<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Appointment Review Committee (AARC)</td>
<td>2</td>
</tr>
<tr>
<td>Academic Workload Advisory Committee (AWAC)</td>
<td>4</td>
</tr>
<tr>
<td>Awards Committee (AC)</td>
<td>6</td>
</tr>
<tr>
<td>Dean’s Advisory Committee (DAC)</td>
<td>8</td>
</tr>
<tr>
<td>Werklund School of Education Advisory Committee (WSEAC)</td>
<td>10</td>
</tr>
<tr>
<td>Werklund School of Education Council (WSEC)</td>
<td>12</td>
</tr>
<tr>
<td>Werklund School of Education Council Executive (WSECX)</td>
<td>15</td>
</tr>
<tr>
<td>Faculty Promotions Committee (FPC)</td>
<td>18</td>
</tr>
<tr>
<td>Faculty Promotion Advisory Committee (FPAC)</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Programs in Education Council (GPEC)</td>
<td>22</td>
</tr>
<tr>
<td>Internationalization Advisory Committee (IAC)</td>
<td>25</td>
</tr>
<tr>
<td>Professional and Community Engagement Advisory Committee (PACE-AC)</td>
<td>27</td>
</tr>
<tr>
<td>Research Advisory Committee (RAC)</td>
<td>29</td>
</tr>
<tr>
<td>Research and Scholarship Leave Committee (RSLC)</td>
<td>31</td>
</tr>
<tr>
<td>Student Academic Appeals Committee (SAAC)</td>
<td>33</td>
</tr>
<tr>
<td>Teaching and Learning Advisory Committee (TLAC)</td>
<td>35</td>
</tr>
<tr>
<td>Undergraduate Programs in Education Council (UPEC)</td>
<td>37</td>
</tr>
<tr>
<td>Undergraduate Programs in Education Scholarship Committee (UPESC)</td>
<td>39</td>
</tr>
</tbody>
</table>
Academic Appointment Review Committee (AARC)

1. **AUTHORITY**

The Academic Appointment Review Committee (AARC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Academic Appointment Review Committee is to consider applications for reappointment *With Tenure* and prepare a recommendation to the Dean.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Dean (Chair), voting in case of a tie

   b) Membership (voting)
      - Two (2) members of the Werklund School of Education Council, elected by Council
      - School member with tenure named by the candidate seeking tenure
      - Faculty member with tenure external to the School appointed by the Dean
      - Internal School member appointed by the Dean
      - Student representative from the Graduate Programs Education Student Association (GPESA)

      Members of both genders are to be included on the committee. If all the members are from the same gender, the chair may request Council to hold new elections in such a manner as to ensure representation of both genders. With the exception of the student member, all Committee members shall hold academic appointments *with tenure*.

   c) Membership (non-voting)
      - The Associate Dean (selected by the candidate) who prepares the recommendation to the committee (participating but non-voting)
      - One member appointed by The University of Calgary Faculty Association (participating but non-voting)

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Academic Appointment Review Committee shall meet as circumstances dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.
7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   a) To chair Committee meetings  
   b) To serve as the spokesperson for the Committee  
   c) To cancel or add meetings as necessary  
   d) To set the agenda for Committee meetings in consultation with the Human Resources Advisor  
   e) To work with the WSEC recording secretary to address any vacancies on the Committee  

8. **ABSENCE OF COMMITTEE CHAIR**
   The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.  

9. **SECRETARY TO THE COMMITTEE**
   The Secretary to the Committee shall be the School Human Resources Advisor.  

10. **QUORUM**
   A majority of voting Committee members shall constitute quorum.  

11. **MEETING MATERIALS**
   Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.  

12. **ATTENDANCE AT MEETINGS**
   It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.  

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
   The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.
Academic Workload Advisory Committee (AWAC)

1. **AUTHORITY**

The Academic Workload Advisory Committee (AWAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Academic Workload Advisory Committee is to initiate policy development, review and make recommendations to Werklund of Education Council on all matters related to Academic Staff workload.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Vice Dean (Chair), voting in case of a tie
      - Associate Dean Graduate Programs
      - Associate Dean Teaching and Learning
      - Associate Dean Undergraduate Programs

   b) Membership (voting)
      - Three (3) academic staff members of WSEC, elected by WSEC

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Academic Appointment Review Committee shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To set the agenda for Committee meetings
   e) To work with the WSEC recording secretary to address any vacancies on the Committee

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the Director, School Operations.
10. **QUORUM**
A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Awards Committee (AC)

1. **AUTHORITY**
The Awards Committee (AC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**
The purpose of the Awards Committee (AC) is to promote excellence in teaching, research, service, and community engagement. In collaboration with other WSEC standing committees, as appropriate, this committee will develop policies related to teaching, research, and service and community engagement awards. AC is also responsible for adjudicating and will assist with developing and supporting the application process and procedures for such awards. A specific award responsibility of the Awards Committee is to solicit and review nominations and select the Annual Distinguished Lecturer.

3. **COMPOSITION**
   a) Membership (ex officio, voting)
      - Vice-Dean (Chair), voting in case of a tie
      - Associate Dean Research (or designate from RAC)
      - Associate Dean Teaching and Learning (or designate from TLAC)
   
   b) Membership (voting)
      - Two (2) academic staff members of WSEC, elected by WSEC

4. **APPOINTMENT**
   Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**
The Awards Committee shall be scheduled to meet bi-monthly from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**
The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary

8. **ABSENCE OF COMMITTEE CHAIR**
The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**
The Secretary to the Committee shall be Executive Assistant to the Dean.
10. **QUORUM**
A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Dean’s Advisory Committee (DAC)

1. **AUTHORITY**

The Dean’s Advisory Committee (DAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Dean’s Advisory Committee (DAC) is to regularly provide information and advice to the Dean on matters of importance to the Faculty. The DAC may not make or approve policy. It may make recommendations directly to UPEC, GPEC or WSEC for policy, curriculum or program changes.

3. **COMPOSITION**

   a) Membership (ex officio, voting)

      • Dean (Chair), voting in case of a tie
      • Vice-Dean (Acting Chair in Dean’s absence)
      • Associate Dean Graduate Programs
      • Associate Dean International
      • Associate Dean Research
      • Associate Dean Professional and Community Engagement
      • Associate Dean Teaching and Learning
      • Associate Dean Undergraduate Programs
      • Seven (7) Educational Studies Area Chairs
      • Director, School Operations

4. **APPOINTMENT**

   Membership by Virtue of Office

5. **MEETINGS**

   The Dean’s Advisory Committee shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

   Vacancies will be filled as soon as possible.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To set the agenda for Committee meetings

8. **ABSENCE OF COMMITTEE CHAIR**

   The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.
9. **SECRETARY TO THE COMMITTEE**
The Secretary to the Committee shall be the Executive Assistant to the Dean.

10. **QUORUM**
A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to GFC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Werklund School of Education Advisory Committee (WSEAC)

1. **AUTHORITY**

The Werklund School of Education Advisory Committee (WSEAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Werklund School of Education Advisory Committee is to

a) Provide a forum for the Dean of Education to convey an annual report to the community

b) Enhance the effectiveness of professional and graduate education in the Werklund School of Education by establishing a mechanism for communication and collaboration between the Werklund School of Education and its diverse stakeholders

c) Create a public archive of goals and plans for the Werklund School of Education

3. **COMPOSITION**

a) Membership (non-voting)

   - Dean (Chair)
   - Vice Dean
   - Associate Deans
   - Seven (7) Educational Studies Area - one academic staff member from each of the Educational Studies Areas
   - Two (2) current undergraduate students chosen by the Education Students’ Association (ESA)
   - Two (2) current graduate students from the Graduate Programs Education Student Association (GPESA)
   - Two (2) alumnae of the Werklund School of Education selected by the Dean of Education
   - Two (2) staff members from the Werklund School of Education
   - One (1) representative of each of the following:
     - Alberta Teachers’ Association (ATA)
     - Alberta Education
     - Alberta School Councils’ Association (ASCA)
     - Alberta School Boards’ Association (ASBA)
     - College of Alberta School Superintendents (CASS)
     - The College of Alberta Psychologists (CAP)
     - Native Centre, University of Calgary
     - The Alberta Association of Public Charter Schools (TAAPCS)
     - Association of Independent Schools and Colleges (AISCA)
     - Calgary Regional Consortium (CRC)
     - Each of the postsecondary institutions whose students regularly transfer directly into the Werklund School of Education
     - Educational and other organizations representing the French Education and/or the Francophone communities
     - Educational and other organizations representing FNMI communities
     - Other educational organizations not represented in the preceding list
     - Selected non-education organizations with an interest in professional and graduate education in the Werklund School of Education.
4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment. External membership is by invitation of the Dean.

5. **MEETINGS**

The Werklund School of Education Advisory Committee shall be scheduled to meet once per year in May, or more frequently as circumstance dictate.

6. **VACANCIES**

Vacancies will be filled as soon as possible.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To set the agenda for Committee meetings

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the Director, School Operations.

10. **QUORUM**

There is no set quorum as this is a non-voting committee.

11. **MEETING MATERIALS**

Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**

It is expected that each School Committee member will attend the annual meeting.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Dean’s Advisory Committee will complete an annual review of the Werklund School of Education Advisory Committee’s Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Werklund School of Education Council (WSEC)  Under review by GFC

1.  **AUTHORITY**

The Werklund School of Education Council (WSEC) operates by authority of the Post-Secondary Learning Act (“PSLA”).

2.  **MANDATE**

The Werklund School of Education Council is responsible for the academic affairs of the School. WSEC should be an effective voice of the academic community, approving matters such as School academic policy and priorities, and offering its advice to other decision-makers on issues touching upon the academic work of the School.

3.  **COMPOSITION**

a)  Membership (voting)

- Dean (Chair), voting in case of a tie
- President
- All full time members of the academic staff

Note: After consultation with legal counsel, GFC determined that this includes those with “numbered positions” interpreted as initial term appointments, appointments ‘without definite term,’ i.e. with tenure, contingent appointments, full-time limited term appointments. However, it does not include sessional appointments or honorary appointments. The Act indicates that representatives of professional organizations are appropriate for professional faculties to include, but it does not specify anything further than that general statement.
- One Senate representative (voting member)

b)  Non-voting Observers

- One (1) Senate representative
- One (1) Support Staff representative
- One (1) MaPS representative
- One (1) Alumni Association representative
- One (1) Current undergraduate student representative appointed by the ESA
- One (1) Current graduate student representative from the Graduate Programs Education Student Association (GPESA)
- One (1) representative from each of the other Faculties of the University of Calgary (each faculty to decide whether they will appoint a representative)
- One (1) representative from the Alberta Education
- One (1) representative from the ATA
- One (1) Library & Cultural Resources representative
- Registrar’s Office representative
- Three (3) Business Partners (IT, HR and Finance) – Integrated Service Delivery (ISD)
- Three (3) Faculty Managers – Director, Faculty Operations; Manager, Student and Academic Services; Undergraduate Programs Manager

Members of the Werklund School of Education Council are eligible to vote. Observers are not considered members. The full time academic members of a faculty are to exceed the number of other members by at least one. (Note: GFC accepted legal advice that “the distinction between voting and non-voting members is not possible. Either an individual is a member of the Faculty
Council or that individual is not a member. If an individual is a member, he or she has all the powers, duties and right of any other member. Of course, observers or guests are not members.”

4. **APPOINTMENT**

Membership by Virtue of Office

5. **MEETINGS**

The Werklund School of Education Council shall be scheduled to meet in September, November, January, March, May and June, or more frequently as circumstance dictate.

6. **VACANCIES**

Vacancies will be filled as soon as possible.

7. **RESPONSIBILITIES OF THE COUNCIL CHAIR**

   a) To chair Council meetings
   b) To serve as the spokesperson for the Council
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of WSEC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the School agenda, priorities and challenges for the year to come.

8. **ABSENCE OF COUNCIL CHAIR**

The Chair may designate the Vice-Dean as the Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF FEC**

   a) Determine the programs of study for which the School is established,
   b) Appoint the examiners for examinations in the School, conduct the examinations and determine the results of them,
   c) Provide for the admission of students to the School,
   d) Determine the conditions under which a student must withdraw from or may continue the student’s program of studies in the School, and
   e) Authorize the granting of degrees, subject to any conditions or restrictions that are imposed by the General Faculties Council.

10. **SECRETARY TO THE COUNCIL**

The Secretary to the Council shall be the Executive Assistant to the Dean.

11. **QUORUM**

WSEC has determined that quorum equals 50% of the members of WSEC.

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Council electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Council member will attend each meeting.
14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Werklund School of Education Council Executive will complete an annual review of the Council’s Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Council to perform its duties and responsibilities.
Werklund School of Education Council Executive (WSECX)

1. **AUTHORITY**
The Werklund School of Education Council Executive (WSECX) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**
The purpose of the Werklund School of Education Council Executive (WSECX) is to facilitate the execution of Werklund School of Education Council responsibilities and shall serve as the WSEC nominating committee. In addition, WSECX has the power to deal with urgent matters that must be addressed prior to a WSEC meeting.

3. **COMPOSITION**
   a) Membership (ex officio, voting)
      • Dean (Chair), voting in case of a tie
   b) Membership (voting)
      • Six (6) academic staff members of WSEC, elected by WSEC

4. **APPOINTMENT**
Election of members is for two years, not immediately renewable.

5. **MEETINGS**
The Werklund School of Education Council Executive shall be scheduled to meet prior to Werklund School of Education Council meetings, or more frequently as circumstance dictate.

6. **VACANCIES**
The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To set the agenda for Committee meetings
   e) To liaise and communicate with other Faculty standing committees and Faculty of Education Councils to coordinate input for WSEC meetings
   f) To work with the WSEC recording secretary to address any vacancies on the Committee

8. **ABSENCE OF COMMITTEE CHAIR**
The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**
   a) Act on items referred to it by Werklund School of Education Council, and report to council on action taken
b) Act on items referred to it by the Office of the Dean where decisions are required before the next regularly scheduled Werklund School of Education Council meeting

c) Perform such other duties as may be assigned to it from time-to-time by council

d) Periodically review and clarify its role in the future conduct of council business.

e) Being responsible for preparation of work for meetings of Council
   • Preparing the agenda for council meetings
   • Giving prior consideration to all major items which are to be dealt with by council, and being prepared to make recommendations relative to the disposition of such items by council.

f) Act as a nominating committee proposing for the consideration of Council:\n   • Nominations for the membership of the Executive Committee
   • Nominations for chairpersonship of other standing committees and ad hoc committees
   • Nominations (after consultation with the committee chairpersons concerned) for membership of other standing committees and ad hoc committees.

g) Be responsible for establishment and review of standing ad hoc committees:
   • Coordinating the work of the council’s standing committees
   • Recommending the establishment of ad hoc committees, or further standing committees of council as required
   • Periodically assessing the need for a review of the functions and functioning of Council committees and upon such a review, making recommendations to council as appropriate.

h) Consider and make recommendations to Council and the Dean regarding any specific proposals for change to the organizational structure of the School

i) Periodically assess the need for a review of the overall organization, and further, make recommendations to council for the undertaking of such reviews as may be deemed

10. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the Executive Assistant to the Dean.

11. **QUORUM**

A majority of voting Committee members shall constitute quorum.

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate

---

1 This responsibility does not affect the right of council members to make nominations from the floor at council meetings.
for the Committee to perform its duties and responsibilities.
Faculty Promotions Committee (FPC)

1. **AUTHORITY**

The Faculty Promotion Committee (FPC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Faculty Promotion Committee is to serve in an advisory capacity to the Dean and is responsible for the review of faculty merit recommendations and applications for promotion.

3. **COMPOSITION**

   *NB: Both genders shall be represented on FPC. In the event that all faculty members are of one gender, the Dean shall appoint one more member representing the other gender.*

   a) Membership (ex officio, voting)
      - Dean (Chair), voting in case of a tie - voting only in case of a tie

   b) Membership (voting)
      - Seven (7) Educational Studies Area (EDSA) representatives – one School member from each of the EDSAs, named by the EDSA
      - Graduate student representative from the Graduate Programs Education Student Association (GPESA)

   c) Membership (non-voting)
      - TUCFA representative

4. **APPOINTMENT**

Election of members is for one year.

5. **MEETINGS**

The Faculty Promotion Committee shall meet as circumstances dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To set the agenda for Committee meetings
   e) To work with the WSEC recording secretary to address any vacancies on the Committee

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.
9. **SECRETARY TO THE COMMITTEE**
   
The Secretary to the Committee shall be the School Human Resources Advisor.

10. **QUORUM**
   
   A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
   
   Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
   
   It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
   
   The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC and TUCFA for approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
   
   The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Faculty Promotion Advisory Committee (FPAC)

1. **AUTHORITY**

The Faculty Promotion Advisory Committee (FPAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Faculty Promotion Advisory Committee is responsible for preparing documentation and recommendations to the Dean/Faculty Promotions Committee for each faculty member who is to be considered for promotion or merit.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      • Vice-Dean (Chair), voting in case of a tie
      • Associate Dean Graduate Programs
      • Associate Dean International
      • Associate Dean Professional and Community Engagement
      • Associate Dean Research
      • Associate Dean Teaching and Learning
      • Associate Dean Undergraduate Programs

4. **APPOINTMENT**

Membership by Virtue of Office

5. **MEETINGS**

The Faculty Promotion Advisory Committee shall meet as circumstances dictate.

6. **VACANCIES**

Vacancies will be filled as soon as possible.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) The Chair signs and sends the recommendation to FPC and in the event of an appeal, the Chair (or designate from FPAC) presents the case
   b) To chair Committee meetings
   c) To serve as the spokesperson for the Committee
   d) To cancel or add meetings as necessary
   e) To set the agenda for Committee meetings
   f) To work with the WSEC recording secretary to address any vacancies on the Committee

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the School Human Resources Advisor.
10. **QUORUM**
A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC and TUCFA for approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Graduate Programs in Education Council (GPEC)

1. **AUTHORITY**

The Graduate Programs in Education Council (GPEC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Council will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The Graduate Programs in Education Council is responsible for advising the Werklund School of Education Council on all matters relating to curriculum and overall structure of existing graduate programs within the Werklund School of Education.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Associate Dean Graduate Programs (Chair), voting in case of a tie
      - Associate Dean Teaching and Learning
      - Seven (7) Educational Studies Area Chairs
      - Graduate Program Directors
      - Director, Professional Programs
      - One (1) graduate student named by the Graduate Programs Education Student Association (GPESA)

   d) Membership (non-voting)
      - Manager, Student and Academic Services
      - Director, School Operations

      - At the discretion of the Council, members knowledgeable in particular aspects pertaining to Graduate Program Council may be appointed to an “advisory committee” to facilitate the operation of the Council, by the Associate Dean Graduate Programs.

4. **APPOINTMENT**

   Membership by Virtue of Office

5. **MEETINGS**

   The Graduate Programs in Education Council shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

   Vacancies will be filled as soon as possible.

7. **RESPONSIBILITIES OF THE COUNCIL CHAIR**

   a) To chair Council meetings
   b) To serve as the spokesperson for the Council
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of GPEC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the Graduate Programs in Education agenda,
priorities and challenges for the year to come.

8. **ABSENCE OF COUNCIL CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF GPEC**

   a) Examine and approve new programs and / or program changes prior to submission to the Werklund School of Education Council for approval, and then to the Faculty of Graduate Studies.
   b) Advise Werklund School of Education Council on all matters relating to curriculum and overall structure of existing graduate programs within the Werklund School of Education.
   c) Examine and approve new programs and / or program changes prior to submission to the Werklund School of Education Council for approval, and then to the Faculty of Graduate Studies.
   d) Examine and approve proposed course and calendar changes prior to submission to WSEC for approval, and then to Faculty of Graduate Studies.
   e) Monitor and respond to minor changes in graduate courses and programs in relationship to the Faculty of Graduate Studies, and other relevant stakeholders.
   f) Initiate a review of any graduate program, request action from other groups within the School, or strike ad hoc committees to investigate and recommend action.
   g) Support coordination of graduate programs and initiatives to increase complementarity and cooperation across program areas in the School.
   h) Recommend guidelines and policies for admission to Education graduate programs, subject to approval from the Faculty of Graduate Studies.
   i) Review teacher salary implications of proposed changes to graduate programs in relation to Teacher Qualifications Service Guidelines.
   j) Strike ad hoc committees / temporary working groups charged with specific responsibilities and to make recommendations on specific issues. Membership of ad hoc committees will be on the basis of relevant expertise.

10. **SECRETARY TO THE COUNCIL**

The Secretary to the Committee shall be the Manager, Graduate Programs.

11. **QUORUM**

Quorum is 1/3 of the GPEC membership. (Note: This would be consistent with GFC)

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Council electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Council member will attend each meeting.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Council will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Council to perform its duties and responsibilities.
Internationalization Advisory Committee (IAC)

1. **AUTHORITY**
The Internationalization Advisory Committee (IAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**
The purpose of the Internationalization Advisory Committee (IAC) is to provide strategic guidance in support of the goals of the Office of Internationalization as well as setting priorities for the Office, and working closely with the Associate Dean International.

3. **COMPOSITION**
   a) Membership (ex officio, voting)
      • Associate Dean International (Chair)
   b) Membership (voting)
      • Three (3) academic staff members of WSEC, elected by WSEC
      • Two (2) academic staff members of WSEC, appointed by the Chair
   c) Membership (non-voting)
      • One (1) graduate student named by the Graduate Programs Education Student Association (GPESA)
      • One (1) undergraduate student named by the Education Student Association (ESA)

4. **APPOINTMENT**
   Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**
The Internationalization Advisory Committee shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**
The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   a) To chair Council meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of IAC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the Internationalization agenda, priorities and challenges for the year to come.
8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**
   a) Advise the Associate Dean International on all matters placed before it related to School internationalization
   b) Review and recommend polices and processes relevant to advancing Werklund School of Education internationalization
   c) Oversee the ongoing implementation of the Office of Internationalization’s attainment of strategic priorities

10. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the Administrative Assistant, International.

11. **QUORUM**

A majority of voting Committee members shall constitute quorum.

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Professional and Community Engagement Advisory Committee (PACE-AC)

1. **AUTHORITY**

The Professional & Community Engagement Advisory Committee (PACE-AC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Professional and Community Engagement Advisory Committee is to provide advice on matters of professional and community engagement.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Associate Dean Professional and Community Engagement (Chair), voting in case of a tie
      - Associate Dean Graduate Programs
      - Associate Dean International
      - Associate Dean Research
      - Associate Dean Teaching and Learning
      - Associate Dean Undergraduate Programs

   b) Membership (voting)
      - Three (3) academic staff members of WSEC, elected by WSEC
      - Two (2) External Community representatives, appointed by the Chair

   c) Membership (non-voting)
      - Manager, Student and Academic Services
      - Manager, Undergraduate Programs

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Professional & Community Engagement Advisory Committee shall be scheduled to meet twice per year, or more frequently as circumstance dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.
7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   
   a) To chair Council meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of PACE-AC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the Professional and Community Engagement agenda, priorities and challenges for the year to come.

8. **ABSENCE OF COMMITTEE CHAIR**
   
The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**
   
The Secretary to the Committee shall be the Executive Assistant to the Dean.

10. **QUORUM**
    
    A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**
    
    Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**
    
    It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**
    
    The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**
    
    The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Research Advisory Committee (RAC)

1. **AUTHORITY**

The Research Advisory Committee (RAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Research Advisory Committee (RAC) is to provide strategic guidance in support of the goals of the Office of Research in Education, sets priorities for the Office, and works closely with the Associate Dean Research.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Associate Dean Research (Chair), voting in case of a tie
      - Associate Dean Teaching and Learning
      - Two (2) School Research Chairs, appointed by the Dean

   b) Membership (voting)
      - One (1) tenure-track Assistant Professor, elected by WSEC
      - Two (2) tenure-track Associate or Full Professors, elected by WSEC
      - One (1) graduate student named by the Graduate Programs Education Student Association (GPESA)
      - One (1) undergraduate student named by the Education Student Association (ESA)
      - One (1) Werklund School of Education postdoctoral fellow, appointed by the Chair

   c) Membership (non-voting)
      - Research Facilitator

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Research Advisory Committee shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.
7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**
   a) To chair Council meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of RAC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the Research Office agenda, priorities and challenges for the year to come.

8. **ABSENCE OF COMMITTEE CHAIR**
The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**
   - Advise on all matters related to research development
   - (NOTE: moved to RSL Committee) Review and recommend policies and processes relevant to Werklund School of Education research
   - Oversee the ongoing implementation of School strategic research priorities
   - Adjudicate internal research grant competitions

10. **SECRETARY TO THE COMMITTEE**
The Secretary to the Committee shall be the Administrative Assistant, Research.

11. **QUORUM**
A majority of voting Committee members shall constitute quorum.

12. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Research and Scholarship Leave Committee (RSLC)

1. **AUTHORITY**

The Research and Scholarship Leave Committee (RSLC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Research and Scholarship Leave Committee is to receive and review research and scholarship leave applications and with the Dean and School Council review procedures.

3. **COMPOSITION**

The Committee shall elect its own Chair as outlined in Article 16, Clause 5.1 of the Collective Agreement.

   a) Membership (ex officio, voting)
      - Associate Dean Research

   b) Membership (voting)
      - Four (4) academic staff members of WSEC, elected by WSEC

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Research and Scholarship Committee shall be scheduled to meet as circumstance dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Council meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.
9. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

As a non-departmentalized Faculty, the Research and Scholarship Leave Committee will as outlined in Article 16, Clause 5.21 of the Collective Agreement:

   a) Receive and review all research and scholarship leave applications as forwarded by the Dean
   b) Consider appeals from staff members pursuant to Article 16, Clause 16.22;
   c) Request additional information and clarification from applicants where necessary;
   d) Provide each staff member whose research and scholarship leave application is not being supported with a copy of the Committee’s recommendation to the Dean not later than the date the Committee forwards its recommendation to the Dean pursuant to (e) below;
   e) Recommend to the Dean the disposition of the research and scholarship leave applications;
   f) Develop procedures in conjunction with the School Councils and the Dean to review and evaluate the research and scholarship leave once completed and ensure that the results are tied into the merit review process.

10. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the School Human Resources Advisor

11. **QUORUM**

A majority of voting Committee members shall constitute quorum.

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Student Academic Appeals Committee (SAAC)

1. **AUTHORITY**

   The Student Academic Appeals Committee (SAAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

   The Student Academic Appeals Committee serves as a committee from which panels will be struck to hear admission and academic appeals. The University of Calgary Calendar specifies actions that should be taken by students before an appeal is considered.

3. **COMPOSITION**

   a) **Membership (voting)**

      • Twelve (12) tenure-track academic staff members of WSEC, elected by WSEC, (including the Chair and Associate Chair)
      • Two (2) undergraduate student named by the Education Student Association (ESA)
      • Two (2) graduate student named by the Graduate Programs Education Student Association (GPESA)
      • One (1) member of the teaching profession named by the Alberta Teachers’ Association

   b) **Observer (non-voting)**

      • At the discretion of the Chair an observer who is a tenured faculty member from another Faculty within the University may be invited to be an observer at a hearing if there is concern that the process may be perceived to be unfair. The observer will take no active part during the hearing nor participate in the deliberations of the Panel.

4. **APPOINTMENT**

   Election of members is for two years beginning September 1st. Terms shall be staggered so as not to have a complete turnover in membership at any one time.

   In May of every year, the WSEC Executive shall nominate for the consideration of WSEC six new members to the Student Academic Appeals Committee to replace the six retiring members. *The need for gender balance on the Committee shall be a factor in selecting nominees.*

5. **MEETINGS**

   The Student Academic Appeals Committee shall be scheduled to meet as circumstance dictate.

6. **VACANCIES**

   The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.
7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

The WSEC Executive will annually, name an Associate Chair from those faculty members whose current term ends in the following year. The Associate Chair for the current year, will transition into the position of Chair for the following year.

a) To chair Committee meetings  
b) To serve as the spokesperson for the Committee  
c) To cancel or add meetings as necessary

8. **ABSENCE OF COMMITTEE CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **SECRETARY TO THE COMMITTEE**

The Secretary to the Committee shall be the Executive Assistant to the Dean.

10. **QUORUM**

A majority of voting Committee members shall constitute quorum.

11. **MEETING MATERIALS**

Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

12. **ATTENDANCE AT MEETINGS**

It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

13. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

14. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
Teaching and Learning Advisory Committee (TLAC)

1. **AUTHORITY**

The Teaching and Learning Advisory Committee (TLAC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The purpose of the Teaching and Learning Advisory Committee is to provide strategic guidance on matters related to teaching and learning within the School.

3. **COMPOSITION**

   a) Membership (ex officio, voting)

   • Associate Dean Teaching and Learning (Chair), voting in case of a tie
   • Associate Dean Research
   • Director, Professional Programs
   • Director, English for Academic Purposes
   • Director, Curriculum Coordination, Undergraduate Program Office

   b) Membership (voting)

   • One (1) tenure-track academic staff member, elected by WSEC
   • One (1) sessional instructor, named by the Chair
   • One (1) graduate student named by the Graduate Programs Education Student Association (GPESA)
   • One (1) undergraduate student named by the Education Student Association (ESA)

4. **APPOINTMENT**

Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

The Teaching and Learning Advisory Committee shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To chair Committee meetings
   b) To serve as the spokesperson for the Committee
   c) To cancel or add meetings as necessary
   d) To give an annual address to the members of TLAC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the School teaching and learning agenda, priorities and challenges for the year to come.
8. **ABSENCE OF COMMITTEE CHAIR**
The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**
   a) Advise on all matters related to teaching and learning priorities within the School
   b) Review and recommend polices and processes relevant to Werklund School of Education teaching and learning initiatives
   c) Oversee the ongoing implementation of School strategic teaching and learning priorities
   d) To give an annual address to the members of TLAC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the teaching and learning agenda, priorities and challenges for the year to come.

10. **SECRETARY TO THE COMMITTEE**
The Secretary to the Committee shall be the Administrative Assistant, Teaching and Learning

11. **QUORUM**
A majority of voting Committee members shall constitute quorum.

12. **MEETING MATERIALS**
Meeting materials will normally be provided to the Committee electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**
It is expected that each Committee member will attend each meeting. Members who become unable to fulfill their responsibilities may be asked to resign at the discretion of the Committee Chair.

14. **ANNUAL REVIEW OF TERMS OF REFERENCE**
The Committee will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**
The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Committee to perform its duties and responsibilities.
1. **AUTHORITY**

The Undergraduate Programs in Education Council (UPEC) is created by and responsible to the Werklund School of Education Council. The Chair and members of the Council will work proactively together to generate and respond to agenda items.

2. **MANDATE**

The Undergraduate Programs in Education Council is responsible for advising the Werklund School of Education Council on all matters relating to curriculum and overall structure of existing undergraduate programs within the Werklund School of Education.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Associate Dean Undergraduate Programs (Chair), voting in case of a tie
      - Associate Dean Teaching and Learning
      - Seven (7) Educational Studies Area Chairs
      - Director, Field Curriculum
      - Director, Curriculum Coordination
      - Two (2) undergraduate student named by the Education Student Association (ESA)

   b) Membership (non-voting)
      - Manager, Undergraduate Programs in Education
      - At the discretion of the Council, members knowledgeable in particular aspects pertaining to Undergraduate Program Council may be appointed to an “advisory committee” to facilitate the operation of the Council, by the Associate Dean Graduate Programs.

   c) Committees of UPEC
      - UPEC will have standing committees:
        - The Field Experiences Policy Advisory Committee
        - Admissions and Student Services Committee
      - UPEC will regularly strike ad hoc committees to study and recommend on specific issues.
        - Membership of ad hoc committees will be on the basis of relevant expertise.
        - Normally the ad hoc committees will include at least one member of Undergraduate Programs in Education Council.
        - Timely response and flexible functioning of ad hoc committees will be a priority.

4. **APPOINTMENT**

   Membership by Virtue of Office

5. **MEETINGS**

   The Undergraduate Programs in Education Council shall be scheduled to meet every month from September to June, or more frequently as circumstance dictate.

6. **VACANCIES**

   Vacancies will be filled as soon as possible.
7. **RESPONSIBILITIES OF THE COUNCIL CHAIR**

   a) To chair Council meetings  
   b) To serve as the spokesperson for the Council  
   c) To cancel or add meetings as necessary  
   d) To give an annual address to the members of UPEC, and lead a discussion with members, at the first meeting of each academic year, normally highlighting the Undergraduate Programs in Education agenda, priorities and challenges for the year to come.

8. **ABSENCE OF COUNCIL CHAIR**

The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.

9. **ROLES AND RESPONSIBILITIES OF UPEC**

   a) Responsible for renewal and accountability of the undergraduate programs.  
   b) Receive annual reports from and approve the Terms of Reference for the standing committees of UPEC.  
   c) Examine existing programs and evaluate recommendations for change in relation to the School's mandate in undergraduate education.  
   d) Initiate a review of any program, request action from other groups within the School or strike ad hoc committees to investigate and recommend action.  
   e) Review and monitor standards and agreements in relationship to the University of Calgary undergraduate programs.  
   f) Establish and review benchmarks for undergraduate programs (i.e., graduation standards, admission standards, etc)  
   g) Consider and make recommendations concerning the number and distribution of admissions and enrolments in the various routes and majors within the School.  
   h) Consider and make recommendations concerning admissions and recruitment policy, procedures and criteria for undergraduate programs in the Werklund School of Education.  
   i) Consider and make recommendations on such other matters concerning undergraduate programs as may be referred by Werklund School Education Council or other committees of Werklund School Education Council.  
   j) Make recommendations to Werklund School Education Council for approving course & calendar revisions/changes.  
   k) Make routine course/program revisions in undergraduate programs (information to WSEC).

10. **SECRETARY TO THE COUNCIL**

The Secretary to the Council shall be the Manager, Undergraduate Programs.

11. **QUORUM**

Quorum is 1/3 of the UPEC membership.  (Note: This would be consistent with GFC)

12. **MEETING MATERIALS**

Meeting materials will normally be provided to the Council electronically in advance of the scheduled meeting in sufficient time to allow for proper preparation.

13. **ATTENDANCE AT MEETINGS**

It is expected that each Council member will attend each meeting.
14. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Council will complete an annual review of its Terms of Reference and forward recommended changes to WSEC for its approval before the end of the academic year.

15. **OUTSIDE EXPERTS AND ADVISORS**

The Chair has the authority to obtain advice and assistance from outside advisors as deemed appropriate for the Council to perform its duties and responsibilities.
Undergraduate Programs in Education Scholarship Committee (UPESC)

1. **AUTHORITY**

The Scholarship Committee is created by and responsible to the Undergraduate Programs in Education Council. The Chair and members of the Committee will work proactively together to generate and respond to agenda items specifically related to the recognition of student excellence in the Bachelor of Education program.

2. **MANDATE**

The purpose of the Undergraduate Programs in Education Scholarship Committee is to promote student excellence in the Bachelor of Education program. In collaboration with UPEC, this committee will be responsible for soliciting and adjudicating Undergraduate student awards. This committee will assist with developing and supporting the application process and procedures for such awards.

3. **COMPOSITION**

   a) Membership (ex officio, voting)
      - Director of Student Experiences (Chair), voting in case of tie
      - 4 academic staff members from the membership of the Werklund School of Education Council.

   b) Membership (nonvoting)
      - Recruitment and Career Advisor, Undergraduate Programs in Education Office
      - Student Advisor, Undergraduate Programs in Education Office

4. **APPOINTMENT**

   Election of members is for one or two years. The length of term is decided by the committee member at the time of appointment.

5. **MEETINGS**

   The Scholarship Committee shall be scheduled to meet to review Scholarship applications within the time frame as dictated by the individual scholarship deadlines, or more frequently as circumstances dictate.

6. **VACANCIES**

   The WSEC recording secretary will advise the WSEC Executive Committee of any vacancies so that an election by WSEC can be held or appointment can be made.

7. **RESPONSIBILITIES OF THE COMMITTEE CHAIR**

   a) To set agendas and Chair Scholarship meetings
   b) To serve a spokesperson for the Committee
   c) To cancel or add meetings as necessary

8. **ABSENCE OF COMMITTEE CHAIR**

   The Chair may designate an Acting Chair for the meeting, otherwise no meeting will be held.
9. **SECRETARY TO THE COMMITTEE**

The Recruitment and Career Advisor in the Undergraduate Programs in Education shall send out scholarship information to appropriate students in a timely manner and gather and organize applications for the Scholarship Committee in consultation with the Chair of the Scholarship Committee.