

Faculty of Education Committees

The Faculty of Education committees are the working groups of Faculty Council that 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.

The following is a *short* summary of the Faculty of Education Committees*:

Faculty Council	All faculty members (tenure-stream and secondees) + 2 CUPE + 1 CPM + 1 YUSA + 1 graduate student + up to 15% undergraduate students
Coordinating and Planning Committee (C&P)	Chair of Council (Chair of C&P) + 1 Chair of Committee on Undergraduate Admissions, Awards and Academic Standards + Chair of Committee on Curriculum, Teaching and Learning + Tenure stream faculty + Tenure stream faculty + Student member of FESA Executive - normally FESA President (undergraduate) + Student member of YGSE Executive (graduate)
Committee on Curriculum, Teaching and Learning (CCTL)	5 full-time faculty members (at least three must be from the tenure stream) + 1 contract faculty member + 1 undergraduate student
Committee on Undergraduate Admissions, Awards and Academic Standards (CUAAAS)	8 full-time faculty members (at least three must be from the tenure stream) + 2 undergraduate students
Research and Awards Committee (RAC)	Associate Dean, Research and Community (Chair of Committee) + 3 tenure stream faculty members (2 year seats) + 1 graduate student (1 year seat)
Secondee Appointments Committee (SAC)	Associate Dean, Academic Programs (Chair of Committee) + 4 full-time faculty members (at least 1 must be tenure-stream) + 1 undergraduate student
Tenure Stream Appointments Committee (TSAC)	6 full-time faculty members (at least one member must be tenured <u>with</u> a maximum of one secondee) + 1 undergraduate student + 1 graduate student Note: this committee will only be formed if there are tenure-stream appointments to be made.

Ethics Review Committee (ERC)	Associate Dean, Research and Community (Chair of Committee) + 2 tenure-stream faculty members + 1 member of the Graduate Program Executive Note: this committee takes care of reviewing Major Research Papers and other documents for the Graduate Program as well as course-based and undergraduate ethics reviews.
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In addition:

Tenure and Promotion Committee (T&P)	Comprised of members of the Faculty of Education, but it is directly accountable to Senate, rather than being accountable to Faculty Council directly.
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* Please note that these committees do not include working groups/committees for the Graduate Program in Education, which are accountable to the Faculty of Graduate Studies in governance structures.

A short summary of other university-wide committees that require representation from the Faculty of Education include:

Faculty Senators	Dean + 4 tenure-stream faculty + 2 undergraduate students
Senate Executive	1 tenure-stream faculty
Executive Sub-Committee on Honorary Degrees and Ceremonials	1 tenure-stream faculty
Academic Policy, Planning and Research Committee (APPRC)	1 tenure-stream faculty
Human Participants Review Committee (HPRC)	1 tenure-stream faculty
Senate Student Appeals Committee (SAC)	2 tenure-stream faculty
Senate Tenure and Promotions Review Committee (T&P)	1 tenure-stream faculty
York University Safety Council (CSC)	1 tenure-stream faculty

Committee Descriptions

The following committees are part of the governance structure in the Faculty of Education.

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.

The committee provides faculty oversight, intervention and vetting for items brought forward by dean, committees and others the before discussion items and/or motionable items are brought to the upcoming Faculty Council. Meeting. 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.

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; 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.

Committee Membership:

Voting:

- 1 Chair of Council (Chair of C&P)
- 2 Chair of Committee on Undergraduate Admissions, Awards and Academic Standards *
- 3 Chair of Committee on Curriculum, Teaching and Learning *
- 4 Tenure stream faculty
- 5 Tenure stream faculty
- 6 Student member of FESA Executive - normally FESA President (undergraduate)
- 7 Student member of YGSE Executive (graduate)

** or Committee member designate*

Non-Voting Ex-officio:

- Dean of Education
- Executive Officer
- Associate Dean, Academic Programs
- Associate Dean, Research and Community
- Graduate Program Director
- Undergraduate Program Director
- Director, Professional Learning
- Director, Information Technology
- Education's Senate APPRC member (if an Education member exists)

Recording Secretary (Non-voting):

- Director of Academic Affairs and Operations

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. It will also act as a Quality Assurance agent for courses and support the submission of applications for accreditation and/or re-accreditation of programs to the Ontario College of Teachers (OCT), Senate and other regulatory bodies. The Committee shall foster, support and promote teaching and learning through the promotion of innovative pedagogies and methods of instruction that include, but 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 will also support and arrange relevant professional development for faculty members in Faculty of Education programs. The Committee shall have the power to invite experts when specific knowledge is required.

Membership:

Voting:

- 5 full-time faculty members (at least three must be from the tenure stream) – One of these members will Chair
- 1 contract faculty member (i.e., current CUPE 2 member)
- 1 undergraduate student

Non-voting Ex-officio:

- Associate Dean, Academic Programs
- Undergraduate Program Director
- Practicum Coordinator
- Education Liaison Librarian
- Director of Academic Affairs and Operations (CPM)
- Information Technology Services Director (CPM)

Recording Secretary (non-voting):

Administrative Coordinator, Office of the Dean (CPM)

Committee on Undergraduate Admissions, Awards and Academic Standards (CUAAAS)

Mandate:

The Committee on Undergraduate Admissions, Awards and Academic Standards shall develop, oversee and implement policy regarding the Faculty's academic standards including 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. The 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.

Membership:

Voting:

- 8 full-time faculty members (at least three must be from the tenure-stream) – One of these members will Chair
- 2 undergraduate students

Non-voting Ex-officio:

- Undergraduate Program Director
Director, Academic Affairs and Operations

Recording Secretary (non-voting):

- Manager, Recruitment, Admissions and Student Services (CPM)

Note: The Committee will continue to meet, as required, over the summer. 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.

Regarding potential summer meetings:

The Committee will continue to meet as necessary over the summer.

If required, alternate members will be named to the 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.

Research and Awards Committee (RAC)

Mandate:

The Research and Awards Committee shall:

- Provide advice and feedback to the Associate Dean, Research and Community on the relationship between implementation of the Faculty of Education and university-wide strategic research activities.
- Support and monitor the collegial implementation process of the Faculty of Education's strategic research plan (e.g., the annual research celebration) and report annually to Faculty Council.
- Facilitate connections and communications between Research Committees and other research bodies of the university including Senate committee(s) that have research planning and policy functions.
- Promote and make recommendations on: the Faculty of Education's Minor Research Grant program; the YUFA research release program; distinguished awards and other teaching, research and honorary awards.*
Support the coordination of nominations of faculty members for Faculty-wide, university-wide and outside awards and recognition.

** 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 Community (Chair of Committee)
- 3 tenure stream faculty members (2 year seats)
- 1 graduate student (1 year seat)

Non-voting Ex-officio:

- Graduate Program Director, Faculty of Education

Recording Secretary (non-voting):

- Research Officer (YUSA)

Tenure and Promotions Adjudicating Committee (TPAC)

*NOTE: **Tenure and Promotions 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”) – One of these members will Chair
- 1 graduate student (1year seat)
- 1 undergraduate student (1year seat)

Non-voting Ex-officio:

- None

Recording Secretary (non-voting):

- Manager, Office of the Dean

Tenure Stream Appointments Committee (TSAC)

Mandate: adjudicative.

The Tenure Stream Appointments Committee is a collegial body that 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.

Membership:

Voting:

- 6 full-time faculty* members (at least one member must be tenured* with a maximum of one secondee) – One of these members will Chair
- 1 undergraduate student
- 1 graduate student

Non-voting Ex-officio:

- None

Recording Secretary (non-voting):

- Manager, Office of the Dean (CPM)

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

Secondee Appointments Committee (SAC)

Mandate: adjudicative

The Seconded Faculty Appointments Committee makes recommendations to the Dean on the selection of secondees from School Boards. The Associate Dean, Academic 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 and participates in the selection process.

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.

Membership:

Voting:

- Associate Dean, Academic Programs (Chair of Committee)
- 4 full-time faculty members (at least 1 must be tenure-stream)
- 1 undergraduate student

Non-voting Ex-officio:

- Practicum Coordinator
- Undergraduate Program Director

Recording Secretary (non-voting):

- Undergraduate Program Assistant (YUSA)

Ethics Review Committee (ERC)

Mandate:

This committee completes Ethics Reviews for graduate students who are completing Major Research Papers (MRPs) and proposals from faculty members for course-based research projects in the Undergraduate, Graduate, Deaf and Hard-of-Hearing Teacher Education and professional learning programs.

Membership:

Voting members:

- Associate Dean, Research and Community (Chair)

- 2 tenure-stream faculty members
- 1 member of the Graduate Program Executive

Ex-officio members:

- Graduate Program Director

Recording Secretary:

- Graduate Program Assistant (YUSA)

University-Wide Committees

Faculty members are also asked to represent the Faculty of Education on various university-wide governance committees as a part of their service. These positions currently include:

Faculty Senators

- Dean
- 4 tenure-stream faculty
- 2 undergraduate students

Senate Executive

- 1 tenure-stream faculty

Executive Sub-Committee on Honorary Degrees and Ceremonials

- 1 tenure-stream faculty

Academic Policy, Planning and Research Committee (APPRC)

- 1 tenure-stream faculty

Senate Tenure and Promotions Review Committee (T&P)

- 1 tenure-stream faculty

Senate Student Appeals Committee (SAC)

- 2 tenure-stream faculty

Human Participants Review Committee (HPRC)

- 1 tenure-stream faculty

York University Safety Council (CSC)

- 1 tenure-stream faculty