



UNIVERSITY OF SASKATCHEWAN

College of Education

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College of Education Faculty Council Bylaws

Adopted June 12, 2020

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Preamble

These bylaws describe and set forth procedures relating to the governance of the Faculty Council of the College of Education and are subject to the bylaws, policies and regulations of the University Council, which establishes the Faculty Council under *The University of Saskatchewan Act, 1995*, S.S. 1995, c. U-6.1. To the extent that any previous resolution of the Faculty Council or its predecessors or any committee of that Council is inconsistent with this bylaw, this bylaw has precedence.

Part One: Faculty Council Terms of Reference

1. Membership of Faculty Council

The membership of the Faculty Council of the College of Education currently described in Part Three, Section V. 1. B. of the University Council's Bylaws and Regulations. At the time of the last revision of these bylaws, the membership consisted of:

- (a) The President of the University*
- (b) The Provost and Vice-president Academic
- (c) Vice-president Research*
- (d) The Vice-president Finance and Resources*
- (e) The Vice-president University Advancement*
- (f) The Vice-provost Teaching and Learning*
- (g) The Associate Vice-president Student and Enrolment Services*
- (h) The Associate Vice-president Information and Communications Technology*
- (i) The Associate Vice-president University Relations*
- (j) The Dean of the College or school or, in the case of a school that is not part of a college, the Executive Director of the school
- (k) The Dean of Graduate Studies and Research
- (l) The Dean, University Library or designate*
- (m) The University Secretary *
- (n) The Registrar*
- (o) Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity;
- (p) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*
- (q) Those Professors, Associate Professors, and Assistant Professors who, for administrative purposes, are assigned to the Dean of the College of Education.

(r) Dean of Arts and Sciences (or nominee) and the Vice Deans of Arts and Science (or nominees); Dean of Agriculture and Bioresources (or nominee); Dean of Kinesiology (or nominee); Education Head Librarian (or nominee) *

(s) The President or delegate of each student association in the College of Education (Education Students Society, ITEP Student Society (or named designate); SUNTEP Student Society (or named designate) and GSA (Graduate Student Association)

(t) Director (or designates) of the Indian Teacher Education Program (ITEP), one Program Head (or designate) of the *Saskatchewan Urban Native Teacher Education Program (SUNTEP) Saskatoon*; one Program Head (or designate) of the *Saskatchewan Urban Native Teacher Education Program (SUNTEP) Prince Albert*; Chair of Education (or designates) of the Aurora College and one representative of contracting Colleges not listed above.

u) All those Professors, Associate Professors, Assistant Professors, Lecturers, Instructors, and Special Lecturers deemed as faculty members of the College of Education.

* Denotes non-voting membership

2. Roles and Responsibilities of the Faculty Council

The Faculty Council of the College of Education, subject to the provisions of the Act, the Bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline.

Among the duties delegated by the University Council to the Faculty Councils are the following:

- i. To make recommendations to the University Council concerning the requirements for admission to programs offered by the college or school;
- ii. To establish and report to the University Council on the number of students who may be admitted to a college or program of study and to report to the University Council on the number of students admitted each year;
- iii. To make recommendations to the University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- iv. To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- v. Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
- vi. To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the Faculty Council, and to hear appeals of such decisions;
- vii. To approve candidates for degrees, diplomas and certificates;
- viii. To approve candidates for scholarships, prizes, and other awards and honours;

- ix. To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct; and
- x. To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.

3. Faculty Council Regulations

A. Constitutional Powers and Duties

The Faculty Council of the College of Education is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the *University of Saskatchewan Act 1995*. Under *Part Three* of the University Council's *Bylaws*, the Faculty Council of each college or school, subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline. The duties delegated by University Council to the Faculty Councils are laid out in *Part Three, Section V, Subsection 2* of the University Council *Bylaws*.

B. Duties, Terms of Office and Election of Officers College of Education Faculty Council

1. The officers of the Faculty Council shall be the Chair, the Vice-Chair, and the Executive Support.
2. The Chair shall be elected by voting members of the Faculty Council. The term of office for the Chair shall be two years, renewable for one term of two additional years.
3. Processes for the election of Chair and Vice-Chair of the Education Faculty Council follow.

C. Election of the Chair and Vice Chair of Faculty Council

- (a) Twenty days prior to the conclusion of the term of the current Chair of the Faculty Council, the Nominations Committee shall inform all members of the Faculty Council that nominations for the position of Chair are being requested and shall provide a nomination form for this purpose. The criteria for nominees are as follows:

- i. tenured faculty member in the College of Education;
- ii. knowledgeable of Faculty Council policies and procedures.

(b) A Faculty Council member shall be nominated for the position of Chair when the nomination form referred to in (a) containing the consent of the nominee is endorsed by two members of the Faculty Council and returned to the Nominations Committee on or before the date specified by the Nominations Committee. The nomination form will contain a brief description of the nominee, indicating the nominee's qualifications and experience relevant to the criteria.

(c) Five days prior to the date of the election, the Nominations Committee shall provide to all voting members of the Faculty Council a ballot setting out the names of the nominees and the brief description of each nominee referred to in (b). Information accompanying the ballot shall indicate that the ballot is to be returned to the Nominations Committee on or before the date specified.

(d) The results of the balloting shall be reported by the Chair of the Nominations Committee to the next meeting of the Faculty Council. The Chair of the Nominations

Committee shall rule on any election irregularities. The Chair's decision on matters of election irregularities shall be final; the Chair of the Nominations Committee shall make a report of such election irregularities and decisions pertaining thereto to the Faculty Council at its next meeting.

(e) In the event that two or more nominees with the most votes receive the same number of votes (i.e., a tie), the Chair of the Nominations Committee shall select the incoming Chair by lot.

(f) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations shall be sent. If the second call for nominations does not elicit a nomination, then the Nominations Committee shall nominate a member of Faculty Council who fits the criteria (a member of Faculty Council who is a tenured member, and knowledgeable of policies and procedures) to serve as Chair for a one-year term, and a call for nominations for Chair will go out the following year.

(g) Subject to 2 above, the Chair of the Faculty Council may be removed by a vote of 2/3 of the voting members of the Faculty Council. A Chair of Faculty Council shall be eligible for re-election to this position in the third year following the completion of his or her term for an additional two year term.

(h) The Nominations Committee shall choose the first runner-up among those nominated for Chair to serve as Vice-Chair for a period of two years. When the nomination process yields only one nomination, that nominee shall be acclaimed Chair for a period of two years. Furthermore, and under such circumstances where the position of Vice-Chair is vacant, the Chair of Faculty Policy and Planning Committee, or another standing committee of Faculty Council (but not including the Governance Committee) will be named by the Nominations Committee as Vice-Chair until such time as that member no longer sits as Chair of the Faculty Policy and Planning Committee, or the next election for Chair of Faculty Council takes place, whichever is shorter.

D. Duties of the Chair

The Chair shall be responsible for the following:

1. To preside at all meetings of the Faculty Council, to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws;
2. To prepare a draft agenda, with the support of the Executive Support assigned to Faculty Council, for each meeting of the Faculty Council and to present it for approval at the meeting;
3. In accordance with the University Council's Bylaws, to transmit to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school;
4. To ensure the maintenance of an ongoing archive of the official proceedings and all approved agendas and minutes of Faculty Council meetings, including a catalogue of all motions made by Faculty Council; and (e) As the spokesperson for Faculty Council, to explain the decisions, activities, and procedures of Faculty Council;
5. The Chair may seek the guidance and assistance of the Governance Committee with respect to matters of procedure;

6. The Vice-Chair shall be selected in accordance with procedures outlines in items 2 and 3 above;
7. In the Chair's disability or absence, the Vice-Chair shall have all the powers and perform all the duties of the Chair. The Vice-Chair will preside at meetings in place of the Chair if the Chair declares a conflict of interest in any matter;
8. The Executive Support acts as the delegate of the University Secretary under University Council's Bylaws Part Three, Section V.1.E. Under the general direction of the Chair, the Executive Support shall be responsible for the following:
 - a. To assist the Chair in the preparation of agenda and minutes;
 - b. To arrange for the distribution of notice of meetings, agendas, and minutes to all members of the Faculty Council;
 - c. To keep records of attendance at all meeting; and
 - d. To keep records and maintain an ongoing catalogue of all motions, resolutions, and other decisions taken at meetings and, further, to destroy audio recordings made after official minutes have been approved by Faculty Council.

E. Procedures and Voting

1. Meetings shall be presided over by the Chair or, in the absence or disability of the Chair, the Vice Chair, or, in the absence or disability of both, by any other member of the Faculty Council as agreed to by the majority of members at the meeting.
2. The agenda will be approved at the beginning of each meeting. Notice of any substantive motions to be voted upon by the Faculty Council will be included in advance in the agenda material. A 'substantive motion' refers to any motion dealing with a substantive matter which requires consideration by members of the Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this definition will be determined by the Chair. This requirement may be suspended upon vote of 2/3 of the members present and voting at a meeting.
3. Notwithstanding Section E(4) and F(2), the convocation lists of degrees, certificates, honours and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material but may be circulated at the meeting at which these items are considered.
4. Except as provided elsewhere in these bylaws, all questions legitimately before Faculty Council shall be decided by a majority of votes of the members present. The Chair shall not vote on a motion before Faculty Council except when there is an equal number of voting members supporting and opposing the motion.
5. Voting will normally be by show of hands. A procedural motion to require a written vote must be seconded and approved by majority.
6. In matters requiring an urgent decision, and at the call of the Chair, a motion may be put to the members electronically. Electronic approval of a two-thirds majority of the voting members of Faculty Council to any motion will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened, and will be recorded in the minutes of the next regular meeting.

7. Any member may have his or her vote or absenteeism from vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any one member.
8. For procedures not covered in these bylaws, Faculty Council adopts the rules of order contained in *Procedures for Meetings and Organizations, Third Edition* by Kerr and King, 1996.

F. Standing and Ad Hoc Committees

1. Faculty Council may establish standing and *ad hoc* committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
2. Unless a motion of Faculty Council passed in accordance with a delegation by the University Council specifically provides otherwise, all recommendations of committees will be brought to Faculty Council for consideration.
3. All standing committees and *ad hoc* committees will meet and report to Faculty Council at least once each academic year. Responsibility for calling committee meetings rests with the Chair of the committee.
4. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Faculty Council.
5. There is no requirement that committees be composed entirely of Faculty Council members.
6. All standing and *ad hoc* committees will have written terms of reference outlining their composition and accountabilities. Each committee should regularly review its own terms of reference, and may recommend changes to Faculty Council as required. The membership and terms of reference of standing committees of the Faculty Council as well as other committees of the College of Education are specified in Part Two of these bylaws.
7. The term of office for the Chair and members of standing committees is as outlined in the respective terms of reference.
8. Term of office for chairs and members of standing committees will begin July 1 unless otherwise determined by the Chair of Faculty Council. The term of student members will normally begin on September 1.
9. A vacancy will be declared in the case of a committee member who will be absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more.
10. In the case of a vacancy on a committee between meetings of the Faculty Council, the Faculty Council delegates authority to fill the vacancy to the Chair of Faculty Council in accordance with the membership requirements of the committee, for the balance of the academic year.
11. The Chair of Faculty Council is an *ex officio* non-voting member of all standing committees.

12. An *ex officio* member of a committee may designate an individual to serve in her or his place with the same powers as the designator. Such designations shall last for a 12-month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her place. To initiate the designation, the *ex officio* member will inform the Chair of the Faculty Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the Faculty Council with a voice but no vote.
13. Committees may appoint a vice chair. In the absence of the chair, and where a vice chair has been appointed, the vice chair will preside. In the absence of both the chair and vice chair, the committee may appoint a member to chair the meeting.
14. The quorum for all standing committees is as outlined in the terms of reference for that committee.
15. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote. The committee chair shall have the deciding vote in the case of a tie.
16. Committees shall ensure that minutes are taken at meetings; these minutes shall be made available through the internal, secure college website to all members of the Faculty Council.
17. The Dean may seek the advice or assistance of a committee of Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the Faculty Council, and the committee shall report to Faculty Council on the general nature of the advice given.

G. Records

1. Council bylaws require that “each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of the Faculty Council. A copy of the proceedings shall, upon request, be furnished by its Secretary to the Chair of the University Council and/or to the President of the University.”
2. Wherever practical, draft minutes, including a record of all motions and resolutions, from all regular and special meetings shall be circulated to all members with the agenda material for the next meeting, and will be presented for adoption at that meeting.
3. Subject to section 4, the record of all general and special meetings shall, once adopted, be signed by the presiding Chair and the Recording Secretary of the meeting and kept in the College Dean’s Office where it shall be available for inspection by any member of the Faculty Council.
4. Records of motions from closed sessions may be deemed confidential by the Chair and the related portion of the minutes may remain confidential at the discretion of the Chair. In such cases the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.

H. Independence and Conflict of Interest

1. Members of the Faculty Council and its committees will have as their principal concern the welfare of the college and of the university. They will exercise independent judgment and may not act as agents of any person or organization. [taken from Council Bylaws, Part Two, Section V.1].
2. There are no restrictions on the right of a member of Faculty Council to participate in debate and to vote on any matter that comes before the Faculty Council. However, if a member of Faculty Council has a conflict of interest in any matter under consideration, the member shall disclose his or her interest when speaking on the matter in Faculty Council proceedings, and the disclosure will be recorded in the minutes.
3. A member of a committee of the Faculty Council will disclose and identify a conflict of interest (including a perceived conflict of interest), and will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter. The minutes will reflect the disclosure and any abstention or withdrawal.
4. The Chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee, and to ask such a member to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee.

Part Two: Standing Committee Terms of Reference

A. Governance Committee

Roles and Responsibilities

- i. The role of the Governance Committee is to review the bylaws and policies of Faculty Council and recommend revisions to the Bylaws, including but not limited to the following:
 - a) Appointment and election of members;
 - b) Duties, terms of office, and election of officers;
 - c) Meetings;
 - d) Procedures and voting;
 - e) Standing Committees and other committees of Faculty Council;
 - f) Records;
 - g) Independence and conflict of interest;
 - h) Amendments.
- ii. Review the membership, powers, and duties of committees of Faculty Council and recommend revisions to the membership, powers and duties of committees;
- iii. Recommend to Faculty Council regulations and procedures for council and council committees; and
- iv. Provide advice to the Chair of Faculty Council on the role of the chair.

Composition

- i. One faculty representative from each of the department[s] (Curriculum Studies, Educational Administration, Educational Foundations, and Educational Psychology and Special Education of the College of Education appointed by the department [in consultation with members of the department] for a three-year term) (voting);
- ii. The Chair or Vice Chair of Faculty Council (Ex-officio; non-voting);
- iii. One Director or designate from ITEP [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s))] (voting);
- iv. One Program Head or designate from the SUNTEPs (Saskatoon or Prince Albert) [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s))] (voting); and
- v. Dean of the College or designate (Ex –officio; voting).

Procedures

- i. The Chair shall be elected from Faculty by the committee on an annual basis.
- ii. Quorum shall be 5 voting members, of which 4 must be composed of those outlined under Composition points i, iii and iv.
- iii. The committee shall meet as required.

B. Faculty Policy and Planning Committee

Roles and Responsibilities

The role of the Faculty Policy and Planning Committee is to:

- i. Receive, consider, and then recommend proposals to the College of Education Faculty Council for enhancing academic policy and planning, including mission statements, goals, and strategic objectives, where appropriate;
- ii. Recommend policy, program, and structural development to the College of Education Faculty Council for addressing academic needs, challenges, demands, and opportunities;
- iii. Recommend to the College of Education Faculty Council the establishment of ad hoc committees that will research and report on policy development, and program or structural development; and
- iv. Recommend to the College of Education Faculty Council the establishment of ad hoc committees that will provide support for professional learning in key strategic initiatives including, but not limited to:
 - Academic freedom and responsibilities of faculty;
 - Experimentation in new areas of development in instruction;
 - Indigenization and reconciliation.

Composition

- i. One faculty representative from each of the department[s] of (Curriculum Studies, Educational Administration, Educational Foundations, and Educational Psychology [and Special Education]) of the College of Education (appointed by the department [in consultation with members of the department] for a three-year term) (voting);
- ii. The chair or vice chair of Faculty Council (Ex-officio; non-voting);
- iii. One Director or designate from ITEP [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s)) (voting);
- iv. One Program head or designate from the SUNTEPs (Saskatoon or Prince Albert) [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s)) (voting);
- v. One representative from each of the Student Groups (Education Students' Society, SUNTEP Students' Society, ITEP Students' Society, Education Graduate Students' Society) [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (r)) (voting); and
- vi. Dean of the College or designate (Ex –officio; voting).

Procedures

- i. The Chair shall be elected from faculty, by the Committee, on an annual basis.
- ii. Quorum shall be 5 voting members, of which 4 must be composed of those outlined under Composition points i, iii and iv.

C. Undergraduate Program Committee

Preamble

The Undergraduate Program Committee employs representative democracy processes to bring recommendations to Faculty Council regarding all aspects of undergraduate programs in the College of Education. The purpose of this committee is to consult, develop, and make recommendations regarding the design of undergraduate programs and to monitor all aspects of implementation.

Roles and Responsibilities

The role of the Undergraduate Program Committee is to:

- i. Ensure that learning outcomes of all courses and practica contribute to the achievement of said goals.
- ii. Initiate periodic evaluations of the teacher education program ensuring that information is gathered from teacher candidates, staff and faculty and through collaborative consultations with appropriate internal and external bodies including: Colleges of the University of Saskatchewan, ITEP, SUNTEP, the Faculty of Education, University of Regina, First Nations University of Canada, the Ministry of Education, the Saskatchewan Professional Teachers Regulatory Board, the Saskatchewan Teachers' Federation, and other educational partners.
- iii. Initiate and review proposals for undergraduate program changes and, in collaborative transparent consultation with appropriate internal and external bodies, make recommendations to Faculty Council of the College of Education for open discussion and decision-making.
- iv. Review proposals for new and revised courses and, in collaborative transparent consultation with appropriate internal and external bodies, make recommendations to Faculty Council of the College of Education for open discussion and decision-making.
 - New and revised course proposals shall be submitted by appropriate department.
 - A Special Topics course can be taught a maximum of two times. For further offerings, a new course proposal must be approved by the department and then submitted to the Undergraduate Programs Committee for approval.
- v. In consultation with appropriate internal and external bodies, develop and review college policies and regulations concerning the undergraduate teacher education program including admission standards, degree requirements, and Student Teaching and Extended Practicum policies and requirements and make recommendations to Faculty Council of the College of Education for open discussion and decision-making.

Composition

The Undergraduate Programs Committee is composed of the following members:

- i. The Associate Dean, Undergraduate Programs, Research, & Partnerships;
- ii. One member from the Undergraduate Program Office;
- iii. One faculty representative from each of the four Departments of the College of Education appointed by the Department Head in consultation with the department members for a three year term;

- iv. Three (3) teacher candidates (one designated by the Education Students' Society, one designated by the ITEP Student Council, and one designated by the SUNTEP Student Representative Council);
- v. The Program Head or Directors of ITEP, SUNTEP-Saskatoon, SUNTEP-Prince Albert or her/his designate [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s)); and
- vi. A representative from the STF.

Procedures

- i. Members of the committee shall elect the chairperson. A designate shall be appointed by the chairperson to act in this capacity in the event of her/his absence from a meeting. Each member of the committee shall have a vote.
- ii. There will be one vote provided to the collective of students representing ESS, ITEP and SUNTEP student societies. Each of the remaining members of the committee shall have one vote.
- iii. Quorum shall be 50% plus 1. Although all students will be invited to attend meetings, only one student will be counted for the purpose of quorum.
- iv. Members of any UPC standing or ad hoc committees can be drawn from appropriate external and internal bodies at the discretion of the Undergraduate Program Committee.

D. Student Affairs and Academic Standards Committee

Preamble

The Student Affairs and Academic Standards Committee is responsible for matters involving the welfare of teacher candidates, especially the monitoring of standards of academic achievement and professionalism and ensuring the just and fair treatment of teacher candidates in the College of Education.

Roles and Responsibilities

The role of the Student Affairs and Academic Standards Committee is to:

- i. Consider and rule upon requests not handled by the Associate Dean Undergraduate Programs, Research and Partnerships and initiated by a teacher candidate, the Associate Dean Undergraduate Studies, Research and Partnerships, a faculty member, a Program Head or Director of a TEP program, or a program counsellor for a modification of a teacher candidates program that will impact certification;
- ii. Review the standing of all teacher candidates at the end of the academic year in accordance with approved promotion and convocation standards;
- iii. Consider applications for Deferred Examinations not dealt with by the Associate Dean Undergraduate Programs, Research and Partnerships, as provided for by section 3.e and for Supplemental Examinations as provided by section 3.f of the "University Council and College Regulations on Examinations and Student, Grievances, Appeals and Discipline Regulations;"
- iv. Consider applications for Special Deferred and Special Supplemental Examinations not handled by the Associate Dean Undergraduate Programs, Research and Partnerships for which a date has been agreed to by the instructor;

- v. Consider a request by a teacher candidate for an award of a pass (P) standing for a course in lieu of writing a deferred examination, providing the teacher candidate has obtained a grade of at least 70% in term work in the course in question and provided that the instructor of the course recommends Aegrotat standing;
- vi. Consider a request by a teacher candidate for an award of a Faculty Pass if he or she is in the final year of the B.Ed. program and has failed in only one course with a grade greater than 30% and has a C.W.A. (cumulative weighted average) of at least 70%;
- vii. Consider requests by teacher candidates for exemption from all or part of Field Experience or the Extended Practicum;
- viii. Determine the eligibility of teacher candidates who have either a W, WF, or F assigned for the Extended Practicum after the second attempt who are requesting permission to repeat the Extended Practicum. The Committee will specify the conditions associated with the request to attempt a third Field Experience or Extended Practicum experience. Students who receive a W, WF, or F after a third attempt at a Field Experience or Extended Practicum experience will be ineligible to complete the Bachelor of Education program.
- ix. Act as the College Committee on Academic Dishonesty to deal with allegations of academic dishonesty and other academic offenses as outlined in the University Council and College Regulations on examinations, student grievances, appeals and discipline. The committee is used only when all other paths to resolution have been exhausted (i.e. informal resolution, resolution with instructor, department, etc.).
- x. Require or advise a teacher candidate to discontinue his or her studies in the College of Education for unprofessional conduct or for reasons other than academic performance;
- xi. Consider requests from Faculty for exemptions from final examinations;
- xii. Consider requests for Retroactive Withdrawals from coursework;
- xiii. Consider requests for extensions of program;
- xiv. Consider requests for course retentions past the 8 year expiry period;
- xv. Refer appeals of previous decisions with the presentation of new documentation, evidence or information to the Dean or the Dean's designate;
- xvi. Invite or require teacher candidates or other persons to appear before the committee when needed;
- xvii. Strike an Awards subcommittee responsible for
- xviii. Reviewing the terms of reference of bursaries, scholarships and awards to ensure that they are consistent with the aims of the College or Education and current economic and social conditions;
 - a. Approving the disbursement of College administered undergraduate bursaries, scholarships and awards.
 - b. Submitting an annual report to SAASC acknowledging award recipients.

Composition

- i. Associate Dean, Undergraduate Studies, Research, and Partnerships (ex-officio- voting);

- ii. One faculty representative from each of the four Departments of the College of Education appointed by the Department Head in consultation with the department members for a three year term;
- iii. Three (3) teacher candidates (one designated by the Education Students' Society, one designated by the ITEP Student Council, and one designated by the SUNTEP Student Representative Council); and
- iv. The Program Head or Director of ITEP, SUNTEP-Saskatoon, SUNTEP-Prince Albert and or her/his designate [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s))].

Procedures

- i. Members of the committee shall elect the chairperson. A designate shall be appointed by the chairperson to act in this capacity in the event of her/his absence from a meeting.
- ii. There will be one vote provided to the collective of students representing ESS, ITEP and SUNTEP student societies. Each of the remaining members of the committee shall have a vote.
- iii. Quorum shall be 5 voting members.

E. Nominations Committee

Roles and Responsibilities

The role of the Nominations Committee is to:

- i. Nominate candidates for election as Chair and Vice-Chair of Faculty when the Chair or Vice-Chair vacates or at the end of their terms;
- ii. Appoint persons to standing committees, sub-committees, and ad hoc committees as required in the case of a vacancy or an unfilled position. Such action shall be reported at the next meeting of Faculty Council; and
- iii. Nominate candidates for election as members of any other committee or body that requires representation from the Faculty Council.

Composition

- i. One faculty representative from each of the department[s] (Curriculum Studies, Educational Administration, Educational Foundations, and Educational Psychology [and Special Education]) of the College of Education (appointed by the department [in consultation with members of the department] for a three-year term) (voting);
- ii. The chair or vice chair of Faculty Council (Ex-officio; non-voting);
- iii. One Director or designate from ITEP [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s)) (voting); and
- iv. One Program Head or designate from the SUNTEPs (Saskatoon or Prince Albert) [as outlined in the University Council Bylaws (Part III. Sec V. 1B [Faculty Council of the College of Education] (s)) (voting).

Procedures

- i. The Chair shall be elected by the Committee.

- ii. Quorum shall be three voting members of the Committee.
- iii. The Committee shall meet as required.