

---

## Master of Education Governance Policy

---

### 1. PURPOSE

1.1 The purpose of this policy is to outline roles and responsibilities in governing the Faculty of Education Master of Education in Catholic Leadership program at St. Mary's University.

### 2. SCOPE

2.1 This policy is applicable to the positions of Vice President Academic (VPA), Dean of Education, Education Area Chair, M.Ed. Coordinator, and Faculty involved in the governance of the Master of Education program in the Faculty of Education.

### 3. PRINCIPLES

The VPA, the Dean of Education, the Area Chair, and the M.Ed. Coordinator will have administrative duties as outlined below.

#### 3.1 Roles and Responsibilities of the VPA:

- a) In consultation with the President and the Dean of Education, oversees the overall performance of the M.Ed. Program.
- b) Works in collaboration with the Dean of Education in overseeing the program review, the Program Approval Committee, and renewal.
- c) Works with the Dean in matters pertaining to policies and guidelines.
- d) Works in collaboration with the Dean of Education when making decisions about the M.Ed. Program.
- e) Makes the final decision on appeals.

#### 3.2 Roles and Responsibilities of the Dean of Education:

- a) Manages the academic performance of the program.
- b) Principal academic and administrative representative of the M.Ed.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	Dec 2, 2024	N/A	Every 5 years

- c) Advises on recruitment, admissions, academic progress, career and professional development with the Office of the Registrar, the AVP of Enrolment Management and Student Experience, and External Relations.
- d) Consults with Area Chair and Faculty when making decisions about the M.Ed. Program.
- e) Works with Area Chair to address challenges and concerns as they arise.
- f) Chair of the hiring committee.
- g) Manages program review, renewal, and the PAC.
- h) Supports the creation and implementation of the M.Ed. Timetable.
- i) Manages the implementation of policies and procedures of the M.Ed. Program.
- j) Manages the Academic appeals process.
- k) Makes final determinations about workload assignments.

**3.3 Roles and Responsibilities of the Area Chair:**

- a) Works with instructors to support their on-going professional development.
- b) Member of the hiring committee.
- c) In collaboration with the Dean of Education, the agenda and Chairs department meetings.
- d) Supports the Dean on program review and renewal.
- e) Supports timetabling of the M.Ed. Program.
- f) Supports the Dean in overseeing the implementation of policies and procedures of the M.Ed. Program.
- g) Supports the Dean in overseeing the annual review of the program for quality control.
- h) Supervises the annual evaluations of Sessional Instructors.
- i) Consults and advises with the Dean of Education and M.Ed. Coordinator to make determinations about course assignments.

**3.4 Roles and Responsibilities of the M.Ed. Program Coordinator:**

- a) Consults with Area Chair in matters of pedagogy and instructors.
- b) Supports the Dean and the Area Chair in overseeing the implementation of policies and procedures of the M.Ed. Program.

- c) Works to address challenges and concerns as they arise, consulting with the Dean of Education as needed.
- d) Supports the Dean and the Area Chair in overseeing the annual review of the program for quality control.
- e) Supports the Area Chair in conducting annual evaluations of Sessional Instructors.
- f) Supports the Dean of Education in communications related to Graduate Students in the program.
- g) Consults and advises with the Dean of Education and Area Chair to make determinations about course assignments.