

**PRINCIPLES AND PROCEDURES  
OF GOVERNANCE<sup>1</sup>**

**FOR THE  
FACULTY OF EDUCATION  
SIMON FRASER UNIVERSITY**

**June 2009**

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<sup>1</sup>*This document was updated and accepted on June 29, 2009 by the General Faculty Meeting in the Faculty of Education. The process of reviewing this document will take place every 6 – 7 years prior to the creation of the External Review Self Study Document. Amendments can occur at any time.*

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## GLOSSARY

**Award:**

Includes, but is not limited to, honorary degrees, research grants, fellowships, scholarships or bursaries (source: <http://www.sfu.ca/policies/information/I10-10.htm>).

**Candidate:**

Refers to a current or prospective student or employee, or nominee who is being considered by a committee (source: <http://www.sfu.ca/policies/information/I10-10.htm>).

**Closed Meetings:**

Meetings restricted to the voting committee members and invited resource people.

**Committee:**

Includes a subcommittee, a committee of one, and the General Faculty Meeting (source: <http://www.sfu.ca/policies/information/I10-10.htm>).

**General Faculty Meeting:**

The General Faculty Meeting is the principal governing forum of the Faculty of Education. Voting members of the General Faculty Meeting, with the right to participate in decisions made by consensus or vote are: tenure and non-tenure track continuing faculty; limited term faculty with appointments greater than one year; coordinators, faculty associates and student members of the Professional, Undergraduate, Graduate and Field Program Committees.

**Continuing Faculty:**

All tenure-track faculty and continuing lecturers. Full-time and part-time employees in the following categories: Instructors, Assistant Professors, Associate Professors, Professors, Lecturers Senior Lecturers and Lab Instructors.

**Director of a Program Area:**

Equivalent to a Chair of a Department or a Director of a School.

**Limited Term Faculty Member:**

A limited term faculty member is an individual who does not hold an appointment with another university, or an equivalent position in another appropriate organization (source: <http://www.sfu.ca/policies/academic/a12-05.htm>).

**Preamble:**

The Governance document should be considered a living document. Changes in the document can come from faculty, administrators, committees, and others involved in the work of the wider community. All revisions should however be confirmed by the General Faculty Meeting.

# **GOVERNANCE FOR THE FACULTY OF EDUCATION**

## **STATEMENT OF PRINCIPLES OF GOVERNANCE**

Governance is a means and method to achieve an end. No single document can cover all eventualities or specificities. The General Faculty Meeting sets policy for governance within the framework prescribed by University regulations. The Faculty of Education agrees upon these general goals and principles to guide it:

1. The Faculty of Education (Faculty) is committed to an open, collegial and inclusive style of governance encouraging all members of the Faculty to participate in the meetings of the General Faculty Meeting. The Faculty affirms the value of wide consultation and transparency on all matters of governance.
2. The main purpose of the General Faculty Meeting is to advance the development and dissemination of information, knowledge and understanding of education through teaching, research and community service. The Faculty encourages its members to work with a wide range of communities of interest, to collaborate for mutual benefit of students and the university community, and to work for the benefit of society.
3. To this end, our principles of governance, day-to-day interpretations and administration are expected to facilitate, optimize, and recognize the contributions that faculty members, faculty associates/coordinators, staff, and students can make in the above-specified ways.
4. The Faculty values collegial participation in governance and expects each member to stand for election or appointment to committees on a regular basis.
5. The Faculty recognizes that the powers and operational responsibilities of directors, committees, and other forms of governance in the Faculty are derived from, and accountable to, the General Faculty Meeting, except where limited or directed by University regulation or Faculty policy.
6. It is the responsibility of Faculty Administrators to advise, interpret and carry out policy, and report regularly.
7. The General Faculty Meeting shall generally operate using Robert's Rules of Order.
8. The General Faculty Meeting will update this document on an ongoing basis with a comprehensive review occurring during the period of Faculty "Self Study."

## COMMITTEES OF THE FACULTY OF EDUCATION

### 1. General Faculty Meeting

The General Faculty Meeting is the principal governing forum of the Faculty of Education. The Executive Committee sets the agenda and the Dean or Dean's designate chairs the meeting. Voting members of the General Faculty Meeting with the right to participate in decisions made by consensus or vote include:

- Continuing Tenure-track and Teaching faculty
- Limited Term faculty with appointments greater than one year
- Coordinators, Faculty Associates and student members of the Professional, Undergraduate, Graduate and Field Programs Committees.

Decisions are made by consensus or vote. Results will be reported in subsequent meeting minutes.

#### *Notice of Meetings*

Notice for all regular and extraordinary meetings (including retreats) will generally be made as far in advance as possible and not less than one week in advance. The calendar of meetings can be found on SFU Connect; contact the Dean's Office for access to this calendar.

#### *Scheduling of Meetings*

The General Faculty Meetings are normally the fourth Monday of every month. Other meetings are called as required.

### *Agenda*

The Dean or Dean's designate will chair the General Faculty Meetings. Any member of the Committee may submit agenda items to the Executive Committee for review and inclusion on the agenda of the General Faculty Meeting. Minutes of each meeting are taken by the recording secretary and will be circulated by e-mail and archived on the Faculty of Education website with the next agenda. Decision-only minutes will include a list of actions to be taken.

Faculty meetings are normally held on Burnaby campus. It is recommended that the General Faculty Meeting arrange to meet at the SFU Surrey campus twice a year.

An extraordinary meeting of the General Faculty Meeting may be called by request of any one-third of eligible voting members, subject to due notice of seven working days, with an agenda and rationale. Other meetings of faculty, staff, or operating committees are highly valued in Faculty governance.

### *Closed Meetings*

From time to time, a General Faculty Meeting will be held to discuss matters of professional standards, academic self-governance or strategic planning, which necessitate confidential disclosure. Only voting members and invited resource people may attend these closed meetings.

## **2. Executive Committee**

### *Functions*

1. To serve as an advisory committee to the Dean.
2. To review, coordinate, and report on activities of different program areas to the General Faculty Meeting and when necessary, to make recommendations to appropriate Faculty bodies.
3. To serve as an agenda committee for General Faculty Meetings and ensure adequate documentation of matters brought to the Faculty.

### *Composition*

1. The Dean of the Faculty of Education (Chairperson)
2. The Associate Dean, Academic.
3. The Associate Dean, Administration.
4. The Director of Graduate Programs.
5. The Director of Professional Programs.
6. The Director of Field Programs.
7. The Director of Undergraduate Programs.
8. The Director of International Programs (ex officio).
9. The Director of Administrative Relations.
10. The Member-At-Large (tenure-track faculty member).
11. The Director, Administration (ex officio/non-voting).

### *Term of Office*

1. Members of the Committee will serve for the duration of their appointments.
2. The Member-At-Large will generally serve a three-year term.

## **3. Professional Programs Committee**

### *Functions*

1. To consider and make recommendations to the Faculty of Education on all matters relating to the professional courses and programs of the Faculty.
2. With respect to professional courses and programs, to fulfill the responsibilities of departmental and faculty undergraduate studies committee.

### *Composition*

1. The Director of Professional Programs (Chairperson).
2. Four faculty members elected by and from the faculty.
3. Two coordinators elected by the coordinators (one representing the Lower Mainland districts or on-campus jurisdictions and the other representing the external programs).
4. Two faculty associates elected by the faculty associates; one in the second year of appointment, one in the first.
5. Two students.
6. The Dean of the Faculty of Education (ex officio/non-voting).
7. Non-voting resource people may be invited by the Committee, which shall determine the basis of their participation.

### *Terms of Office*

1. Term of office for elected faculty shall be two years and membership will normally begin on August 1st.
2. Terms of office for students, faculty associates and coordinators will be one year and will normally begin August 1st.
3. If a member is to be absent for a period of one semester, the Committee may name an alternate. If a member is to be absent for a longer period, he/she shall be replaced on the Committee by election.

### *Professional Programs Subcommittee*

The PDP Scholarship and Awards Committee and Faculty Associates Appointments Committee will be responsible for advising the Director of Professional Programs on scholarship and awards and appointments respectively. The PDP Faculty Associates Appointments Committee will include a majority of faculty. The terms of reference and composition of sub-committees will be reported by the Director for ratification by the faculty.

#### **4. Undergraduate Programs Committee**

##### ***Functions***

1. To consider and make recommendations to the Faculty of Education on all matters relating to the undergraduate courses and programs of the Faculty.
2. To recommend to the Faculty of Education candidates for the Bachelor of Education degree.
3. To fulfill the responsibilities of departmental and Faculty undergraduate studies committees.

##### ***Composition***

1. The Director of Undergraduate Programs (Chairperson).
2. Four faculty members elected by and from the faculty.
3. Two students elected from and by members of the Education Student Union.
4. The Dean of the Faculty of Education (ex officio/non-voting).
5. Non-voting resource people may be invited by the Committee, which shall determine the basis of their participation.

##### ***Terms of Office***

1. Term of office for faculty members shall be two years and membership will normally begin August 1st.
2. Term of office for students shall be one year, and will normally begin August 1st.
3. If a member is to be absent for a period of one semester, the Committee may name an alternate. If a member is to be absent for a longer period, he/she shall be replaced on the Committee by election (faculty member) or nomination (student).

#### **5. Graduate Programs Committee**

##### ***Functions***

1. To consider and make recommendations to the Faculty of Education on all matters relating to the graduate courses and programs of the Faculty.
2. To fulfill the responsibilities of departmental and Faculty graduate studies committees as delineated in the university graduate studies regulations.

##### ***Composition***

1. The Director of Graduate Programs (Chairperson).
2. Four faculty members elected by and from the faculty.
3. A student (and alternate) elected by and from the graduate students of the faculty.
4. A faculty associate elected by and from those appointed to work in Graduate Programs.
5. The Dean of the Faculty of Education (ex officio/non-voting).
6. Director of Field Programs, or designate (ex officio/non-voting).

7. Non-voting resource people may be invited by the Committee, which shall determine the basis of their participation.

### ***Terms of Office***

1. Term of office for faculty members shall be two years and will normally begin August 1st.
2. Term of office for student and faculty associate members will be one year, and will normally begin August 1st.
3. If a member is to be absent for a period of one semester, the Committee may name an alternative. If a member is to be absent for a longer period, he/she shall be replaced by election.

## **6. Field Programs**

### ***Functions***

1. To consider and make recommendations to the Faculty of Education on matters relating to the off-campus in-service education programs administered by Field Programs.
2. To advise the Director of Field Programs concerning the articulation and coordination of the Field Programs area with the other three program areas of the Faculty.
3. To recommend to the Faculty the frameworks of all Field Programs and to approve specific offerings within these frameworks.
4. To approve all EDPR special topics credit course offerings.
5. To consider and recommend to Faculty for approval all EDPR calendar courses.
6. The Committee may assume further specific functions as requested by the Dean in consultation with the Committee and the Director of Field Programs.

### ***Composition***

1. The Director of Field Programs (Chairperson).
2. Four faculty members elected by and from the faculty.
3. In-service Coordinator(s).
4. Two In-service Faculty Associates, rotated by semester.
5. The Dean of Education (ex-officio/non-voting).
6. Non-voting resource people may be invited to attend Committee meetings. In such cases, the Committee shall determine the basis of their participation.

### ***Terms of Office***

1. The term of office of the Chair shall coincide with that of the Director of Field Programs.
2. The term of office for Faculty members shall be for two years, normally commencing August 1st. Terms will be staggered so that no more than two members are replaced at one time.
3. The term of office of the In-service Coordinator(s) and Dean shall coincide with the term of his/her/their appointment.

## **7. Faculty Appointments Committee**

### ***Functions***

1. To review all candidates for appointment, arrange appropriate screening procedures, short list candidates and recommend candidates for appointment in accord with University Policies and Procedures A10.01, and other Academic Policies.

### ***Composition***

1. The Associate Dean, Academic (Chairperson).
2. Three faculty members elected by and from the faculty (four if hiring load is excessive).
3. If not already represented on the Committee, two additional faculty members in the same academic area of the position or in a cognate area, to be appointed by the Committee.
4. Four Program Directors (or three if the Associate Dean's portfolio includes a program area).
5. Non-voting resource people may be invited by the Committee, which shall determine the basis of their participation.

### ***Terms of Office***

1. Term of office shall be one year and will normally begin August 1st.

## **8. Faculty Tenure and Promotion Committee**

### ***Functions***

1. To make recommendations on contract renewal, tenure, and promotion in accord with University Policy and Procedures A11.01.
2. To consult with the Chairperson with respect to the merit component of annual salary increase recommendations in accord with University Policies and Procedures A20.01.

### ***Composition***

1. Chairperson, normally a tenured Full or Associate Professor elected by and from the faculty.
2. Six members of faculty elected by and from the faculty where at least one and no more than three from each of the ranks of Professor and Associate Professor, and one Assistant Professor. A faculty member whose case for contract renewal, tenure or promotion will be considered by the committee is not eligible for membership on the Faculty Tenure and Promotion Committee.

### ***Terms of Office***

1. Term of office for the Chairperson shall normally be three years beginning May 1st.
2. Term of office for other members shall be for one year beginning May 1st.

### *Election of Chair*

1. The Chair must be either a tenured Full or Associate Professor who has been a faculty member at SFU at least five years. He/she will normally be appointed for a three-year term.
2. Candidates for Chair of the Tenure and Promotion Committee may be nominated by another tenure-track faculty member or be self-nominated. Five other tenure-track faculty members in the Faculty must sign the nomination form.
3. The Dean's Office will conduct a ratification vote if there is only one nominee and an election if there is more than one nominee. Only tenure-track faculty are eligible to vote.
4. To be appointed Chair of a Tenure and Promotion Committee, a nominee must receive a majority of the votes cast, whether the vote is by ratification or an election.

## **9. Faculty Research Opportunities Committee**

### *Rationale*

The Research Opportunities Committee (ROC) will enable the Faculty of Education to develop and respond to prospects for pursuing and extending its missions in research and scholarship.

### *Functions*

1. To articulate and foster a culture of research and scholarship in the Faculty of Education.
2. To manage such budget as assigned to the Committee by the Dean.
3. To promote faculty members' and graduate students' scholarly development through workshops, seminars, and other activities.
4. To lobby for resources that support ongoing and new research and scholarship in the Faculty of Education.
5. To gather, catalog and adjudicate proposals from faculty members and to distribute and provide support for research and scholarship. These include, but are not limited to, proposals for:
  - a. grants,
  - b. infrastructure,
  - c. collaborative structures to support research and scholarship (e.g., centres, laboratories, institutes) involving colleagues within and external to SFU, agencies, and/or institutions.
6. To solicit from faculty members proposals for new research opportunities.
7. To oversee operations of the Education Research Services and the Research Coordinator(s).
8. To report to the Faculty each semester or as required on the Committee's activities.

### ***Composition***

1. The Dean (Chair).
2. The Faculty of Education Research Coordinator (ex officio).
3. Research Chairs in the Faculty of Education (ex officio).
4. Director of Graduate Programs (ex officio).
5. Three members elected by and from the Faculty, one of whom must be an Assistant Professor (and one alternative member if there is any conflict of interest regarding the Committee's adjudication of a research proposal competition).
6. 1 PhD student having completed at least 2 semesters of study, nominated by the Director of Graduate Programs.
7. 1 EdD student having completed at least 2 semesters of study, nominated by the Director of Graduate Programs.
8. The Faculty of Education Grants Facilitator(s) (non-voting resource).

### ***Quorum***

Quorum is achieved by attendance of the Dean or designate, at least two of the members elected by and from the Faculty, and other voting members for a minimum of five.

### ***Conflicts of Interest***

When potential conflicts of interest concerning research and development (R&D) are identified by any member of the Faculty community, these issues should be communicated to the Research Opportunities Committee or the Dean, as appropriate, for action.

When a member of the ROC is in conflict of interest regarding a matter before the Research Opportunities Committee, the Dean may appoint a temporary alternate member(s) to achieve quorum.

### ***Terms of Office***

1. Term of the appointment of the Dean.
2. Term of appointment for the Research Coordinator.
3. The term(s) of appointment for the Research Chairs.
4. The term of appointment for the Director of Graduate Programs.
5. Terms of office for elected tenure-track Faculty shall be two years and membership will normally begin on August 1st.
6. Terms for students shall be one year and membership will normally begin on August 1st.

## **10. Ad Hoc Committees**

From time to time, ad hoc committees may be struck.

## **11. Student Associations**

### ***Undergraduate Student Union***

Undergraduate student representation in the Faculty of Education is as follows:

- two representatives on each of the Undergraduate and Professional Programs Committees
- one representative for the General Faculty Meeting.

The Undergraduate Student Union's Executive selection procedures and other articles of governance for their constituencies are tabled in Appendix 5.

### ***Education Graduate Student Association (EGSA)***

Graduate student representation in the Faculty of Education is as follows:

- one representative and one alternate on the Graduate Programs Committee
- one representative for the General Faculty Meeting.

## **VOTING AT FACULTY COMMITTEES**

### **1. Open Session of the General Faculty Meetings**

Collegial governance thrives on consensus building and open discussion of matters of policy, procedure and governance. Most decisions taken at the open session of the General Faculty Meeting may be made by consensus or show of hands by simple majority of members present, as determined by the Dean. Results will be reported in subsequent meeting minutes.

### **2. Closed Session of the General Faculty Meetings**

When certain matters require confidentiality in compliance with provincial laws on privacy matters or University regulations, closed sessions of Faculty General Meeting may be held. These matters normally include human resources; hiring of continuing and non-continuing faculty; performance reviews; development of criteria or standards for tenure and promotion; certain financial issues; matters directed to one or another employee bargaining group; or other matters as specified by University policy. Discussion of these confidential matters will normally take place in closed-session meetings with only voting members in attendance.

### **3. Voting**

#### ***Show of Hands***

Matters that do not require secret ballots may be decided by votes by show of hands from those in attendance at General Faculty Meeting meetings or other meetings.

#### ***Secret Ballot on Other Matters***

From time to time, votes by secret ballot may be conducted at the discretion of the Dean, on advice of the Executive Committee, or at the request of the General Faculty Meeting. In cases of vote by secret ballot, quorum will be 50% plus one of eligible voting members. Ballots are destroyed after the current semester plus one additional semester [as per SFU's RRSDA 1998-026], and the results are reported in subsequent meeting minutes.

Aside from these enumerated matters, procedures for other voting decisions are at the discretion of the Dean and the General Faculty Meeting.

### **4. Ratification**

Ratification is normally done by electronic balloting. Demonstrated support is 50% plus one of the received ballots from eligible members who choose to vote.

Ratification is required for the following positions:

- Associate Deans
- Program Directors & Associate Directors (Graduate, Field, Professional & Undergraduate)

### **5. Elections**

All elections are conducted according to SFU regulation. Elections are held for all standing committees.

#### ***Nominations***

For elections held at the University level, completed nomination forms, with an abbreviated CV and/or a statement of interest (combined information limited to one page of single spaced copy) from the nominee must be received in the Dean's Office by the date stated on the nomination form.

If only the required number(s) of nominations are received, the candidate(s) will be declared elected by acclamation.

#### ***Balloting***

If balloting is required, voting will be scheduled over a seven-day period (dates depend on whether voting is conducted on-line or by paper ballot). The candidate with the highest number of votes will be declared elected, provided that all requirements of the election are met.

### ***Faculty Tenure & Promotions Committee (FTPC) Elections***

Election to the FTPC takes place each April, conducted within SFU Policy A11.04 by the Faculty's tenure-track faculty. Composition of the FTPC consists of a Chair, plus six full-time tenure-track faculty members, where both genders and all three ranks are represented. Term of office for the faculty members is one year commencing May 1st. Term of office for the Chair is usually three years commencing May 1st.

The method for electing members of the FTPC is by secret electronic ballot, allowing one week for web survey response. Staff in the Dean's Office, and a faculty member scrutineer counts ballots, and results are forwarded to the Dean.

We typically follow A11.04.

## **6. Quorum**

The number of voting members present.

## **FACULTY APPOINTMENTS COMMITTEE PROCEDURES**

The Faculty's procedures for hiring faculty members separates the responsibilities for the broad identification of the hiring area(s), which is the responsibility of Dean and the creation of the short list for hiring recommendations, which is the responsibility of Appointments Committees, according to SFU Policy A10.01. Final recommendations of the Faculty Appointments Committee must meet a test of demonstrated support of the continuing faculty.

## 1. Responsibilities of Faculty Appointments Committee

The Chair of the Faculty Appointments Committee, in consultation with the Dean if appropriate, is responsible for ensuring the search and appointment process is conducted in a timely fashion so as to make a highly competitive offer.

The responsibilities of the Appointments Committee include:

1. Drafting the advertisement in compliance with University policy and subject to approval of the Dean.
2. Reviewing and evaluating applications subject to SFU Policies A10.01, A11.01, and A11.05.
3. Determining a shortlist of candidates to be interviewed, including candidates for each of the areas named in the advertisement.
4. Scheduling and conducting the interview process.
5. Soliciting, receiving and considering opinions of other faculty members, staff and students.
6. Ranking final candidates.
7. Presenting their recommendation in memo form to the Dean.

## 2. Privacy Considerations

University regulations state that the hiring process must adhere to the following authority covering freedom of information in the collection and distribution of confidential information: “Personal information which is included with an application for an academic appointment is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27 (4) (a)), University Policy A10.01 – Academic Appointments, and the Agreement on the Framework for Collective Bargaining and Consultation between Simon Fraser University and the Faculty Association of Simon Fraser University. The information is related directly to and needed by the University to operate its academic personnel management program and appointment competitions. The information will be used to process applications for academic appointments, assess an applicant’s qualifications, determine if a recommendation to appoint an applicant has the demonstrated support of the department and make a final appointment decision, which means the information may be disclosed to some or all of the following groups within a department: Chairs, Directors, Search Committee members, all faculty members, students and administrative staff. If you have any questions about the collection and use of this information under the University’s appointments policy, please contact the Director of Academic Relations, Office of the Vice-President, Academic. If you have any questions about the collection and use of this information by the department to which you have applied, please contact the department Chair or Director.” See (name of official) for specific wording of this reference.

Reference to this notice must appear on all Faculty of Education advertisements for faculty positions.

### ***Faculty Policy for Disclosure of Confidential Information***

The Search Committee shall have exclusive access to all candidates' personal information. The Faculty shall have access to short-listed candidate files except letters of reference. Prior to candidate visits, these public files will be made available for review in the Dean's Office.

### **3. Candidate Selection Process**

Notice of the shortlist to be interviewed and of the scheduled colloquia of candidates must be circulated to the Faculty in a hardcopy or e-mail memorandum. All candidate files are kept in the Dean's office for review. Access to reference letters is subject to University and Faculty policy (see previous section on Privacy Considerations). Candidate presentations are open to all members of the Faculty. Appointments Committee members will consult widely with their colleagues in the process of their deliberations in the evaluation of the shortlist. Any person who is a candidate for the position shall exclude himself or herself from this process.

The responsibility of the Appointments Committee members is to maintain and protect confidentiality. Concerns about process should be addressed to the Dean. Communication about the Appointments Committee's work is to be addressed to the Dean and the Dean's Executive Committee.

### **4. Demonstrated Support of a Candidate**

The faculty shall demonstrate support for a candidate before an offer of appointment is made, subject to SFU Policy A10.01 and the Framework for Collective Bargaining and Consultation between SFU and the Faculty Association.

Voting by eligible members by electronic ballot shall occur immediately on receipt of the Faculty Appointments Committee's hiring recommendation to the Dean. A single name, or a ranked list, will be circulated to eligible voting members (continuing faculty) as an electronic ballot, normally on the same day or not more than 48 hours after the oral recommendation to the Dean.

Voting is (normally) done by electronic balloting and demonstrated support is 50% plus one of received ballots cast.

## **APPOINTMENTS OF PROGRAM DIRECTORS (AS PER POLICY A13.02)**

### **1. Regular Appointments**

1. At least eight months before the end of the incumbent's appointment, the Dean shall consult with the Faculty about the position. If the Faculty wishes to include external candidates in the search there must be a further consultation with the Faculty involving the Dean and the Vice-President, Academic, who will make the final decision. The search process shall be advisory

to the Vice-President, Academic. If there are only internal candidates, after consultation with the Faculty, the Dean shall name a Program Director.

2. A ratification vote of the recommended candidate shall be held and faculty members shall be eligible to vote. The vote shall be organized by the Dean's Office and the vote shall be counted in the presence of a faculty scrutineer. A positive ratification is one where a majority of those voting support the recommended candidate. The Dean shall forward a recommendation concerning the appointment to the Vice-President, Academic.
3. If the Vice-President, Academic supports the appointment of the recommended candidate, a recommendation to appoint the candidate shall be forwarded to the President for recommendation to the Board of Governors for approval. If the Vice-President, Academic does not support the appointment of a candidate, he/she shall inform the candidate, Faculty and Dean of the reasons and another candidate shall be recommended through the same process.
4. Those eligible to vote for Program Directors are tenure track faculty, continuing lecturers and limited term faculty/lecturers with appointments greater than 1 year.

## **2. Acting Appointments (as per Policy A13.02.5)**

1. It may be necessary to appoint an Acting Program Director where a Program Director is unable to continue in the role either temporarily or permanently. The appointment of an acting Program Director for 4 months or less can be approved by the Dean and does not need ratification by the faculty. An appointment of an acting Program Director for more than 4 months must be ratified by the faculty and must be approved by the Vice President, Academic on the recommendation of the Dean. The term of appointment of an acting Program Director should not exceed 16 months or four semesters.

## **3. Terms of Appointment**

1. Program Directors shall be selected to serve for a term of not less than one or more than three years.
2. An individual may be reappointed to the office of Program Director.
3. During his/her term of office, a Program Director shall serve on a three semester a year basis, with one-month annual vacation.
4. Upon completion of his/her term of office, a Program Director shall be entitled to research leave for two semesters after a three-year term.
5. Normal academic considerations will apply in establishing the basic salary of a Program Director. In addition to the salary, he/she shall receive a stipend for the performance of his/her administrative duties. This stipend shall be paid as long as the person concerned continues to hold the position in question.

## **APPOINTMENT OF ASSOCIATE DEANS (AS PER POLICY A13.03)**

### **1. Appointment of Associate Deans**

1. The Dean shall consult with the Executive Committee on the appointment of an Associate Dean. There shall be a ratification vote on the nomination and a recommendation may proceed to conclusion when a nominee has been approved by more than 50% of those voting. All faculty members in the Faculty are eligible to vote in the ratification vote. Those eligible to vote for Associate Deans are tenure-track faculty, continuing lecturers and limited term faculty/lecturers with appointments greater than one year.
2. An individual may be reappointed to the office of Associate Dean.
3. During his/her term of office, an Associate Dean shall serve on a three semester a year basis, with one-month annual vacation.
4. Upon completion of his/her term of office, an Associate Dean shall be entitled to research leave for two semesters after a three-year term.
5. Normal academic considerations will apply in establishing the basic salary of an Associate Dean. In addition to the salary, he/she shall receive a stipend for the performance of his/her administrative duties. This stipend shall be paid as long as the person concerned continues to hold the position in question.

### **2. Term of Appointment**

The term of the appointment shall be determined by the Dean and may not exceed three years.

## **CONTINUING TEACHING FACULTY (SENIOR LECTURER, LECTURER, LAB INSTRUCTOR; CONCLUDED BY THE VP-ACADEMIC) POLICY A10.01 B**

The request for a continuing teaching faculty position will go to the Appointments Committee and the Appointments Committee shall follow the same procedure as for the search for a tenure-track faculty position.

## **OTHER FACULTY (VISITING FACULTY (A12.04), LIMITED TERM APPOINTMENTS (A12.01 & A12.05), ADJUNCT PROFESSORS (A12.08), UNIVERSITY RESEARCH ASSOCIATES (R50.01), POST-RETIREMENT APPOINTMENTS (A12.10); CONCLUDED BY THE DEAN) POLICY A10.01 C**

The Dean shall consult with the Appointments Committee and the Executive Committee on all remunerated and non-remunerated, non-tenure track faculty positions. The Dean, in consultation with the Appointments Committee and the Executive Committee, shall decide if an advertised search is necessary [SFU Policy A10.01]. Appointments are made in consultation with the

Executive Committee, consistent with relevant University Policy (A12.01, A12.04, A12.05, A12.08, A12.10, and R50.01).

## **TEACHING ASSISTANTS AND TUTOR MARKERS**

Governed by the Teaching Support Staff Union Collective Agreement.

## **SESSIONAL INSTRUCTORS**

Governed by the Teaching Support Staff Union Collective Agreement.

## **DUTIES OF PROGRAM DIRECTORS AND ASSOCIATE DEANS**

Administratively, the Faculty of Education is separated into four functional areas: Graduate Programs, Undergraduate Programs, Professional Programs and Field Programs. Each of these programs shall have a Program Director who reports to the Dean of the Faculty. Since all academic appointments are made in the Faculty of Education—not to a sub-unit such as a department—and since all faculty members can and are expected to participate in all of the four functional areas, the four Program Directors are not Departmental Chairs. Instead, the general responsibilities of Program Directors are as follows:

- A. With respect to the Faculty of Education, the Program Director/Associate Dean shall be responsible for:
  - 1. Participation on the Dean's Executive Committee.
  - 2. Such duties as may be assigned to him/her by the Dean of the Faculty.
  
- B. With respect to his/her particular program area, the Program Director shall be responsible for:
  - 1. Initiation of policy review and policy formation.
  - 2. Implementation of pertinent University and Faculty of Education policies.
  - 3. Coordination of program and curriculum development as Chair of a program committee.
  - 4. Liaison with other program areas within the Faculty of Education, other units within the University and appropriate external agencies relevant to the administration of his/her program area.
  - 5. Report, as required by University policies and procedures, for purposes of promotion, renewal, tenure and salary review on the contribution within his/her program area of each member of the Faculty of Education.
  
- C. With respect to his/her position as Program Director/Associate Dean, a Program Director/Associate Dean should hold the respect of students and colleagues both as a teacher and as a scholar. S/he should be willing for the period of his/her appointment as Program Director/Associate Dean to put the interests of the Faculty of Education ahead of his/her own research interests and the interests of his/her specialty. Program Directors/Associate Deans

are expected not to accept other employment, e.g., consulting, without prior approval of the Dean.

- D. With respect to the position of the Acting Dean of the Faculty of Education, a Program Director/Associate Dean may be named Acting Dean in the event of a short-term absence of the Dean of the Faculty of Education, provided that the Academic Vice-President has been advised.
- E. The specific duties of each Program Director are as follows:
1. The Director of Professional Programs shall:
    - a. Serve as Committee Chair in those cases where general University policies and procedures require committees to be chaired by a Departmental Chair, except for the chair of the FTPC.
    - b. Coordinate the activities of the Professional Development Program.
    - c. Arrange for advising of students in the Professional Development Program.
    - d. Recommend to the Dean candidates for appointment as Faculty Associates in the Faculty of Education.
  2. The Director of Graduate Programs shall:
    - a. Coordinate the activities of the various graduate programs of the Faculty.
    - b. Respond to inquiries, process applications and provide advising services for graduate students and prospective students.
    - c. Recommend to the Dean candidate(s) for appointment as Faculty Associates in the Faculty with duties relating specifically to graduate programs.
    - d. Represent the Faculty on Senate Committees relating to graduate studies.
  3. The Director of Undergraduate Programs shall:
    - a. Recommend to the Dean regarding the scheduling and staffing of undergraduate courses.
    - b. Approve majors and minors for BEd students.
    - c. Arrange for the coordination of EDUC 404, including liaison with the Director of Professional Programs.
    - d. Represent the Faculty on Senate Committees relating to undergraduate studies.
  4. The Director of Field Programs shall:
    - a. Coordinate the activities within Field Programs.
    - b. Recommend to the Dean candidates for appointment as In-service Coordinators and In-service Faculty Associates.
    - c. Represent the Faculty of Education on the Senate Graduate Studies Committee related to graduate programs offered by Field Programs.
  5. The Associate Dean, Academic shall:
    - a. Chair the Faculty Appointments Committee.
    - b. Undertake duties as assigned, and agreed to, by the Dean.
    - c. Represent the Dean in his absence from campus.
    - d. Oversee the External Review.
    - e. Oversee Academic Planning.

- f. Oversee Teacher Education.
  - g. Oversee French Programs.
  - h. Oversee Program Review.
  - i. Oversee First Nations Programs.
  - j. Oversee the Research Opportunities Committee.
6. The Associate Dean, Administration shall:
- a. Represent the Dean in his/her absence from campus.
  - b. Represent the Faculty on Senate (if elected) and committees such as CRUA, SCEMP, and SCUP.
  - c. Be responsible for negotiating the budget for the Faculty and developing policy around budget.
  - d. Be responsible for enrolment management within the Faculty.
  - e. Be responsible for the Education element of the Office of Francophone and Francophile Affairs.
  - f. Oversee the expansion and monitoring of the space in the Faculty.
  - g. Oversee the ongoing monitoring and renewal of governance procedures in the Faculty.
  - h. Monitor the workload and assignments of continuing non-tenure track faculty and limited-term faculty and lecturers.
  - i. Ensure alignment of Faculty Policies with University Policy.

## **DUTIES OF OTHER DIRECTORS AND ADMINISTRATIVE POSITIONS**

1. The Director, International Programs (AD policies).
2. The Director, Administration (AD policies).

## **AFFINITY AREAS**

Several affinity areas have been identified in the Faculty of Education including the following:

- Arts Education
- Counselling Psychology
- Curriculum Theory & Implementation
- Curriculum Theory & Implementation: Philosophy of Education
- Educational Technology and Learning Design
- Indigenous Education
- French Education
- Health Education and & Physical Activity
- Languages, Cultures and Literacies
- Mathematics Education
- Teaching English as a Second/Foreign Language
- Foundations of Academic Literacy.

## **OPERATIONS**

### **1. Budget Decision Making**

The relative priorities of the budget receive full discussion and advice from the Faculty, normally at a spring meeting. Should fundamental changes to the budget be needed due to financial exigencies, this may require review by the Executive Committee and a closed session of the General Faculty Meeting for decision.

### **2. Curriculum Review**

The Faculty acknowledges that, from time to time, there may be need for full review of the curriculum (e.g., to prepare for the External Review), in which case a special subcommittee may be struck in each of Graduate and Undergraduate Committees to create a Curriculum Review Task Force chaired by the Associate Dean, Academic and assisted by the Directors of the program areas. This shall occur one year preceding an External Review, and at any other time deemed necessary. Prior to the yearly election of new members, program committees will review the curriculum for which they are responsible.

### **3. Retreat**

The Faculty will normally hold a retreat annually on strategic direction or at the discretion of the Dean for special policy consideration(s).

### **4. External Review**

The Senate Guidelines for External Review of Academic Units calls for all SFU academic units to be reviewed normally once every seven years.

When the Faculty begins to develop its Self Study Document, it may decide to undertake a retreat to:

- discuss the process for drafting the Faculty's Self Study Document, key themes and procedures for consent on the final draft before it is submitted
- develop the Faculty's focus questions for the Director of Academic Planning in development of the Terms of Reference for the external review team
- develop the list of names of 6 – 9 faculty members from other universities to serve as members of the external review team as well as 3 – 4 SFU faculty member names to serve as an internal member of the review team
- review the Governance document.

The Faculty expects all members of the Faculty to participate in the external review process.

Undergraduate and graduate students are encouraged by the Faculty to participate in the preparation of materials for the Self Study Document. The Director contacts the respective student bodies and representatives and publicizes the review in classes and within the Faculty.

Prior to the site visit, the Faculty prepares and assembles copies of its Self Study Document and distributes it to all members of the Faculty as well as forwarding copies to the Director of Academic Planning along with the Faculty's most recent Academic Plan. The development of the Self Study Document and Academic Plan shall involve appropriate members of the Faculty.

The Vice-President, Academic will circulate the external review report to all members of the Faculty: faculty, staff, faculty associates, coordinators, and students through their representatives.

After the final report of the external review team is received, the Faculty will provide a written response to the external review report.

Four years from the start of the external review cycle, the Executive Committee will produce an update to address the recommendations of the previous external review, and this update will be presented to the Faculty.

## **ADMINISTRATIVE REGULATIONS**

### **1. Academic Discipline/Dishonesty**

The Dean designates the Program Directors to make all first enquiries into allegations of misconduct that are not resolved informally. The exception is in a case where the Director of the program area is relevant to the allegations, in which case the Dean will make all enquiries. The corresponding Program Manager will manage the process, including communication with/from students. The Director will be copied on correspondence concerning results of decisions made. Files of completed cases will be stored in the Dean's Office.

The Faculty will ensure that all course outlines refer to Policy T10.02, Item 4.0, which refers to standards and requirements. This is also published annually in the SFU Calendar, General Regulations section, "Intellectual Honesty," "Academic Discipline." The Faculty also distributes an academic honesty handout to all students called, "Very Important Information About Plagiarism."

### **2. Grade Appeal**

The Dean designates the Directors of the program areas to make the decision as to whether a grade appeal is justified (i.e., non-frivolous) and if so, to manage the process of appeal including assignment of an appropriate second-appraisal of the student's performance.

### **3. Examination and Grading Practices**

The Faculty maintains an active document, constantly modified, which describes in detail the examination and grading practices. This document is distributed to faculty members, instructors, staff, teaching assistants and tutor markers in preparation for the beginning of each semester.

### **4. Scholarships, Fellowships, Research Fellowships, Awards**

#### *Undergraduate Scholarships, Fellowships and Awards*

The Dean designates the Chair of the Undergraduate Programs and faculty members of the Committee to recruit, review and rank applications for scholarships, fellowships and awards. These files will be kept in the office of Director of the Undergraduate Programs Committee.

#### *Doctoral Fellowships, Graduate Research Fellowships, Scholarships*

The Dean designates the Director of the Graduate Programs Committee and his/her designates (e.g., faculty members of the Committee) to review and rank applications for national (e.g., SSHRC), specialized (e.g., COGECO), and University (e.g., GRF) scholarships and awards. Senior supervisors or members of the supervisory committee shall absent themselves if their own students are in the competition. Such rankings will be communicated with explanation to the Director. The Director and Committee shall be responsible to the donor agencies/Universities. These files will be kept in the office of the Director of the Graduate Programs Committee.

### **CENTRES AND INSTITUTES**

The Faculty encourages participation in centres and institutes (as described in SFU Policy R.40.01). Appointments in, and arrangements with centres and institutes that have implications for the Faculty will be discussed first with the Executive Committee and then with the Faculty. Joint appointments in the Faculty involving centres and institutes will be made with the demonstrated support of the Faculty.

## RELATED FACULTY POLICIES

In addition to this governance document, which shall be regularly updated<sup>1</sup> and a comprehensive review to occur prior to the creation of the External Review Self Study Document, the following policy documents are integral to the Faculty's governance and administration and shall be regularly reviewed by the FTPC or other appropriate body. These include:

- FTPC Rules of Procedures
- Criteria and Standards for Tenure and Promotion
- Biennial Salary Review
- Faculty Teaching Credit System
- and any other policy guidelines as promulgated by the Faculty.

## RELATED UNIVERSITY POLICIES

This is a list of SFU policies that are referred to in this governance document:

- 10.01 Academic Appointments
- 11.01 Tenure Track Appointments
- 11.04 Renewal, Tenure and Promotion Committees
- 11.05 Criteria for Appointment, Contract Renewal, Tenure, Promotion and Salary Review
- 12.01 Teaching Appointments
- 12.04 Visiting Scholars
- 12.05 Limited Term Faculty
- 12.08 Adjunct Professors
- 12.11 Professors Emeritus
- 13.02 Appointment of Department Chairs/Directors of Faculty
- 13.03 Appointment of Associate Deans, Associate Chairs/Directors, Program Directors and Coordinators
- R. 50.01 Research Personnel: University Research Associates
- R. 50.02 Research Personnel: Personnel Funded from Research Grant.