UNIVERSITY OF THE FRASER VALLEY

FACULTY OF EDUCATION, COMMUNITY, & HUMAN DEVELOPMENT

UNIVERSITY OF THE FRASER VALLEY

TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF EDUCATION, COMMUNITY, AND HUMAN DEVELOPMENT FACULTY COUNCIL

Approved by ECHD Faculty Council on October 7, 2022.
Approved by Senate on November 18, 2022.

1. PREAMBLE

In accordance with the *University Act of British Columbia, c. 468 RSBC* (1996) faculties of universities are required to make rules for the governance, direction, and management of their affairs and to ensure that such affairs are conducted with representation from their membership.

2. ESTABLISHMENT OF FACULTY COUNCILS

In accordance with the *University Act* and with the amended *University Act*, 2008, Faculty Councils are hereby established as the senior academic governance bodies of the Faculties at the University of the Fraser Valley. Each Council shall be responsible for its Faculty's respective governance and the management of its academic affairs.

3. MANDATE

The Education, Community, and Human Development Faculty Council (ECHDFC) shall:

a. serve as the forum for sharing information and the discussion of academic matters
b. receive recommendations related to academic programs, including but not limited to, the development of new programs, program changes, new courses, and the discontinuation of courses
c. vote on recommendations as related to the above
d. transmit recommendations to Senate
e. pass policies related to the functioning of the Faculty Council
f. deal with matters assigned by the Board or Senate
g. reflect the values of, and advance initiatives related to, equity, diversity, inclusion, and decolonization

4. MEMBERSHIP

4.1 Voting Membership

a. President of the University
b. Dean of the Faculty
c. Associate Dean of the Faculty
d. All permanent faculty members in the Faculty
e. Director of Continuing Education
f. Manager of Continuing Education
g. Two sessional instructor representatives employed within the Faculty, elected by sessional instructors for a one-year term
h. Two support staff representatives employed within the Faculty, elected by support staff for a two-year term
i. Two student representatives, elected by students in the Faculty for a one-year term
j. One academic advisor from the Advising Centre, recommended by the Director of Advising
k. Departments/Schools that offer a major(s) which may be taken as part of a degree program in the Faculty of Education, Community, and Human Development will have two designated representatives, with full voting rights, except that they may not stand for election to Senate or vote to elect a senator as members of ECHDFC.

4.2. Ex-Officio and Non-Voting Members

a. Provost and Vice-President, Academic
b. Registrar
c. University Librarian or designate
d. One representative each from other Faculty Councils
e. Support staff from the Education, Community, and Human Development Dean's Office
f. Instructors with limited term appointments within the Faculty
g. Those invited by the Dean in consultation with the Faculty Council

4.3 Elections

Elections will be conducted by the Committees Assistant.

5. FACULTY BUSINESS

Faculty business will normally be carried out at regularly scheduled Council meetings where there is a quorum.

The Faculty Council has the right to delegate business to Standing Committees and Ad Hoc Committees, which may make recommendations to the Council for consideration. The Dean will assume the role of Chair on these committees until such time as a Chair may be elected by the committee.

a. Standing Committees – Standing Committees will report to the Faculty Council. Membership will consist of members selected in accordance with the Standing Committee's Terms of Reference and members appointed by the Dean to a maximum of 50% of the committee members. The majority of Standing Committee members should be members of Faculty Council. Members appointed by the Dean need not be members of the Faculty Council. The Dean is a non-voting ex-officio member of all Standing Committees.
b. Ad Hoc Committees – Ad Hoc Committees may be struck by the Faculty Council for specific purposes and dissolved upon completion of task.

6. QUORUM AND VOTING

A quorum will consist of at least twenty percent (20%) of the voting members of Council.

Under normal circumstances, discussion and voting takes place during ECHDFC meetings. Decisions are made by a simple majority of voters.

In the event of extenuating circumstances or unforeseen events that cause disruptions to regular meeting schedules, discussion and voting may be conducted exclusively by e-mail or electronic meeting, at the discretion of the Dean. In cases of electronic voting by e-mail, all members must be polled for a minimum of three business days and the number of votes cast must be equivalent to, or exceeded by, the quorum for the decision to be carried. The results of such votes will be reported via e-mail.

7. CHAIR AND VICE-CHAIR

The Dean shall serve as Chair of Faculty Council. A Vice-Chair will be elected by the Council. The Vice-Chair will be elected for a two-year term.

8. AGENDA AND MINUTES

a. The agenda will be set by the Dean in consultation with the Committees Assistant.
b. Agenda, minutes, and supporting documents will be circulated to Council members at least twenty-four hours prior to meetings, though normally members will be given at least seven days advanced notice on voting matters.
c. The Council's work will be supported by the designated Committees Assistant, who will be responsible for continuity of workflow and records management.

9. MEETING TIMES

Meetings will be held during the months of September to June, unless cancelled. Cancellation of meetings will be at the decision of the Dean, with recommendation from the Committees Assistant. Notwithstanding, the Dean has the right to call a Council meeting at any time if there is urgent business that requires the attention of the Faculty Council.

10. REVIEW OF TERMS OF REFERENCE

The Terms of Reference shall be reviewed at least every three years.