

Brock University

Faculty of Education

Faculty Board

Constitution & Bylaws

1. Terms of Reference

Faculty Board shall act as the major determinant of policy ratification and decision-making regarding Faculty-wide policies and Department/Centre policies that require cross-departmental cooperation. Faculty Board shall also serve as the major source of information sharing in the overall Faculty structure.

1983, 2003

2. Officers

2.1 *Election of Members of the Executive and Standing Committees*

The Striking Committee shall present its new slate of Executive and Standing Committee members for ratification at the *last* Faculty Board meeting before Winter Break. Committee terms shall be limited to 2 years. The members of the new Executive and Standing Committees shall take office immediately following Winter Break.

1983, 2003, 2006

2.2 *Executive*

The Faculty Board Executive shall consist of a chair, vice-chair and secretary, to be nominated by the Striking Committee.

1983, 2003

2.3 *Chair and Vice-Chair*

The Faculty Board Chair and Vice-Chair shall be elected from the tenured faculty membership of Faculty Board. The terms for the Chair and Vice-Chair shall be two years.

2003

2.4 *Secretary*

The Faculty Board Secretary shall oversee the maintenance and safe keeping of the official records of Faculty Board, shall submit the Faculty Board Constitution to Senate and ensure its publication on the Faculty's web site, and shall advance any documents approved by Faculty Board to Senate and to appropriate University officials.

2003

3. Membership

3.1 *Eligible Voting Members*

Eligible voting members of Faculty Board shall consist of all full-time faculty, the IRC Manager, the Computer Services Manager, two Teacher Education student representatives (one from each campus) and two education student representatives from the Graduate Student Association.

1983, 1985, 1989, 1992

3.2 *Ontario Teachers' Federation Representative*

The Ontario Teachers' Federation shall be invited to nominate its representative as a non-voting member of Faculty Board who shall provide OTF information and reports.

1983, 2003

4. Faculty Board Meetings

- 4.1 Before July 1, the new Executive shall set and give written notice of a minimum of two fall term and two winter term Faculty Board meetings.

2003

- 4.2 The conduct of meetings shall be decided upon by the Chair, who shall be guided by *Robert's Rules of Order*, except for such matters on which this Constitution lays down procedure.

2003

- 4.3 A quorum of Faculty Board shall be 50% of all eligible members not currently on leave, plus one. Motions pertaining to the structure of Faculty Board or the Faculty of Education must be passed by two-thirds of votes cast by eligible members of Faculty Board, including those on leave. Voting on motions that pertain to structure shall be conducted by secure ballot completed within two weeks of the meeting.

1983, 1987, 2010, 2011

- 4.4 All motions for Faculty Board shall be in written form and presented to the Faculty, together with the Agenda, at least five working days prior to Faculty Board meetings. Permission to introduce, at a Faculty Board meeting, material not circulated to members five days in advance of the meeting, must receive the unanimous consent of all members present.

1983, 2003

- 4.5 All reports are to be distributed with the Agenda instead of being read at the Faculty Board meeting; board members are to read the reports before the meeting and pose questions at the appropriate time during the meeting.

1992

- 4.6 All reports to Faculty Board shall be divided clearly into two sections, the first section being for information, the second section containing the motion, if any, for action. The Dean, Department Chairs, Centre Directors, and the Chairs of Standing Committees shall provide regular business reports to Faculty Board. If no new business has transpired, no reports are required.

1983, 2003

- 4.7 A question period of ten minutes shall be provided early in the Agenda of each meeting, in order that questions relating to the operation of the Faculty as a whole may be addressed to the Dean, Departmental Chairs, Centre Directors, and Committee Chairs.

1983, 2003

5. Standing Committees: Composition and Terms of Reference

5.1 *Standing Committee Representation*

Standing Committee representation shall be as follows:

Striking Committee	6
Computer and Media Advisory Committee	11
Faculty Awards Selection Committee	5
Fine Art Advocacy Committee	3
Library Advisory Committee	7
Planning and Priorities Committee	9
Professional Development Committee	4
Publications Committee	5
Research & Development	6

1983, 1988, 1992, 1999, 2003, 2004, 2005, 2006, 2009

5.2 *Standing Committee Terms of Reference*

Standing Committees shall submit their terms of reference and procedures to Faculty Board for ratification.

1983

5.3 *Striking Committee*

- 5.3.1 The Striking Committee shall consist of the Faculty Board Chair, Vice-Chair, and Secretary (Ex-officio), one representative from each academic department, and one additional Faculty Board member.

1983, 2003, 2006

- 5.3.2 The Striking Committee members shall choose a Chair and organize the election of the other Standing Committees.

1983

- 5.3.3 The Striking Committee shall present a slate of candidates for Faculty Board Executive, and for all Standing and Ad Hoc Committees of Faculty Board.

1983

- 5.3.4 Nominations to all committees shall come to the Striking Committee from the standing committee chairs prior to the end of October each year.

1983, 2006

- 5.3.5 The term for members of standing committees shall be for two calendar years. The term for Ex-Officio members of standing committees shall extend beyond two years. Membership on standing committees shall be extended whenever possible to include Hamilton campus representatives.

2006

5.4 *Computer and Media Advisory Committee (CAMAC)*

- 5.4.1 The Computer and Media Advisory Committee shall consist of one representative from each Faculty of Education academic department and centre, one faculty representative from the Hamilton Campus, one graduate education student representative, one teacher education student representative, the Instructional Resource Centre Manager (Ex-Officio), the Computer Services Manager (Ex-Officio), the System Administrators (Ex-Officio), and the IT Leader (Ex-Officio).

1995, 2000, 2004, 2006, 2009

- 5.4.2 The Computer and Media Advisory Committee shall act in an advisory capacity to Faculty Board and to the Dean of Education regarding the development and use of media and

- computing services and resources to support instructional and research needs of the Faculty of Education. 2000
- 5.5 *Fine Art Advocacy Committee*
- 5.5.1 The Fine Art Advocacy Committee shall consist of three members of Faculty Board to serve as chair, Hamilton Campus representative, and St. Catharines Campus representative. 1988, 2003, 2006
- 5.5.2 The Committee shall collect, frame and install an independent Faculty of Education art collection within space occupied by the Faculty of Education, Brock University. 1988, 2003
- 5.6 *Library Advisory Committee (LAC)*
- 5.6.1 The Library Advisory Committee shall consist of one faculty representative from each academic education department, one faculty representative from the Hamilton Campus, one education student representative, the Instructional Resource Centre Manager (Ex-Officio) and the Hamilton Campus Library Coordinator (Ex-Officio). The University Librarian or designate from the James A. Gibson Library shall also sit on the committee as an Ex-Officio member and may be invited to attend Faculty of Education Board meetings. 1990, 1995, 2006
- 5.6.2 The Library Advisory Committee shall act as an advisory committee to Faculty Board, the Dean of Education, the Instructional Resource Centre Manager, and the James A. Gibson Library, regarding library services and resources for Faculty of Education programs. 1995
- 5.7 *Planning and Priorities Committee*
- 5.7.1 The Planning and Priorities Committee shall consist of seven Faculty Board members, one of whom shall represent the Hamilton Campus, the Dean (Ex-Officio), and one technology staff representative (Ex-Officio). 1983, 1999, 2003, 2004, 2005, 2006
- 5.7.2 The Committee shall meet at least once annually, and whenever a meeting is requested by Faculty Board. 2003
- 5.7.3 The Planning and Priorities Committee shall act as a fact finding body for executive decisions, and for decisions of a policy nature that are cross-departmental or faculty wide in nature, and that extend beyond the scope of immediate planning. 1983, 2005
- 5.8 *Professional Development Committee*
- 5.8.1 The Professional Development Committee shall consist of four Faculty Board members, one of whom shall represent the Hamilton Campus. 2003, 2006
- 5.8.2 The Professional Development Committee shall organize opportunities for faculty development such as discussion groups and guest lectures. In the case of guest lectures, the Committee shall select the speakers. 2003
- 5.9 *Publications Committee*

- 5.9.1 The Publications Committee shall consist of the Editor of Brock Education, and three faculty board members, one of whom shall represent the Hamilton Campus.
2003, 2006
- 5.9.2 The Publications Committee shall be responsible for vetting and monitoring all journals published either wholly, or in partnership with, the Faculty of Education. This Committee shall recommend to Faculty Board: the Editor, the Editorial Committee and the resource allocation for each journal. The Committee, in cooperation with the editor of each journal, shall recommend to Faculty Board: the budget, the distribution, the number of issues and length of issues for each calendar year the journal will be published.
2003
- 5.10 *Research and Development Committee*
- 5.10.1 The Research and Development Committee shall consist of five voting members of Faculty Board: the committee chair, two representatives from the Department of Teacher Education, two representatives from the Department of Graduate and Undergraduate Studies in Education, and the Education Research Officer (Ex-Officio) and a representative of the Budget Office (Ex-Officio, nonvoting).
1983, 2003, 2006, 2007, 2011
- 5.10.2 The Research and Development Committee shall provide research and development information and guidelines, review applications and recommend projects for internal research grants, manage the R&D Committee's funds including clawing-back unused funds, allocate Graduate Research Assistance and Development (GRAD) Fund as provided and directed by the Dean, and liaise with the Faculty's Financial Officer and the University Office of Research Services in matters that come under the purview of the R&D Committee.
1995, 1999, 2003, 2005
- 5.11 *Faculty Awards Selection Committee*
- 5.11.1 The Faculty Awards Selection Committee shall consist of 5 members: 1 faculty member from the Department of Graduate and Undergraduate Studies in Education, 1 faculty member from the Department of Teacher Education, 1 faculty member serving as Chair, 1 Faculty of Education staff member and 1 education student.
- 5.11.2 The Faculty Awards Selection Committee shall:
1. Investigate the range of awards available to faculty members.
 2. Disseminate information about teaching and research awards at the Faculty, University, Provincial and National levels.
 3. Encourage faculty members to prepare and apply for awards.
 4. Make decisions regarding faculty award recipients at the Faculty level.
 5. Make decisions regarding nominations for University faculty member awards.
 6. Make recommendations regarding nominations for the range of faculty awards within the University and encourage the creation of new awards at other levels.

2004, 2005

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