



Department of Educational Studies

Department Meeting Terms of Reference Approved May 15, 2014

1. Terms of Reference

Department Meeting is responsible for approving internal policy and procedural guidelines on matters pertaining to general programs and operations of the Department of Educational Studies, within the jurisdictional authority of the Department, the Head's responsibilities, and the policy frameworks of the Department, the Faculty of Education and the University. Department meeting also approves decisions recommended by the Department's committees and meetings on matters of Department-wide matters.

Department Meeting considers and makes recommendations to the Faculty and to other Departments through the Head or the Head's designate(s) on matters with significant consequence to the Department and its members.

Department Meeting is also a forum for discussion of issues of general interest to the Department and its members with respect to graduate and undergraduate programs, scholarship and academic culture, financial matters, and working conditions for the purposes of maintaining overall quality and well-being in these areas.

Members of Department Meeting are expected to participate except when specified leave, professional responsibilities or emergency prevent attendance.

Department Meeting shall normally be scheduled once monthly September to June, and follow general procedures of Roberts' Rules of Order.

2. Voting Members

- 2.1 The Head of Department who shall be Chair or, at the discretion of the Head, another faculty member of Department may be appointed as Chair.
- 2.2 Professors, Associate Professors, Assistant Professors, Instructors I, Instructors II, Senior Instructors, and Lecturers, provided for in the budget of the Department of Educational Studies.
- 2.3 Seven elected graduate student representatives, with one from each of the PhD, EdD, MA, and MEd programs, and one Peer Academic Advisor employed by the department, for a total of eight representatives.
- 2.4 One teacher education student.
- 2.5 One sessional instructor, elected by the sessional instructors provided for in the budget of the Department of Educational Studies.
- 2.6 The Administrative Manager of the Department of Educational Studies (*ex-officio*).
- 2.7 The Dean of the Faculty of Education (*ex-officio*).



3. Non-Voting Members

- 3.1 Professors Emeriti of the Department of Educational Studies.
- 3.2 Adjunct Professors of the Department of Educational Studies.
- 3.3 Associate Members of the Department of Educational Studies with appointments approved by the relevant Heads and Dean(s).
- 3.4 All EDST students not serving as voting members.
- 3.5 All sessional instructors provided for in the budget of the Department of Educational Studies and not serving as a voting member.
- 3.6 The Head's Assistant.
- 3.7 A representative of the Education Library (*ex-officio*).
- 3.8 An elder of the Musqueam people.
- 3.9 Visiting Scholars.
- 3.10 Postdoctoral Fellows.
- 3.11 Representatives of organizations and others as invited, from time to time.

4.0 Quorum

- 4.1 Quorum shall consist of 15 voting members with at least 8 of who shall be faculty members.