Faculty of Education

Faculty Council Collegial Governance

June 2021

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Preamble

Faculty Councils are statutory, collegial, and deliberative decision-making bodies established by Senate. As sub-committees of Senate they are responsible for academic governance, policy and planning in the areas defined by Senate under the York Act. The Faculty of Education strives to align its rules and procedures to those of Senate as set out by the York Act. Rules governing the membership of new Faculty Councils are formally approved by Senate, and membership lists are approved by the Executive Committee of Senate on an annual basis. Changes to existing rules and procedures of Faculty Councils are reviewed by the Senate Executive Committee to ensure their compliance with recognized principles and practices. Where the Faculty of Education Council Rules and Procedures of Governance are silent on a matter of process, the rules of Senate will be referred to.

The Rules and Procedures of Senate can be found here:
YORK UNIVERSITY RULES OF SENATE

The Faculty of Education community depends upon the participation of all its members to secure effective operation of its democratic self-government. It is incumbent on all faculty members to inform themselves of formal policies or rules in effect in the Faculty of Education Council and cooperate by adhering to those policies or rules.

Faculty Council recognizes the importance of cultivating a culture of fairness, equity, diversity and inclusion and decolonization. Faculty Council will endeavour to ensure that these essential principles are integrated into the Faculty's policies, programs, operations, and practices.

Principles of Collegial Governance

Collegial governance refers to governance based on principles of democratic values and inclusive participation. 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. In our governance and policy development we are 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, multi-faceted programs and experiences for students. These values and priorities are consistent with the values and priorities of the University Academic Plan.

1. **Collegiality and academic self-governance**
   In a model of collegial governance, authority, responsibility, mutual respect, and decision- making are shared among colleagues, in order to translate academic goals and values into policies and actions. Collegiality implies shared authority in decision-making and an acceptance of working together across diverse viewpoints and social difference. It allows all members of the community to work together to find answers to issues facing the University and the Faculty.

2. **Considerations in policymaking**
   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 Undergraduate Programs, the Graduate Program, Professional Learning Programs, as well as Research.

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 or the appearance of a 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.

   Specifically, a conflict of interest exists in a governance situation where a member has, or represents, multiple interests at the same time, financial or otherwise, whereby the member's actions or decision that serve one of those interests may jeopardize the other interests they represent. This includes a clash between the member's own interests and another's interest whom they represent in a governance capacity. Or, in a governance situation where the member is in a position, to derive gain or benefit (financially or professionally) from their actions or decisions made in that capacity.

   Members must avoid conflicts of interest and declare any actual or potential conflict of interest as they participate in governance in accordance with Senate policy on *Conflict of Interest for Faculty and Librarians (Policy and Guidelines)* found at:
   [Conflicts of Interest for Faculty and Librarians (Policy and Guidelines) | Secretariat Policies (yorku.ca).](#)

   And BOG policy on *Conflict of Interest for Employees (Policy and Guidelines)* found at*:*
   [Conflict of Interest for Employees (Policy and Guidelines) | Secretariat Policies (yorku.ca)](#)

4. **Accountability**
   While these principles refer to governance, rather than to administration, the operationalization of decisions and policies will reflect and promote University Academic Plan priorities. Through collegial governance, the Faculty Council is accountable to the

Senate to ensure that both Faculty and University academic policies and priorities are reflected in our implementation and enactment 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. Governance is a shared responsibility and depends on full participation of colleagues in academic policy.

6. **Representativeness**
   As a Faculty comprised of many constituencies (such as tenure stream faculty, seconded faculty, contract faculty, staff, undergraduate and graduate students) who represent 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 constituencies. All colleagues must have the opportunity to participate, directly or through representatives, in good faith consultation. Mutual respect among differently positioned 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. To this end a review of the governance of Faculty Council every 5 years will ensure greater transparency and understanding in the rules and procedures of Council.

8. **Effectiveness and shared decision-making**
   Effectiveness refers to consistently achieving outcomes that accurately reflect the participation and perspectives of those relevantly concerned. Achievement of planning and policy goals and objectives requires making time for sustained deliberations, allowing for dissent and opposition, engaged leadership, bi-cameral representativeness, and transparency. Shared decision-making refers to acceptance of plurality of views, fair play, and deliberative governance processes for reaching the greatest consensus amongst colleagues. In a small Faculty, it is crucial that governance policies and procedures be easily accessible and clear so that faculty members can be collegially engaged in ways that are meaningful and responsive to our common goals.

FACULTY COUNCIL RULES AND PROCEDURES

1.   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 the Dean
         and Associate Deans, and including contractually limited appointees,
         members seconded from Boards of Education, and members joint-
         appointed with other Faculties within York University.

   (ii) Representatives of the following groups/areas:
   - undergraduate students and graduate students, based on representation
     of numbers within the Faculty, to a combined maximum of 15% of (a) (i)
   - contract faculty (2) (i.e., CUPE-II)
   - Education Liaison Librarian (1)
   - confidential, professional and managerial (CPM) group (1)
   - support staff (YUSA) (2).

(b) Non-Voting and Ex-officio

   (i)   The President of the University, the Provost and Vice President Academic of
         the University; the Chair of Senate; and the Secretary of the University. All
         York Vice Presidents; all York Associate Vice-Presidents; all Deans /
         Principal of other Faculties.

The Council may issue invitations for either the full academic year or for a
particular meeting to individuals who are not members of Council. Such
individuals shall be entitled to participate in the meeting(s) of Council to which
they have been invited but shall not have the right to vote.

All members of the Faculty of Education including non-academic staff and
students registered in the Faculty of Education shall have the right to attend
Council meetings but shall not have the right to vote.

2.   Officers of the Council

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.

(a) Chair
The Chair is responsible for providing leadership to Council; presides at all
meetings; ensures that Council and its standing committees operate in
conformity with the rules and procedures enacted by Council, and acts as the

official spokesperson for Council. While presiding, the Chair shall maintain order and decorum in Council proceedings, in accordance with basic principles of collegial governance. The Chair is responsible for initiating a review of Faculty of Education Council governance every 5 years. The Chair of Faculty Council shall sit as the Chair of Coordinating and Planning Committee.

(b) Vice-Chair
The Vice-Chair assists the Chair in giving leadership to Council; presides at meetings of Committee of the Whole and presides at meetings in the absence of the Chair. The Vice- Chair shall succeed to the Chair. The Vice-Chair normally assumes the Chair in the following year or if the Chair becomes vacant the Vice-Chair will serve as interim Chair for the remainder of the term.

Should the position of Vice-Chair become vacant at any time, an election for Vice-Chair shall be called as soon as possible to ensure continuity of governance within the Faculty Council. The Vice-Chair shall sit as member of Coordinating and Planning Committee.

(c) Secretary
The Secretary of Council shall be appointed by the Dean of the Faculty and will serve in a non-voting capacity. Duties of the Secretary will include maintaining the Council records and procedures; attending all meetings of Council and Council Committees; preparing resolutions and reports; acting as a Returning Officer for elections, and other duties required by Council. The Recording Secretary is appointed by the Secretary with duties assigned by the Secretary.

3.   Meetings of Council

(a) Regular Meetings
Regular meetings will be held once a month throughout the Fall and Winter terms from September until the end of June 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.

The Coordinating and Planning Committee may act on behalf of Faculty Council between its last meeting before summer and first meeting in the Fall term to approve minor modifications, as described in the York University Quality Assurance Procedures, (as they may be amended from time to time), for matters which cannot await the first Faculty Council meeting of the Fall term, and report to Faculty Council at its first meeting in the Fall what action has been taken under this authority. Any summer authority decisions will be recorded in meeting Minutes and will require quorum of a simple majority of voting members of the Coordinating and Planning Committee (50% +1 member).

(b) Special Meetings

Special meetings may be convened by the Chair upon signed request from ten members of Council on not less than six calendar 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

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

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

1. Land Acknowledgment
2. Chair's Remarks
3. Approval of the Minutes (from the previous meeting)
4. Business Arising out of the Minutes
5. Enquiries and Communications
6. Reports from Education Representatives to Senate
7. Report from Standing Committees of Council
8. Dean's Report
9. Program Area Reports
      9.1 Undergraduate Program Report
      9.2 Deaf and Hard of Hearing Program Report
      9.3 Wüléelham Initiatives Report
      9.4 Graduate Program Report
10. Research Report
11. Professional Learning Report
12. York Graduate Students in Education (YGSE)
13. Faculty of Education Students' Association (FESA)
14. Other Business
15. 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 as 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".

In accordance with Senate rules the notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Faculty Council members advises the Chair of a request to debate it. A consent agenda item may originate from any Standing Committee of Council. A consent agenda item contains routine, or uncontroversial or non-contentious matters agreed upon by a Standing Committee that do not typically require discussion and can be voted/approved in committee. Any items requiring discussion or raising debate should not be put on the agenda as consent items. Should a question arise about an item on the consent item list at Council a colleague may make enquiries during "Enquiries & Communications" stage. To bring a consent item onto the Agenda for discussion and debate, after the commencement of the meeting, requires the consent of two-thirds of Faculty Council members present and voting as per Senate rules.

(g) Openness of Council Meetings
The meetings of the Council shall be open to all members of the Faculty of Education, with the following provisos:

(i)   That any member of the Council may recommend that any meeting or part of a meeting may be held in camera, with the approval of the majority present and voting.

(ii)   That only voting members of the Council shall be allowed to vote and introduce motions.

(iii) That all members of the Faculty who are present at a Council meeting shall be permitted to speak when granted permission by the Chair to do so, and that such persons shall follow the Rules and Procedures of the Council.

(iv)   The meetings of the Council of the Faculty shall be open to the university community and our community partners except when the meeting is to be in camera or closed to the public, under the conditions specified in a). with the additional proviso that such observers shall not be permitted to speak unless a majority of the members present, and voting agree. These observers may not vote.

(h) Creation of a Faculty Council Digital Archive

With the support of the Secretary, the Chair of Faculty Council shall ensure that all governance documents, Meeting Minutes, appendices and passed motions are easily accessible to the membership of Faculty Council via a passport protected digital electronic archive. All Faculty Council Minutes and supporting documents shall be stored up to seven years in a passport protected archive accessible to any member of Council. All Faculty Council motions will be placed in the digital space and easily accessible to all Council members. A list of Motions passed will be accessible and maintained with our governance documents. Two copies of the archive should be kept, each in different digital locations, as a backup, in case of technical difficulties.

4.   Rules and Procedures for Conduct of Faculty Council Meetings

(a) House of Common 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.

These can be found at:
Our Procedure - Our Procedure - House of Commons (ourcommons.ca)

(b) Member Desiring to Speak

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

(c) Conduct of Meetings: Motions and Debate

(i)   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.

(ii)   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.

(iii) Motions during Debate

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

1) to adjourn the Council (cannot be debated, amended, or reconsidered).
2) to adjourn or close the debate (cannot be debated, motion requires a 2/3s vote).
3) to put the question.
4) to refer the question to an appropriate committee.
5) to amend.

(iv) Referral to a Question

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

(v) Disposal of Motion

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

(vi) 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.

(vii) Speaking to a Question

1) 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.
2) 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.
3) No member shall speak for more than five minutes to any one question unless with the consent of the Council.
4) No member shall speak to a question after the question has been put by the Chair.

(viii) 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.

d) Conduct of Meetings: Voting

(i) Chair's Vote
The Chair may vote on any question, but no Council member shall have more than one vote.

(ii) 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 (number of votes: yes, no)

(iii) 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.

(iv) 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.

(v) Late Voting
No votes shall be cast or altered after the counting of the votes has been completed.

(vi) Abstentions Not Recorded
Councillors may choose not to vote. Abstentions are not voting, and 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) in accordance with Senate Rules s.5.12.

(vii) Electronic voting
Votes may be cast in person, or remotely face-to-face, within a meeting of Faculty Council as per Senate's rules if proper procedure regarding the presentation and discussion of a motion for approval has been followed. Results of the vote must be announced verbally (number of votes yes, no) and will be displayed visually immediately after the votes are tallied. Voting results will be recorded in the minutes.

(viii) Voting by Proxy
Members shall not be entitled to designate a substitute or to vote by proxy.

(ix) Confidential Voting
Confidential Polling is permitted.

(x) Voting on Motions outside of Faculty Council
Electronic voting on a motion or other decision outside of a Faculty Council meeting is not permitted except if a majority of Faculty Council voting members approve the disposition of a matter outside of Faculty Council

meeting in advance and it has followed the proper procedure regarding the presentation and discussion of a motion for approval has been followed.

e) Memberships on Committees

(i) Non-Succession
Normally, no elected faculty member shall serve for more than three consecutive years on a Faculty Council Standing Committee or legislated sub-committee of Faculty Council or Senate. In alignment with Senate rules on succession the Coordinating and Planning Committee shall provide a rationale for any recommendation that would have the effect of extending the membership of an individual beyond three years.

(ii) Conflict of Interest
In alignment with Senate rules no individual shall serve on a Faculty Council Committee or legislated sub-committee at a time when they or a person who is the member's family or a person who is not arms-length to them, will be the subject of adjudication (e.g., for an award, tenure, promotion, or hiring) by that Faculty Council Committee. This is in accordance with Senate policies *Conflicts of Interest for Faculty and Librarians (Policy and Guidelines)* found at:
[Conflicts of Interest for Faculty and Librarians (Policy and Guidelines) | Secretariat Policies (yorku.ca)](#)

In general Adjudication Committees must consider whether the relationship between a candidate/applicant and a Committee member is such that there is sufficient bias or apprehension of bias so that the member should not judge any of the candidates and if so, whether the member should recuse themselves from the Committee or remain silent (not vote or comment) on any of the candidates. Committee members must declare and resolve conflict of interest from the start. Chairs of Committees are responsible for ensuring conflicts have been resolved and reported to the Dean in their recommendations. The nature and extent of the conflict and the manner by which the Committee acted to diminish the conflict must be recorded in the Committee notes.

Conflict of interest and non-arms length definitions and the guidelines and procedures for declaring and resolving and recording conflicts of interest for Hiring Committees can be found at [Academic Appointments Process | Academic Faculty Resources (yorku.ca)](#) under "The Search" at p.11 of the document.

(iii) Timing of Elections
In alignment with Senate rules normally the process of electing members of all Faculty Council and Senate Committees shall conclude by July 1.

5. Standing Committees of Faculty Council

The Standing Committees of Faculty Council include:
- Coordinating and Planning Committee (C&P)
- Committee on Undergraduate Admissions and Academic Standards (CUAAS)
- Committee on Faculty Research, Awards and Grants (CFRAG)
- Committee on Curriculum, Teaching and Learning (CCTL)
- Tenure Stream Appointments Committee (TSAC)
- Secondee Appointments Committee (SAC)
- Tenure and Promotions Adjudicating Committee (TPAC) *Subcommittee of Senate*
- Justice, Equity, and Reparation of Anti-Black Racism Committee (JERA)
- Committee on Petitions, Appeals, Awards and Research Ethics (PAARE)
- Graduate Executive Committee
- Graduate Admissions Committee
- Graduate Awards Committee

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 Tenure & Promotions Adjudicating 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. All Chairs of Committees of Council will be tenure stream faculty members.

(a) Coordinating and Planning Committee (C&P)

Mandate:
The Coordinating and Planning Committee shall coordinate legislative functions (rules and procedures) within the Faculty, including all matters being forwarded to Council by either a Standing Committee of Council or a voting member of Faculty Council for Council's approval. It may review and provide comment on documents as per Senate procedures described below under "Other procedures". C&P will establish and publish guidelines and procedures for nominations and election to Council Standing Committees, Sub-Committees, Senate, and Senate Committees on which there is a Faculty designate. C&P is responsible for coordinating academic planning and developing academic policies to recommend to Faculty Council for its approval or other appropriate action.

Rooted in collegial and respectful relationships C&P shall consult with and make recommendations for approval or other appropriate action to Faculty Council on

financial and other resources or support required for successful academic programming and will take approved recommendations to the Dean on the employment of financial resources and/or budgetary matters that affect academic programming. C&P will report on academic planning and fiscal matters to Council.

The Coordinating and Planning Committee will coordinate academic hiring. Its responsibility for hiring will follow procedures described in "Other procedures" and 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 approved at Faculty Council.[1]

Specifically, C&P examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies and to recommend these to Faculty Council for its approval or other appropriate action, including degree and non-degree credit studies and micro-credentials.

In discharging its functions, the Committee shall:
(i) In tandem with the Dean and in close consultation with Program Directors develop the Faculty Academic Plan, which will be presented to Faculty Council for its review and approval, and C&P will monitor coordination/implementation of the plan, and report to the Council on activities.
(ii) Provide advice on the employment of resources within the Faculty to the Dean.
(iii) Make recommendations to the Dean on budgetary matters that affect academic programs.
(iv) Advise the Dean on the interplay of academic and budget issues in the development of the Integrated Resource Plan.
(v) Receive or develop and recommend to Faculty Council for its approval or other appropriate action policies and proposals with respect to the institutional development in areas of non-degree programming and the relationship between degree and non-degree studies in accordance with Senate *Policy on Non-degree Activities, Principles and Procedures* (July 2019). See:
Non-Degree Activities, Principles and Procedures | Secretariat Policies (yorku.ca)
(vi) Receive proposals for major modifications, new programs, or program closures and make recommendations to Faculty Council for its approval or other appropriate action.
(vii) Access all relevant information through the Office of the Dean and report to the Council regularly on recommendations given to the Dean.

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[1] See sections below in *Other Procedures* on "C&P Responsibility in the Recruitment and Hiring Process" and Agenda setting.

The Coordinating and Planning Committee shall be empowered by Council to act on its behalf during the summer.

Any matter or document sent to Faculty Council as a "consent item" by C&P must be reviewed by C&P as per Senate procedures below. *A consent item is an item presented by the Chair of a Standing Committee to C&P that is routine, uncontroversial, or non-contentious agreed upon by a Standing Committee that do not typically require discussion and can be voted/approved in committee.

All C&P's reviews & comments on matters, consent or otherwise, shall be recorded in the Minutes of C&P and will be reported to & made available to members of Faculty Council on the digital archive by C&P.

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 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.

In addition, in the spirit of collegial relationship and community building, at the commencement of every academic year, the C&P Chair shall be responsible for calling a Governance Orientation Meeting open to all members of Council with special note to new faculty, new seconded faculty, administrative representatives on Council and student members. Discussion shall include the following: principles of governance, roles and responsibilities of members, Council processes, procedures and structures; Committee mandates, consent items, potential conflicts of interest protocols; issues of confidentiality (especially as related to adjudicative committees).

The Chair of Faculty Council and C&P will strike an *Ad-Hoc* Committee to initiate a review of Faculty Council governance every five years.

The Chair of C&P will consult with all constituencies of Faculty Council on issues of relevance to them.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the Committee's work.

Membership:
Voting:
Chair of Council (Chair of C&P) (must be tenured faculty member)
Vice-Chair of Faculty Council (must be tenured faculty member)
Chair of Committee on Undergraduate Admissions and Academic Standards*
Chair of Committee on Faculty Research, Awards and Grants*
Chair of Committee on Curriculum, Teaching and Learning*
Chair of Petitions, Appeals, Awards and Research Ethics Committee*
Chair of Justice, Equity, and Reparation of Anti-Black Racism Committee (JERA)*
or Committee member designate.
All Chairs of Standing Committees are tenure stream.

2 tenure stream faculty members (elected)
1 student member of FESA Executive (undergraduate)
1 student member of YGSE Executive (graduate)
1 Secondee representative

At all times tenure stream faculty members will form the majority of voting members. At no time will non-voting members out number voting members.
At least half the voting members of the committee, the majority of which are full time faculty, constitutes quorum.

Non-Voting Ex-officio:
Dean of Education
Associate Dean, Academic Programs
Associate Dean, Research
Graduate Program Director
Undergraduate Program Director
Professional Learning Director
Education Senate APPRC rep
Executive Officer (CPM)

Recording Secretary: Staff

(b) **Committee on Undergraduate Admissions and Academic Standards (CUAAS)**

Mandate:
The Committee on Undergraduate Admissions 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. The Committee can be divided in separate panels to discuss the unique needs of the BA and B.Ed if necessary. The Director of Wüléelham Initiatives will recommend to CUAAS the membership of the Waaban Admissions Sub-Committee, a Sub-

Committee charged with making recommendations for Waaban program student admissions to CUAAS.

In discharging its functions, the Committee shall:

(i) Review, report and recommend for approval or other appropriate action, Faculty regulations and practices regarding academic standards; admissions policy; University Undergraduate Degree Level Expectations (UUDLEs); quality assurance protocols, degree and non-degree program requirements including certificates, additional qualifications courses, and micro-credentials.

(ii) Make recommendations on all matters concerning examinations and academic standards, including the rules and regulations, and oversee Faculty-level academic grades, exercises and reappraisals, examinations, and student honours. The Committee may initiate reviews on academic standards, as necessary.

The Committee will play its part in upholding the University's Quality Assurance Policy. Processes can be smoothed by ensuring that proponents and committees have adhered to the York University Quality Assurance Procedures (YUQAP), including:
• providing notice of intentions
• consulting with colleagues affected by proposals
• using the correct template for different sorts of proposals
• dealing with proposals in the correct sequence
• fully addressing the stipulations of the (YUQAP) The York University Quality Assurance Procedures.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the Committee's work.

Membership:
Voting:
8 full-time faculty members (at least three must be from the tenure stream) (One tenure stream faculty member will be Chair).
2 undergraduate students

Non-voting Ex-officio:
Undergraduate Program Director
Director, Academic Affairs and Operations
Director, Professional Learning or designate

Recording Secretary: Staff

(c) Committee on Faculty Research, Awards and Grants (CFRAG)

Mandate:
The Committee on Faculty Research, Awards and Grants shall consider, adjudicate and/or make recommendations to the Dean and/or Senate as appropriate 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 in accordance with the principles outlined by Senate at: [Honorary Degrees and Ceremonials Sub-Committee | University Secretariat (yorku.ca)](). The Committee shall support initiatives that enhance, facilitate, and create the research culture of the Faculty.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the Committee's work.

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:
4 tenure stream faculty members (1 year seat) (One tenure stream member will Chair)
1 graduate student (1 year seat)

Non-voting Ex-officio:
Associate Dean Research

Recording Secretary: Staff

(d) 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 and and Deaf and Hard of Hearing degrees, courses, and programs. The Committee facilitates holistic discussions and encourages synergies among Undergraduate, Graduate, Professional Learning and Deaf and Hard of Hearing programs within the Faculty of Education. It shall make recommendations and motions to Council regarding Undergraduate and Deaf and Hard of Hearing curricula, 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 reviews and examines proposals for new undergraduate degree and post-baccalaureate diploma programs, certificates, and courses, major changes to existing program requirements and other matters related to curricular policy; sends motions to Faculty Council for approval, and makes recommendations to Faculty Council on these matters (e.g., flagging for attention areas of concern regarding academic policy prior to motions' approval).

The Committee fosters, supports, and promotes 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.

The Committee upholds the curriculum components of York University's Quality Assurance Policy (YUQAP). Processes are followed by ensuring that proponents and committees have adhered to the York University Quality Assurance Procedures (YUQAP) including:
• Providing notice of intentions;
• Consulting with colleagues affected by proposals;
• Using the correct template for different sorts of proposals;
• Dealing with proposals in the correct sequence; and
• Following the processes outlined in the York University Quality Assurance
  Procedures (YUQAP).

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will collectively support faculty in embedding these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of each year on how these principles were made actionable in the committee's work.

Membership:
Voting:
3 tenure stream faculty members (One tenure stream member will Chair)
1 secondee faculty member
1 contract faculty member
1 undergraduate student
Tenure stream faculty will form majority of voting members on the Committee.

Non-voting Ex-officio:
Associate Dean, Academic Programs
Wüléelham Director
Associate Director, Experiential Education

Director, Academic Programs
Director, Professional Learning or designate
Undergraduate Program Director

Recording Secretary: Staff

(e) Tenure Stream Appointments Committee (TSAC)

Mandate:
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:
(i)   Advertising and distribution of notices for the positions which have been decided on by Faculty Council.
(ii)   Review of all applications.
(iii)   Short-listing of qualified candidates.
(iv)   Soliciting references and any other information deemed appropriate.
(v)   Soliciting input from the faculty.
(vi)   Arranging interviews which allow for the participation of faculty and students; and,
(vii)   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. The processes involved in faculty appointments must adhere to those specified in the YUFA Collective Agreement.

The academic appointments process is laid out at:
Academic Appointments Process | Academic Faculty Resources (yorku.ca)

Specific university procedures and principles for the TSAC to follow in declaring and resolving and recording conflicts or interest can be found at Academic Appointments Process | Academic Faculty Resources (yorku.ca) under "The Search" at p.11 of the document.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the committee's work.

Membership:
Voting:
6 full-time faculty* members (Chair will be tenure stream faculty).
(at least one member must be tenured* with a maximum of one secondee stream member, where possible at least one member must be in the area of expertise being hired)
1 undergraduate student
1 graduate student

Non-voting Ex-officio:
Recording Secretary: Staff
one tenured faculty member will be the Faculty's Affirmative Action Representative

(f) Secondee Appointments Committee (SAC)

Mandate:
The Secondee Appointments Committee makes recommendations to the Dean on the selection of Secondees from School Boards. The Associate Dean Academic, in consultation with the Dean, Undergraduate Program Director and Associate Director, Experiential Education, 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:
(i)   Advertising and distribution of notices to School Boards.
(ii) Review of all applications.
(iii) Short-listing of qualified applicants.
(iv) Arranging interviews which allow for the participation of faculty and students; and,
(v)   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.

Specific university hiring procedures and principles for the SAC to follow in declaring, resolving and recording conflicts or interest can be found at Academic Appointments Process | Academic Faculty Resources (yorku.ca) under "The Search" at p.11 of the document.

The SAC's Chair will create and oversee a Secondee Caucus at the beginning of the academic year composed of all seconded faculty, the Associate Director, Experiential Learning, and Co-Chaired by a Secondee elected by the Caucus and the sitting SAC Chair (i.e., Undergraduate Program Director). The Caucus will meet a minimum of 3 times per year to share best practice and support colleagues in their roles/help navigate systems and identify support services/procedures. Attendance at Caucus is voluntary. The Caucus will provide a space for Seconded Faculty to meet with the UPD to address programmatic issues related to their role. The members of Caucus will contribute their expertise and insight into how existing programmatic structures and frameworks in the BEd are impacting both students and course directors. The Secondee Co-Chair will consult with the Caucus and prepare a year-end report to be shared with the UPD.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the committee's work.

Membership:
Voting:
Undergraduate Program Director (Chair of Committee)
3 secondee stream faculty members
2 tenure stream faculty members
1 undergraduate student

Non-voting Ex-officio:
Associate Dean Academic or Dean's Representative
Associate Director, Experiential Education

Recording Secretary: Staff

(g) **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)

The Tenure and Promotions Adjudicating Committee is the primary adjudicating committee for all applications for tenure or promotion within the Faculty. As such, it makes the principal substantive assessment and recommendation on

candidates' tenure and/or promotion. It is also responsible for formulating and periodically reviewing unit-level tenure and promotion standards. As an adjudicating committee its work is confidential, and its meetings are *in camera.*

The procedures of the Tenure and Promotions Adjudicating Committee adheres to the York University Tenure and Promotions Policy, Criteria and Procedures (approved by Senate March 21, 2002; Amended November 27, 2003, May 24, 2007, and June 28, 2007, and further amended Oct 26, 2017, June 27, 2019, and June 25, 2020.) found here:
[Tenure & Promotions (Policy, Criteria and Procedures) | Secretariat Policies (yorku.ca)](yorku.ca)

The Committee shall:
(i)   Report numbers of cases adjudicated in the year-end report to Faculty Council.
(ii)   Review and report to the Council on tenure and promotion activities.
(iii)   Review and make recommendations on unit Tenure and Promotion Standards when appropriate.
(iv)   The FAC will monitor and support the work of File Preparation Committees with the intent of preventing unnecessary delays to adjudication.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the committee's work.

Membership:
Voting
8 tenured faculty members* (at least two faculty must be at the rank of "full professor") (Chair will be tenure stream professor.)
1 graduate student (1-year seat)
1 undergraduate student (1-year seat)

2 year seats for all faculty members

Non-voting Ex-officio:
none

Recording Secretary: Staff

(h) Justice, Equity, and Reparation of Anti-Black Racism Committee (JERA)

Mandate:

In part, the JERA committee will be responsible for: (a) providing advisement with the use of relevant data on student, staff, faculty experience; and (b) drawing upon data, both at Faculty Council and in direct conversation with the Dean and other committees. If implemented, this feedback would inform changes in policy, practice, and accountability to operationalize equity, in the reparation of anti-Black racism and, while connecting anti-Blackness to other experiences of colonialism, white supremacy, Islamophobia, anti-Semitism, and other oppressions.

Overall action items might include advocacy for measures that address existing inequities/gaps, envisioning more robust accountability structures to respond to racism and other forms of hate and discrimination within the Faculty of Education, ensuring religious accommodations, and providing guidance for the allocation of future hires. This includes connecting with committees and Faculties within the larger university to advance this work.
In addition, JERA working groups can be formed as needed to address particular areas of focus. Some examples might include:

(1) **Discursive Working Group**: this working group could focus on continuously (re)considering JERA discursively and in conversation with community partners. Here, JERA can be thought of as a relational and intersectional concept that attends to power asymmetries, identity constructions, and pedagogies. In light of its role in advancing these conversations, this working group may organize topical events in collaboration with/support of the JA Chair and/or Wüléelham program representative, and possibly with the Associate Dean Research, Associate Dean Academic, Graduate Program Director and/or Undergraduate Program Director. Community partners are defined broadly to include people within and outside of the Faculty of Education and York University, including international partners. The working group has significant leeway in considering and addressing relevant, context-specific concerns and issues. Events may focus on different audiences and should retain a focus on relationality in content. One of the first activities of this working group can be to collectively define and operationalize justice, equity, anti-Black racism, and decolonization.

(2) **Affinity Space Working Group**: this working group could work to create, support, and encourage the resourcing of affinity spaces to foster well-being of Black students, staff, and faculty, and other diverse groups within the Faculty of Education. It should be noted that a focus on well-being would also entail attending to the structural inequities that contribute to a lack of well-being for students, staff, and faculty.

(3) **Website: this working group could pursue creation of the** presence and link on the Faculty of Education website, where textual documentation of the process of ABRC/JERA since its inception in 2020, such as annual reports, webinars, etc. could be made visible and accessible.

Activities may occur once or may be multi-year. Committees will indicate in the end-of-year report if ongoing organizing/activities are suggested.

Membership:
Voting
Chair, (tenure stream member elected by the Committee)
Vice-Chair (tenure stream faculty)
Wüléelham representative (faculty, CUPE, or student)
Staff member (1)
Seconded faculty (1)
CUPE faculty (1)
Graduate student (1)
Undergraduate student (1)

Non-voting
Associate Dean Academic
Associate Dean Research
Jean Augustine Chair
Special Advisor to the Dean, Black Inclusion and Anti-Black Racism

Recording Secretary: Staff

(i) Committee on Petitions, Appeals, Awards and Research Ethics (PAARE)

Mandate:

The Committee on PAARE is responsible for adjudicating petitions, appeals, and undergraduate awards and reviewing research ethics for undergraduate student activities and coursework. Its functions shall include:

• Allocation of undergraduate-level student awards and scholarships
• Adjudication of petitions and appeals as well as oversight of faculty-level academic regulations, and petitions and appeals procedures at the undergraduate level
• Review of protocols of ethics for research conducted in coursework and/or undergraduate research activities as well as for students enrolled in the Faculty of Education non-degree courses and in the Faculty of Education Professional Learning courses.

Committee practices and procedures:

• For the purposes of adjudicating petitions concerning academic leaves, extensions, and regulations, the committee is divided into two panels each consisting of three faculty members. In the event of an appeal against an initial petition decision, a new panel composed of the remaining faculty member on PAARE (who has not been part of the original 3-member petition review panel)

and tenure or seconded faculty recruited on an adhoc basis from the faculty at large shall review the appeal.
• The petitions and appeals panels meet separately from the whole PAARE committee. Non-voting ex-officio members are not present for the adjudication of petitions and appeals.

The committee shall ensure that all Senate-mandated academic regulations and research policies and procedures are adhered to.

The Committee recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Committee will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Committee Chair will report back to Faculty Council, at the end of the year, how these principles were made actionable in the committee's work.

Membership:
Voting members
3 tenure stream faculty members (One tenure stream faculty member will be Chair.)
1 seconded faculty member

Non-voting members
Associate Dean Academic
Director of Professional Learning

Recording Secretary: Staff

(j) **Graduate Program Committees** (Motion passed by Faculty Council April 25, 2018)

The Graduate Program is a separate unit from Undergraduate Programs. It has a robust governance structure in operation for twenty years recognized in the Faculty Council motion of 2018.

Committees of Graduate Program
The Graduate Program houses three Standing Committees of Faculty Council:
• Graduate Executive
• Graduate Admissions
• Graduate Awards

Graduate Program Reporting
The Graduate Program Director, who sits on the Coordinating and Planning Committee, will report to Faculty Council, and liaise with Faculty of Graduate Studies (FGS) on the Graduate Program on behalf of the Graduate Executive Committee. The Graduate Executive Committee will recommend to Faculty Council, (through C&P), for its approval or other appropriate action, any

substantive curricular changes, new programs, or modifications to existing programs in accordance with Faculty of Graduate Studies' (FGS) Regulations Governing Graduate Studies. Where appropriate, in keeping with Senate regulations on consent items, some motion items may be forwarded to Faculty Council as consent agenda items.

Graduate Program Membership

The membership of the Graduate Program and the Committees of the Graduate Program consists of full-time faculty members in the Faculty of Education holding Faculty of Graduate Studies appointments. Nominations for membership on Graduate committees are called for by the Office of the Secretary to Faculty Council in June. Candidates nominated will be acclaimed if the number of nominations received does not exceed the number of seats on Committees. Should there be more nominations than seats, elections will be held though the Office of the Secretary to Faculty Council. The Graduate Program Director is elected by members of the Graduate Program and holds a three-year term.

Graduate Assembly

Along with convening in Committees, Graduate Program members will meet, at minimum, four times a year in a Graduate Program Assembly (formerly called Graduate Council). The Graduate Assembly will promote and celebrate graduate research and creative scholarship at the Faculty level and will receive, for information and discussion, reports of the Graduate Program committees' business and activities, and will offer advice and recommendations to the Graduate Program Committees and the Graduate Program Director. Members of the Graduate Program Assembly will participate in discussions on the future directions and review of the Graduate Program through internal and external renewal initiatives and mechanisms.

The Graduate Program recognizes the importance of cultivating a culture of equity, diversity and inclusion and decolonization. The Graduate Program Committees will endeavour to ensure that these essential principles are integrated into the Faculty's/Committee's policies, programs, operations, and practices. The Graduate Executive Committee Chair will report back to Faculty Council on behalf of the Graduate Program Committees, at the end of the year, how these principles were made actionable in the committee's work.

(i) Graduate Executive Committee

Mandate:

The Graduate Executive Committee will deliberate on all matters pertaining to Graduate Studies in Education, review and recommend for Faculty Council approval or other appropriate action including any substantive curricular changes, new programs, or modifications to existing programs in accordance with Faculty of Graduate Studies' (FGS) Regulations Governing Graduate Studies. As the committee responsible for developing and recommending academic policy in the Graduate Program in Education and in accordance with

the Rules and Procedures of the Faculty of Graduate Studies, the Graduate Executive Committee shall advise the GPD and consult with, review and report to Graduate Assembly (formerly called Graduate Council) matters relating to degree requirements for all years of study and all Graduate Programs including:

1) Faculty member appointments to the program and the Faculty of Graduate Studies.
2) The utilization of resources and complement in relation to enrolments.
3) Enrolment patterns in courses (including maximum and minimum enrolments in courses)
4) Graduate supervision and progress to completion of the degree/program
5) New curricular courses, programs and or restructuring of the program.
6) Academic standards for MRPs, theses and doctoral dissertations
7) New curricular courses, programs and restructuring of the program for Council approval. Adhere to guidelines set out by YUQAP for such approvals.
8) Ethic protocols for Master student research.
9) Implements FGS changes on graduate policy and planning.

Meetings of the Graduate Executive will normally be held eight times a year. The Graduate Program Director will set the agenda of the Graduate Assembly (formerly Graduate Council) together with members of the Graduate Executive Committee. One member of the Graduate Executive Committee will sit on each of the other Graduate Program Committees for liaison and reporting purposes.

Membership:
Chair (Graduate Program Director)

Voting
5 Graduate Program Faculty members (Full-time FGS appointed)
1 Master student
1 Doctoral student

Non-voting:

Recording secretary: Staff

(ii) Graduate Admissions Committee

Mandate:
The Admissions Committee is responsible for reviewing and making recommendation for admission for graduate diplomas, masters, and doctoral programs.

Membership:
Voting:
7 Graduate Program Faculty members (Full-time FGS appointed) (Chair will be one member of the Committee, Full-time FGS appointed faculty)

1 Member of Graduate Executive Committee
1 Doctoral student

Non-voting

Recording Secretary: Staff

(iii) Graduate Awards Committee

Mandate:
The Awards Committee reviews, adjudicates, and recommends graduate student proposals for academic awards from Tri-council, Internal, and other agencies. The Committee also reviews, adjudicates, and recommends student applications or dissertations for scholarships and prizes. The Committee advises on adjudication policy and attends to changes in standards issued at the university or agency level.

Membership:
Voting:
4 Graduate Program Faculty members (Full-time FGS appointed faculty) (Chair will be one member of Committee who is full time FGS appointed faculty)

1 Member of Graduate Executive

Non-voting

Recording Secretary: Graduate Program Staff

6.   Other Regulations

a) **Scheduling of Faculty Council Meetings:** Council meetings will occur monthly. The first Council meeting will be held in September every year; the last in June. These meetings will be pre-scheduled at the last June Faculty Council meeting for the upcoming year.

b) **Summer Authority**: The Coordinating and Planning Committee will act under Summer Authority for Council, normally effective through July and August. C&P will meet in person or electronically over the summer for matters which cannot await the first Faculty Council meeting of the Fall term, and report to Faculty Council at its first meeting in the Fall what action has been taken under this authority. Meetings will be recorded via minutes. No decisions will be made over summer authority without quorum which will be a simple majority of voting members. All decisions, and their rationales, motions will be recorded and reported to Faculty Council for approval at the first Council meeting in September.

c) **Committees meeting over summer**: The Petitions, Appeals and Research Ethics Committee (PARE) will continue to meet as necessary over the summer.

d) **Alternate members named to committees**: If required, alternate members will be named to the Petitions, Appeals and Research Ethics Committee (PARE) 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.

e) **Quorum for Faculty Council**: The quorum for Faculty Council is 20% of voting members (i.e., (a)(i) without sabbaticants + (a)(ii) + (a)(iii) only).

f) **Quorum for Committees**: The quorum for all Faculty Standing Sub-Committees and Ad-Hoc Committees will be a simple majority of voting members. (50%+1 member). However, for meetings of the Committee on Undergraduate Admissions, Awards and Academic Standards (CUAAAS), the quorum will be three. At least half the voting members of the C&P Committee, the majority of which are full-time faculty, constitutes quorum for C&P.

g) **Storage and Archival of Faculty Council Agendas and Minutes**: 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. All Minutes of Faculty Council will be stored on the passport protected digital archive of Faculty Council along with the Rules and Procedures of Faculty Council and will be available to all members of Faculty Council.

h) **Storage and Archival of Agendas and Minutes of Standing Committees**: 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. All minutes of Standing Committees of Faculty Council will be available to members of Faculty Council upon request except adjudicative, confidential, and *in camera* meetings minutes.

i) **Members withdrawing from Committees**: 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.

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.

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.

j) **FESA and YGSE representatives**: Where Faculty Council meetings are not scheduled on the same day of the week for an academic year, FESA and YGSE are 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).

k) **Establishing Sub-Committees**: 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.

l) **Establishing Ad-Hoc Committees**: Standing Committees of Council may establish Ad-Hoc Sub-Committees and/or Ad-Hoc Working Groups, setting out membership and timeline 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 Standing Committee membership. Ad-Hoc Sub-Committees shall report to Council through the parent Standing Committee.

m) **Establishing Chairs & Vice-Chairs of Standing Committees**: To ensure continuity, all Standing Committees will have a Chair and Vice-Chair; with the Vice-Chair becoming Chair the subsequent academic year.

n) **Annual Reports of Standing Committees to Faculty Council**: 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, Secondee Appointments) will provide truncated reports (i.e., with confidential proceedings/names, etc. removed).

o) **Working or Advisory Groups**: 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.

7. Other Procedures

a) **C&P Responsibility in the Recruitment and Hiring Process**

November: Dean presents a brief report on the internal and external factors that may affect 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:
(i)   there is an external funding opportunity.
(ii) there is an opportunity to recruit, on short timelines, someone who would make a significant contribution to the Faculty; or
(iii) there is an opportunity for a joint appointment with another academic unit within the University.

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.

b) C&P Responsibilities in Preparing Faculty Council Agenda

C&P shall follow Senate Executive policy on setting Agendas for Senate as follows (See: Rules of Senate, Appendix B, at s. 5.9, 5.10 and 5.11):

C&P will ensure that issues placed before the Faculty Council are clearly expressed and documented. Having said this the collegial principle of all members having the ability to put forward any agenda items to the Chair applies. C&P is not to vet or adjudicate agenda items or motions, or pre-judge substantive issues but is to put them on the agenda.

In accordance with Senate Executive policy for setting agendas, in reviewing motions to be brought before Faculty Council, C&P Committee may:

(i)   place a motion on the agenda of the Faculty Council, where that motion is clearly expressed and adequately supported by documentation and rationale.
(ii)   delay a motion to coordinate its consideration with other complementary issues which are not yet ready for consideration by Faculty Council but are expected to be ready for consideration in the near future.
(iii)   delay a motion pending clarification of the wording of the motion, provision of further documentation, or elaboration of the rationale.
(iv)   refer a motion to a Committee for further preparatory work and submit a separate report to the Faculty Council expressing its own views on the substance of a motion coming before Faculty Council.
(v)   submit a separate report to the Faculty Council expressing its own views on the substance of a motion coming before Faculty Council.
(vi)   advise the Chair of Faculty Council as to the jurisdiction of Faculty Council in dealing with the substance of a motion.
(vii)   withhold motions which are deemed by the Chair of Faculty Council to be ultra vires, slanderous, or otherwise not in order.

If C&P delays, refers, or otherwise withholds a motion from a meeting of the Faculty Council, it shall report its decision and reasons at the next regular meeting of Faculty Council.

C&P Committee shall not:

(i)   unreasonably delay Faculty Council's consideration of a motion which is in order, which is clearly expressed, and which is adequately supported by documentation and rationale.
(ii)   delay, refer, or withhold a motion as a result of its judgment on the substance of the issue(s) presented in a motion.

c) **Procedures for Standing Committees and Committee Chairs**

At the start of the academic year/term, upon Committee formation, the Committee Chair will have the responsibility to:

(i) communicate to all Committee members the established mandate of the committee.

(ii) in establishing new procedures and Committee goals, the Chair will make accessible and/or communicate past procedures, goals, and outcomes of preceding Committee(s) work (as documented in end-of-the-year reports, agendas, and minutes).

(iii) discuss possible or perceived conflicts of interests among Committee members, as well as procedures for declaring, resolving, and recording conflict of interests during Committee business in accordance with Senate policy on *Conflict of Interest for Faculty and Librarians (Policy and Guidelines)* found at: [Conflicts of Interest for Faculty and Librarians (Policy and Guidelines) | Secretariat Policies (yorku.ca)](#); and in the case of hiring committees in accordance with [Academic Appointments Process | Academic Faculty Resources (yorku.ca)](#) under "The Search" at p.11 of the document.

(iv) discuss university and any faculty EDI (equity, diversity and inclusion and decolonization) frameworks and their actionable relevance to specific Committee goals, purposes, and processes and report back to Faculty Council at the end of the year how these were made actionable in the Committee's work.

(v) when applicable or as need arises (e.g., with Committees with memberships that extend beyond a one-year term), an incoming Chair may appoint a Vice-Chair who will (or may) step into the role of Chair the subsequent following year/term.

(vi) Committee Chairs have the responsibility, at the completion of the academic year or at the end of their term as Chair, to author, or lead in authoring with other members and/or the secretary, an end-of-the-year Committee report that documents Committee procedures, practices, accomplishments, and recommendations and/or notes regarding ongoing/further work or other contingencies.

(vii) It is the responsibility of the Chair, with the support of the Committee Secretary, to see that the end-of-the-year report is formally archived with all Committee agendas and minutes arising from Committee business over the term/year.

(viii) It is the responsibility of the Committee Secretary to take detailed minutes in consultation with the Chair during Committee activities and collect agendas and the end-of-the-year report for archiving/storage on a faculty server, or an agreed-upon online/offline repository, that will be made accessible to incoming Committees and Committee Chairs.

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