



uOttawa

L'Université canadienne
Canada's university

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Bylaw #1, Faculty of Education: approved by Faculty Council 21/11/2003; Amendment approved by Faculty Council 15/06/2007; Approved by the Executive Committee of Senate 27/08/2007.

1. PROGRAMS

The Faculty of Education offers the following programs of study:

- a. Formation à l'enseignement (B.Éd., certificat en éducation—études technologiques);
- b. Teacher Education (B.Ed.);
- c. Graduate Studies (M.Ed., M.Éd., M.A., Ph.D.);
- d. Professional Development (A.Q., A.B.Q.) and others / Développement professionnel (Q.A.,Q.B.A.) et autres.

The program is the basic academic unit of the Faculty. Members are responsible for:

- a. periodic review;
- b. development of students;
- c. compliance with academic regulations pertaining to each program of study.

1.1 Program Council

The program is coordinated and revised periodically by a Program Council. The Program Council establishes the mandates of all of its constituent committees.

1.1.1 Membership

- a. Ex officio members are:
 - i. full-time, regular professors from the Faculty of Education who, during a given academic year, teach at least two courses in a program;
 - ii. For the Graduate Studies Program Council, all regular professors from the Faculty of Education who are members of the Faculty of Graduate and Postdoctoral Studies.
- b. The following may be members of a given Program Council:
 - i. full-time, regular professors from the Faculty of Education who, during a given academic year, teach at least one course in a given program;
 - ii. professors who are cross-appointed to the Faculty of Education;
 - iii. professors who have formally expressed their interest in being members of the Program Council, including part-time professors;
 - iv. other persons who have been invited by the Program Council.

It is understood that no professor will be required to be a member of more than two councils. Every professor must, however, be a member of at least one Program Council.

1.1.2 Voting rights

- a. Voting rights are reserved to full-time, regular professors from the Faculty of Education who are members of the Program Council.
- b. A Program Council may, by a majority vote of the regular professors who are members of the Council, grant voting rights to a maximum of two representatives of other groups who are members of the Council.
- c. Voting by proxy is never accepted.

1.1.3 Quorum

The chair and the regular council members in attendance constitute a quorum for duly announced Program Council meetings.

1.1.4 President

The Program Council is chaired by the Program Director (see 4.5 below).

1.2 Executive Committee of Graduate Studies Program Council

The Graduate Studies Program Council establishes an Executive Committee that has administrative responsibility for the development and implementation of all of the Council's constituent programs. The powers of the Executive Committee are delegated to it by the Graduate Studies Program Council.

1.2.1 Mandate

The Executive Committee:

- a. deals with routine matters related to the operation of the graduate programs;
- b. participates in the development and periodic review of its programs;
- c. ensures, in cooperation with the Faculty, that academic counselling and information services are made available to students in its programs;
- d. undertakes any other tasks mandated to it by the Graduate Studies Program Council;
- e. reports on its activities on a regular basis to the Graduate Studies Program Council.

1.2.2 Membership

The Executive Committee is co-chaired by the two Graduate Studies Directors (see 4.5), one of whom is affiliated with the Francophone program sector and the other with the Anglophone program sector.

In addition to the two co-chairs, the Executive Committee is composed of six regular faculty members, three of whom are affiliated with the Francophone program sector and three with the Anglophone program sector. Regular members are elected by the Program Council by procedures determined by the Council.

1.3 Program Committee

The Program Council may establish one or more Program Committees.

1.3.1 Membership

Membership of a Program Committee is established by the Program Council, but is limited to the following:

- a. the program director (chair);
- b. representatives of Faculty members;
- c. representatives of students;
- d. representatives of stakeholders.

Election or appointment procedures are established by the Program Council.

1.3.2 Mandate

A Program Committee is a consultative body that provides recommendations to administrative authorities in the Faculty. The specific mandate of a given Program Committee is determined by its Program Council.

1.4 Professional Development Programs

1.4.1 Administrative Responsibility

The Professional Development Programs and other similar initiatives are managed by an administrator responsible to the Vice-Dean (Academic Programs).

1.4.2 Requests for Change

Requests for changes in A.Q., A.B.Q. and other similar courses are submitted to the appropriate B.Ed. Program Council.

2. FACULTY COUNCIL

2.1 Functions

The mandate of the Faculty Council is described in the University Government, Article 157, with one exception: paragraph D will be reformulated as follows: make to the appropriate University authorities, according to the approved procedures, recommendations on:

- a. the policy and conditions for admission to baccalaureate programs and to professional studies programs offered by the Faculty;
- b. the structure of programs leading to baccalaureate, diplomas and professional certificates, in particular with regard to the place and content of general education vis-à-vis specialized training;
- c. courses and professional programs offered at the B. Ed. level, in the Professional Development Programs for in-service teachers and in the Professional programs in general;
- d. continuing education in the disciplines or professional studies within its jurisdiction: special upgrading programs, special standards of admission for adult candidates, equivalencies in university credits for work experience, and so on;
- e. the presentation of candidates for the baccalaureate and other certification upon completion of a professional development program.

2.2 Membership

The Faculty Council members are as follows:

- a. the Dean, chair;
- b. The Vice-Dean of Academic Programs, the Vice-Dean of Research and Staff Development and the Vice-Dean and Faculty Secretary;
- c. the Program Directors: B. Ed., B. Éd., and Graduate Studies;
- d. six regular professors elected by the Faculty Assembly, for a period of two years;

- e. five students, including:
 - i. one student from the B.Éd program elected by her or his peers;
 - ii. one student from the B.Ed program elected by her or his peers;
 - iii. the duly elected Student Senator for the Faculty of Education;
 - iv. two graduate students in the Faculty elected by their peers.

2.3 Election or appointment procedure

The Vice-Dean and Faculty Secretary submits to the Faculty Assembly a list of candidates for election to Faculty Council who have been duly nominated by their colleagues and have confirmed their availability.

Voting by proxy is never allowed.

2.4 Quorum

The chair and the regular council members in attendance constitute a quorum for duly announced Program Council meetings.

3. COMMITTEE OF THE FACULTY COUNCIL

3.1 Executive Committee

3.1.1 Functions

The powers of the Executive Committee are delegated to it by the Faculty Council, and are determined in a by-law approved by Senate and the Board of Governors.

- a. One of the committee's functions is to submit annually to the authorities of the University, in the prescribed way, detailed budgetary estimates for the following year, in terms of the academic development plan of the Faculty;
- b. These budgetary estimates must include an appendix listing the priorities to be established among the specific requests for additional budgetary resources.

3.1.2 Membership

The members of the Executive Committee are as follows:

- a. the Dean, chair;
- b. The Vice-Dean of Academic Programs, the Vice-Dean of Research and Staff Development and the Vice-Dean and Faculty Secretary
- c. three professors who are members of the Faculty Council, elected by the Council.

3.1.3 Duration of mandates

Members are elected for two years, unless their mandate on Faculty Council is over after one year.

3.2 Committee on Educational Equity

3.2.1 Functions

The mandate of the Committee on Educational Policy is described in Article 162 of the *University Government*. At the Faculty of Education, the Committee is specifically mandated to:

- a. study all proposals for modifications submitted by the Program Councils in relation to academic regulations applicable to the various programs of study under their aegis, and to direct all recommendations to the Faculty Council in order to ensure that proposed modifications conform with current Faculty and University policies;
- b. examine all proposals submitted by the Program Councils in relation to the various programs of study under their aegis, and to direct all recommendations to the Faculty Council ensuring that:
 - i. the program format (number and method of calculating credits, compulsory versus optional courses, levels of courses, and so on) conforms with current Faculty and University Policies;
 - ii. the quality and relevance of the contents of programs of study be maintained;

- c. ensure that all new programs of study proposed by a Program Council or an *ad hoc* committee:
 - i. clearly state the educational outcomes to be pursued, as well as the relationship between these objectives and the various components of the program;
 - ii. are pertinent to the University and Faculty mission statements, and the particular objectives which emanate from the various programs of study offered by the Faculty;
 - iii. has or will have adequate resources, (such as professors, pedagogical resources including library collections, teaching resources, and so on) to ensure quality;
 - iv. respond to other evaluation criteria that will be applied by various provincial bodies mandated to ensure quality and relevance, and/or to recommend approval by the Ministry.

3.2.2 Membership

The Committee on Educational Policy is chaired by the Vice-dean (Academic Programs). The other members are as follows:

- a. four professors elected by the Faculty Council. Linguistic balance will be maintained as much as possible. A program director cannot be a member;
- b. two full-time students, one representing the undergraduate level and one representing the graduate level.

3.2.3 Duration of Mandates

Professors have a two-year mandate. Students are elected for one year term.

3.3 Committee on Research and Staff Development

3.3.1 Functions

The mandate of the Faculty Research and Staff Development Committee is described in Article 164 of the *University Government*. At the Faculty of Education, the Committee is more specifically mandated to:

- a. make appropriate recommendations to Faculty Council on the following subjects:
 - i. establishing and updating of a Faculty policy for research and professional development within the Faculty;
 - ii. establishing priorities for the allocation of funds from the Faculty's operating budget;
 - iii. devising criteria and procedures for the evaluation of projects submitted for obtaining an internal grant;
- b. make recommendations to the Dean of the Faculty concerning:
 - i. budgetary planning for research and professional development;
 - ii. administration of the budget allocated for these purposes;
 - iii. apportionment of this budget among the various projects, in line with by-laws enacted by Faculty Council;
- c. perform other tasks entrusted to it by Faculty Council.

3.3.2 Membership

The membership of the Research and Staff Development Committee consists of:

- a. the Vice-dean (Research and Staff Development), chair;
- b. four full-time regular Faculty members elected by Faculty Council, from a list of candidates submitted by the Faculty Secretary, it being understood that the linguistic balance will be maintained as much as possible.

3.3.3 Duration of mandates

Mandates are for two years.

3.4 Educational Equity Committee

3.4.1 Functions

The mandate of the Educational Equity Committee (EEC) is fully described in the Educational Equity Policy, passed by the Faculty Council in April 2003. The Educational Equity Committee:

- a. advises the Faculty Council and the Dean on equity-related matters arising from projects initiated by the Faculty or any one of its groups, councils or committees;
- b. makes recommendations to the Faculty Council for further policy development;
- c. regularly reviews the ACCESS Admissions Program and makes recommendations for changes as necessary;
- d. supervises persons working under this policy, including teaching assistants working at the Faculty of Education's Peer Helping Centre/Centre d'entraide;
- e. advises and assists the Equity Co-ordinator.

3.4.2 Memberships and appointments

- a. Voting members:
 - i. The EEC is chaired by the Educational Equity Co-ordinator. The responsibilities and duties of the Co-ordinator are fully described in the Educational Equity Policy. The Co-ordinator is appointed by the Dean on recommendation of Faculty Council. An appointment is for two years and is renewable;
 - ii. two faculty members elected by the Faculty Council;
 - iii. one of the Vice-Deans of the Faculty;
 - iv. one student representative from each Students' Council and a representative of the students admitted under the ACCESS Admissions

Program if such a representative is not forthcoming from the students' councils;

- v. a member of the administrative and support staff elected by a vote of the administrative and support staff-at-large.

b. Non-Voting Members:

- i. a representative of the University Equity Office;
- ii. the EEC may appoint other ad hoc members as it sees fit.

4 ADMINISTRATION OF THE FACULTY

4.1 Dean

The Dean's mandate is as described in Article 169 of the *University Government*. At the Faculty of Education, the major responsibilities of the Dean are to:

- a. keep fully informed of the contextual factors both within and outside the University, which may influence Faculty in matters of teaching, research, and academic service activities, to ensure that Faculty orientations take these contextual factors into account and draw from them as much as possible in order to carry out its mission and specific objectives;
- b. chair the meetings and direct the work of the Faculty Council and its Executive Committee; more specifically to:
 - i. review all program initiatives and policy modifications submitted by the Committee on Educational Policy once it has taken action regarding submissions from the various program committees;
 - ii. review all activities, policies and decisions of the standing committees of the Faculty (namely, the Committee on Research and Staff Development, the Committee on Educational Policy, the Faculty Teaching Personnel Committee) and those of special *ad-hoc* committees;
- c. manage both Faculty members and administrative personnel, in accordance with existing policies and current collective agreements;

- d. periodically report to Faculty Council and to the Executive Committee on the status of the Faculty budget and on major projects or expenditures which may have a bearing on future budgets;
- e. manage the budget, and, within the parameters of the global budget approved for the Faculty, make all decisions regarding:
 - i. daily administration of the budget, in consultation with the Executive Committee;
 - ii. preparation of the budget for the subsequent year, after consultation with the Executive Committee and the Faculty Council with regard to the major orientation that budgetary allocations should support;
 - iii. administration of the Faculty Development Fund, following consultation with the Executive Committee in this regard.
- f. supervise the management, by support staff, of services related to teaching and research.

4.2 Vice-Dean (Research and Staff and Development)

The Vice-dean (Research and Staff Development) is the official contact between the Faculty and the University, the funding agencies and sister institutions, for all research matters. For this reason, the principal duty of the Vice-dean (Research and Staff Development) is to keep abreast of external factors likely to have an impact on the thrust, the financing, and the promotion of research within the Faculty.

4.2.1 Functions

- a. chair the work of the Research and Staff Development Committee;
- b. examine each research project submitted to the Research Committee for either partial or complete financing by the Faculty in order to ensure that all relevant information is provided;

- c. examine each staff development project submitted to the Research and Staff Development Committee for either partial or complete financing in order to ensure its quality and relevance;
- d. implement the recommendations of the Research Committee and the decisions of the Faculty concerning allocation of budgets available for research and staff development;
- e. examine each research project submitted to a funding agency, and each contractual research project to be managed by the University, in order to ensure that the interests of the University (researchers' replacement costs, travelling expenses, estimate of other expenses, etc.) are protected;
- f. publicize all information that might help professors to obtain research funding or research contracts within the University and externally, and help professors to obtain these funds;
- g. seek out financial resources likely to provide funding for the development of research teams within the Faculty;
- h. prepare and present an annual plan of professional development activities, sessions, seminars, and centres of excellence in research in order to encourage professors to increase their qualifications as well as to improve the quality and relevance of teaching within the Faculty;
- i. ensure that all research projects involving human subjects be submitted for approval to the appropriate University Research Ethics Committee before the research is started;
- j. assist professors with their research programs and with their other research activities;
- k. manage the Resource Centre for Research in Education (RCRE);
- l. manage the Learning Resource Centre (LRC);
- m. manage the teaching assistants' contract according to the Graduate Students Collective Agreement of the Canadian Union of Public Employees (CUPE 2626).

The Vice-dean (Research and Staff Development) is an *ex officio* member of the Research Commission of the Research Vice-Rectorate.

4.2.2 Appointment

The Vice-dean (Research and Staff Development) is appointed by the Board of Governors of the University upon recommendation of the Dean of the Faculty. The Dean will have previously consulted a Selection Committee appointed after consultation with the Vice-Dean and Faculty Secretary.

4.2.2 Duration of mandate

In keeping with the Article 174 of the *University Government*, the duration of the mandate is determined by the appointment act. The mandate ends with the appointment of a new Dean. The mandate is renewable; the renewal procedure is the same as the first appointment.

4.3 Vice-Dean (Academic Programs)

The Vice-dean (Academic Programs) is the official contact between the Faculty and external partners, such as school boards and professional associations, for all questions related to the programs offered by the Faculty.

4.3.1 Functions

The principal duties of the Vice-dean (Academic Programs) are to:

- a. keep abreast of external factors likely to have an impact on those programs of study whose activities the Vice-Dean coordinates;
- b. direct the work of the Committee on Educational Policy, more specifically to:
 - i. ensure the implementation of the various academic regulations of both the Faculty and the University bearing on the structure, and the delivery of programs of study;
 - ii. examine each program of study in order to ensure its quality and pertinence before the program is recommended to Faculty Council, or

appropriate University authorities, and in the case of new programs to provincial authorities;

- c. ensure that documentation describing the content of programs of study being offered, as well as required professional resources be made available to the Dean, in view of:
 - i. staffing of professorial positions;
 - ii. establishing of teaching loads;
- d. supervise the application of academic regulations by the Academic Secretariat, from admission to graduation, through the use of current academic counselling practice such as information about programs and regulations;
- e. examine and resolve academic problems as they arise, in consultation with the program director concerned;
- f. compile a list of courses to be offered each year, considering the recommendations of program directors as well as the needs and the resources of the Faculty;
- g. ensure regular revision of the program of study;
- h. prepare the periodic evaluation of all programs;
- i. chair the following committees: the Program Management Committee, the Committee on Educational Policy, and the *Comité de liaison francophone*;
- j. compile recommendations for each professor's teaching workload in collaboration with program directors;
- k. promote programs of studies, as well as orientation sessions for students, in collaboration with the Assistant to the Dean (Teaching and Administration) and Program Directors;
- l. supervise revisions to the Calendar.

The Vice-dean (Academic Programs) is *ex-officio* member of the university Council on Undergraduate studies, the Council of the Faculty of Graduate and Postdoctoral Studies and the Strategic Committee on Graduate Recruitment.

4.3.2 Appointment

The Vice-Dean (Academic Programs) is appointed by the Board of Governors of the University on the recommendation of the Dean of the Faculty. The Dean will have previously consulted a Selection Committee appointed after consultation with the Vice-Dean and Faculty Secretary.

4.3.3 Duration of the mandate

In keeping with the Article 174 of the *University Government*, the duration of the mandate is determined by the appointment act. The mandate ends with the appointment of a new Dean. The mandate is renewable; the renewal procedure is the same as the first appointment.

4.4 Vice-Dean and Faculty Secretary

In the terms of the University Government, the Vice-Dean and Faculty Secretary is one of its officers and a member of the University Senate. The appointee to this position is the secretary of the Faculty Council, of the Faculty assembly and of the Executive Committee.

4.4.1 Functions

As secretary of the Faculty Council and of the Executive Committee, the Vice-Dean and Faculty Secretary is responsible for:

- a. Assisting with the management of the professional, academic, and physical resources of the Faculty;
- b. Coordinating hiring of part-time professors in the Faculty within the framework of the collective agreement of the Association of Part-Time Professors of the University of Ottawa;
- c. Supervising selection procedures for the hiring of regular and part-time professors to the Faculty;
- d. Fulfilling other functions that are delegated by the Dean;
- e. Preparing the agenda and writing the minutes of the meetings;

- f. Actions to be taken, as follow-up of these meetings, unless those actions require the authority of the Dean or fall under the mandate of another Vice-Dean;
- g. Organization of the statutory committees of the Faculty:
 - i. submit, to Faculty Council, the names of possible members for each of the statutory committees;
 - ii. plan the calendar of statutory committee meetings in consultation with the Dean and Vice-Deans;
 - iii. organize elections for the FTPC, Faculty Council, Executive Committee, and other committees as the need arises;
- h. Scholarships and awards:
 - i. for Provincial and Federal Scholarships, the Vice-Dean and Faculty Secretary chairs the Scholarships Committee;
 - ii. for other scholarships, award and prizes, the Vice-Dean and Faculty Secretary is the contact person between the Faculty and the Alumni and Development Office or other donors;
 - iii. the Vice-Dean and Faculty Secretary supervises the organization of the annual reception in honour of recipients and donors of various scholarships and awards.
- i. Appeals for revisions of marks;
- j. The study of cases of academic fraud;
- k. Revision and updating of Bylaw # 1 and other Faculty regulations.

4.4.2 Appointments

The Vice-Dean and Faculty Secretary is appointed by the Board of Governors on the Dean's recommendation to the Rector following consultation with the Faculty Council.

4.4.3 Duration of the Mandate

The mandate of the Vice-Dean and Faculty Secretary is for three years; the procedure

for renewal is the same as for the first appointment.

4.5 Program Director

4.5.1 Functions

The main responsibilities of the Program Directors are to:

- a. manage the regular operations of program(s) under their supervision;
- b. ensure the quality of all aspects of the program(s), including, where appropriate, thesis supervision, practica, and internships;
- c. make recommendations to appropriate Faculty authorities on:
 - i. professorial expertise required to offer quality programs;
 - ii. hiring of part-time professors;
 - iii. annual course offerings;
- d. serve as the channel for all official communication intended for, or originating from, the program;
- e. oversee periodic program review and accreditation processes;
- f. convene and preside over Program Council meetings;
- g. serve ex-officio on all program committees within the Director's program as well as on Faculty and University committees as required.

In accordance with Article 5.2.2.7 of the Collective Agreement, the Program Director may be asked by the Dean or FTPC (see,) to give an opinion on the quality of the teaching and academic services of a professor in the program who is requesting a renewal of contract, tenure, promotion, or sabbatical leave.

4.5.2 Appointment

The Program Director is appointed by the Board of Governors of the University on recommendation of the Dean to the Rector. The selection of the Director will be in accordance, mutatis mutandis, with the procedures now in place for the selection of a University Department chair (see Collective Agreement, Article 37) with the difference

that in the case of a Program Director, consultation includes all regular professors of the Faculty.

4.5.3 Duration of the mandate

A Program Director's mandate is for three years and is renewable once.