, both academic and practicum. It shall receive, review, and assess proposals for new or changed courses and programs and make recommendations to Council for submission of these to Senate when

appropriate. The Committee shall foster, support and promote teaching and learning through the promotion of innovative pedagogies and methods of instruction which include and are not limited to the promotion of technological innovations, shifts and ongoing needs of faculty and students; and, encourage and facilitate relationships between teaching and research. The Committee shall have the power to invite experts when specific knowledge is required.

Membership:

Voting:

4 full-time faculty members (at least one must be from the tenure stream)

1 contract faculty member

2 undergraduate students

Non-voting Ex-officio:

Associate Dean, Undergraduate Programs

Dean of Education

Coordinator, Access

Coordinator, Deaf and Hard-of-Hearing Program

Coordinator, Practicum

Education Liaison Librarian

Director, Academic Student Services (CPM)

IT Director (CPM)

Recording Secretary:

Manager, Pre-Service (CPM)

7. Tenure Stream Appointments Committee (TSAC)

Mandate: adjudicative, see below

Membership:

Voting:

6 full-time faculty* members (at least one member must be tenured* with a maximum of one secondee stream member)

1 undergraduate student

1 graduate student

Non-voting Ex-officio:

Recording Secretary:

Academic Planning Officer (CPM)

** one tenured faculty member will be the Faculty's Affirmative Action Representative*

8. Secondee Appointments Committee (SAC)

Mandate: adjudicative, see below

Membership:

Voting:

Associate Dean, Undergraduate Programs (Chair of Committee)

3 seconded stream faculty members
1 tenure stream faculty member
1 undergraduate student

Non-voting Ex-officio:

Coordinator, Practicum

Recording Secretary:

Manager, Pre-Service (CPM)

9. Tenure and Promotions Adjudicating Committee (TPAC)

NOTE: **T&P Adjudicating Committee** is a sub-committee of the Senate T&P Review Committee (which in turn approves its mandate, guidelines and membership).

Mandate: adjudicative, works with File Preparation Committees, terms of reference are within separate documents (i.e., both Faculty-based and University-based guidelines)

Membership:

Voting (2 year seats for all faculty members):

8 tenured faculty members (at least two must be at the rank of “full professor”)
1 graduate student (1 year seat)
1 undergraduate student (1 year seat)

Non-voting Ex-officio:

none

Recording Secretary:

Academic Planning Officer (CPM)

Merit Exercise Committee

In accordance with the YUFA Collective Agreement and during merit pay exercises, a Merit Exercise Committee will be formed. The Merit Exercise Committee is not a standing committee of Council. There are two options for annual membership.

Option #1:

This Committee will consist of a minimum of three elected tenure stream faculty members. Its mandate will be to adjudicate and rank applications and subsequently forward recommendations to the Dean for final decision. Applications must arrive by October 15th, and the Dean’s recommendation(s) must arrive at the VP (Academic) by November 15th.

Option #2:

The Coordinating and Planning Committee members, with the exception of those who have applied for Merit Pay, will undertake the review of applications, in terms of meeting YUFA’s evaluation criteria and subsequently report the names of all applicants who meet the evaluation criteria to the Dean for final decision.

Other Regulations

1. The first Council meeting will normally be held in September every year; the last normally in May. There will be at least two Council meetings in the Fall, and two in the Winter session.
2. The Coordinating and Planning Committee will act under Summer Authority for Council, normally effective through July and August.
3. The Petitions and Appeals Panels and Admissions Committee will continue to meet as necessary over the summer.
4. If required, alternate members will be named to the Petitions and Admissions Committees to enable them to achieve quorum during the summer months. FESA will also be allowed to name summer replacements for student representatives. All alternate members are to be approved by the Coordinating and Planning Committee under Summer Authority.
5. The quorum for Faculty Council is 20% of voting members (i.e., (a)(i) without sabbaticants + (a)(ii) + (a)(iii) only)
6. The quorum for all faculty standing, sub-committees and ad hoc committees will be a majority of voting members. However, for Awards meetings of the Admissions and Student Awards Committee, the quorum will be three.
7. The agendas and minutes of all Faculty Council meetings will be kept in the office of the Council Secretary for seven years, at which time they will be stored in the University Archives.
8. The agendas and minutes of all meetings of standing committees of Council will be kept in the office of the respective Recording Secretary, with copies to the Council Secretary when requested or as appropriate.
- 9.a. Where a faculty member of a Standing Committee withdraws from the committee prior to December 31st, that person shall be replaced by the person who received the next greatest number of votes on the previous ballot;
- 9.b. Where there is no other person available, a memo shall be sent to all constituent faculty members asking for nominations; if there is only one nomination, that person shall be acclaimed and named to the committee; if there is more than one nomination, a ballot will be distributed with the successful nominee named to the committee.

9.c. Where a faculty member of a Standing Committee withdraws from that committee after December 31st, the committee shall continue operation without replacing that member. Quorum will be recalculated per regulation #6 above.

10. Where Faculty Council meetings are not scheduled on the same day of the week for an academic year, FESA is permitted to name representatives to Council for the alternate day. The total number of voting representatives at each meeting is not to exceed the number normally allowed (i.e., 15% of all full-time members of the Faculty of Education).

11. Standing Committees of Council may establish standing sub-committees with the approval of Faculty Council. Such sub-committees are ongoing and become part of the formal governance structure and must be approved by Council. Request for approval will state the purpose, membership (including election/selection procedures) and quorum for the sub-committee. Standing sub-committees shall report to Council through the parent standing committee.

12. Standing Committees of Council may establish ad hoc sub-committees and/or ad hoc working groups, setting out membership and time line for subsequent reporting. Such ad hoc sub-committees or working groups do not need to be formally approved by Council as they have a specific purpose/mandate and a set lifetime. Membership on ad hoc sub-committees would be established for the life of the sub-committee, even if the work spans a change in parent committee membership. Ad hoc sub-committees shall report to Council through the parent standing committee.

13. To ensure continuity, all Standing Committees will have a Chair and Vice Chair; with the Vice Chair becoming Chair the subsequent academic year.

14. All Standing Committees of Council will present annual reports to the final Faculty Council meeting of the academic year. Adjudicative committees (e.g., Tenure Stream Appointments, Tenure and Promotions, Seconded Appointments) will provide truncated reports (i.e., with confidential proceedings/names, etc. removed).

15. From time to time, ad hoc working groups and/or advisory groups may come together around issues or activities. These are not formal standing committees or sub-committees of Council.

C&P Responsibility in the Recruitment and Hiring Process

November - Dean presents a brief report on the internal and external factors that may effect recruitment in the following year. These could include budgetary factors, programmatic needs, the Academic Plans of the Faculty of Education and the University, and potential interdisciplinary or cross-Faculty collaborations. This information should provide some context for the suggestion and consideration of new positions. This is followed by a discussion at Faculty

Council. C&P issues a call to all faculty members for specific hiring priority suggestions.

December - Dean concludes a Faculty-wide programmatic review with academic administrators (Associate Deans, Director of Graduate Program) to identify specific recruitment needs and priorities. C&P reviews all suggestions and prepares a list of recruitment priorities.

January - February - C&P forwards its list of recruitment priorities, including a ranking of positions in order of priority and preliminary wording of advertisements, to Faculty Council for discussion and endorsement.

February - June - Dean prepares budgetary and complements rationale for VP (Academic)

July - September - Once positions are approved by VP, advertisements are posted.

For tenure-stream continuing appointments

The Dean, however, as outlined in Article 12.19(c)(ii) of the YUFA Collective Agreement, has the right to alter established procedures in exceptional circumstances. The Faculty recognizes three general circumstances under which the hiring process might be altered:

- 1) there is an external funding opportunity;
- 2) there is an opportunity to recruit, on short time lines, someone who would make a significant contribution to the Faculty; or
- 3) there is an opportunity for a joint appointment with another academic unit within the University.

Suggested Process

Any appointments contemplated under exceptional circumstances will be brought before a special meeting of Faculty Council for approval. If a quorum is not achieved at such a meeting, authority for decision on this item will be delegated to a special meeting of C&P, to be called with two days' notice. The Tenure Stream Appointments Committee will be involved in the interview and selection process.

Tenure Stream Appointments Committee Terms of Reference

The Tenure Stream Appointments Committee is a collegial body which makes recommendations to the Dean on the appointment of candidates to tenure stream positions, subject to Article 12 of the YUFA Collective Agreement.

Process

The committee shall be responsible for the following:

- a) Advertising and distribution of notices for the positions which have been decided on by Faculty Council;
- b) Review of all applications;
- c) Short-listing of qualified candidates;

- d) Soliciting references and any other information deemed appropriate;
- e) Soliciting input from the faculty;
- f) Arranging on-campus interviews which allow for the participation of faculty and students; and,
- g) Recommendation (to the Dean) of candidates for appointment.

The Dean has the responsibility for the oversight of the process by which new faculty are hired, particularly to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality. Committee recommendations for appointment are made directly to the Dean of Education who, as outlined in and subject to Article 12.19 (c) (i) of the YUFA agreement, can in exceptional circumstances decline to recommend to the President for appointment the individual recommended by the committee.

Seconded Faculty Appointments Committee Terms of Reference

The Seconded Faculty Appointments Committee makes recommendations to the Dean on the selection of secondees from School Boards. The Associate Dean of Undergraduate Programs, in consultation with the Dean and practicum/program coordinators, identifies secondment needs for the upcoming academic year. Once the Dean approves the Associate Dean's proposed positions, the Committee meets to create position descriptors and to put out the Call to school boards.

Process

The committee shall be responsible for the following:

- (a) Advertising and distribution of notices to school boards;
- (b) Review of all applications;
- (c) Short-listing of qualified applicants;
- (d) Arranging on-campus interviews which allow for the participation of faculty and students; and,
- (e) Recommendation (to the Dean) of secondees for appointment to particular vacancies.

The Dean has the responsibility for the oversight of the process by which new faculty are hired. The Dean can, in exceptional circumstances, decline to recommend to the President for appointment the individual recommended by the committee.