

Faculty of Education
FACULTY EVALUATION COMMITTEE

1. Terms of Reference

Under the authority of Education Faculty Council, the Faculty Evaluation Committee shall:

- 1.1 Draft standards of performance of academic staff members in the Faculty.
- 1.2 Develop and implement procedures for the assessment and improvement of teaching.
- 1.3 Determine procedures governing applications for promotion and granting of tenure.
- 1.4 Consider and decide upon recommendations regarding probation and tenure (Article 12, Academic Staff Agreement).
- 1.5 Consider and decide upon applications for promotion.
- 1.6 Consider and decide upon recommendations for increments.
- 1.7 Advise the Dean on applications for sabbaticals under Article 9.
- 1.8 Carry out such procedural rulings as are required of it under Article 9.

2. Composition

2.1 *Statutory Members*

- 2.1.1 The Dean, who shall be Chair.
- 2.1.2 The Chairs of each Department.

2.2 *Elected Members*

- 2.2.1 Four tenured members of the Faculty of Education shall be elected by the Council.
- 2.2.2 One tenured member of the Faculty of Education shall be elected as an alternate.
- 2.2.3 One tenured member of Faculty shall be elected by the department of the candidate(s) being considered for the award of tenure.

2.3 *Appointed Member*

2.3.1 One tenured staff member (President's Review Committee member) from another Faculty appointed by the Provost for a term of either 1, 2 or 3 years.

3. **Procedures**

3.1 The election of members to the Faculty Evaluation Committee shall take place during the Spring ballot of the Faculty of Education.

3.2 The terms of office of elected committee members shall be two years.

3.2.1 The name of the alternate will be placed on the slate of nominees in the year following service as an alternate.

4. **Quorum**

4.1 A quorum shall consist of eighty percent of the members of Faculty Evaluation Committee.

4.1.1 When Faculty Evaluation Committee is considering tenure cases for a particular department, the elected member for that department shall be present.

5. **Meetings**

5.1 Meeting dates shall be scheduled at the call of the Faculty Evaluation Committee Chair.

Approved: Faculty Council March/95
Editorial update Dean's Office Mar 5/03
Revised Faculty Agreement Sept/08