

SASKATCHEWAN EDUCATIONAL LEADERSHIP UNIT

CONSTITUTION

1. DENOMINATION

- 1.1 The organization shall be known as the Saskatchewan Educational Leadership Unit. In keeping with University of Saskatchewan Policy on Centres, the Unit is a Type A Centre.

2. MISSION

In light of the growing interconnectedness of organizations across geographical boundaries and sectors in society, the mission of the Saskatchewan Educational Leadership Unit is to serve as a coordinator, developer, and administrator of leadership dialogue, research and development. Specifically, the mission of the Unit consists of the following:

- 2.1 to promote educational leadership through the design and implementation of professional development programs and activities;
- 2.2 to conduct research and administrative studies on educational leadership and matters affecting educational leadership;
- 2.3 to provide a forum in which significant educational and administrative issues can be addressed;
- 2.4 to provide a communication link among organizations involved in leadership development, and;
- 2.5 to provide consultative services to agencies and leaders interested in enhancing their leadership development and educational programs.

3. GUIDING ORGANIZATIONAL PRINCIPLES

- 3.1 Since a variety of agencies and the school systems themselves are offering in-service and support service programs for administrators, the Unit must be organized and operated in such a manner as to capitalize on existing services.

- 3.2 Linkages should be maintained with relevant agencies so that common themes can be jointly addressed and complementary programs can be offered.
- 3.3 By the nature of its work, the Unit's projects should be collaborative efforts. Ownership should be shared, and concomitantly, purpose and authority must be shared. On the other hand, given the inter-agency nature of the Unit, some autonomy in decision-making and operations must be achieved. It is recognized that the Unit must have identity and visibility.
- 3.4 The Unit will be based in the College of Education, in collaboration with the Department of Educational Administration, University of Saskatchewan and will be subject to University regulations regarding facilities, personnel and financial accounting.
- 3.5 It is expected that the Unit will have self-sufficiency as a continuing goal.

4. GOVERNANCE, MANAGEMENT, AND ADVISORY STRUCTURE

4.1 Governance Structure:

- The Unit will be governed as a Type A Centre at the University of Saskatchewan and shall be subject to University policies and regulations regarding centre operation and assessment;
- The Director of the Unit is appointed by the Dean of Education;
- The Director of the Unit will be identified from the Department of Educational Administration upon consultation with the Department Head;
- Appointment to the position of SELU Director shall be for a period of five years;
- The Director/Associate Director of the Unit shall report regularly to the Management Board;

4.2 The Management Board:

The membership and quorum of the Management Board will consist of:

- The Dean of the College of Education, U of S
- The Director of the Unit
- The Associate Director of the Unit
- The Head of the Department of Educational Administration and/or at least one member of the Department of Educational Administration appointed by the Head of the Department of Educational Administration.

- 4.3 The primary role of the Management Board will be to provide oversight of the direction of the Unit, and such operational, financial and contractual matters, as it sees fit.
- 4.4 The Management Board will meet at least twice yearly and at the request of the Director of the Unit, and as issues arise.
- 4.5 The Dean of the College of Education shall sit as chair of the Management Board.
- 4.6 The Management Board will frequently review eligible candidates, in accordance with section 4.19, for the honour of companion of the organization and approve the granting of the honour to all qualified for the period specified. A list of current companions so honoured will be maintained and publicized.
- 4.7 The Management Board will annually review eligible candidates, in accordance with section 4.20, for the honour of patron of the organization and approve the granting of the honour to no more than 10 current meritorious and deserving candidates, in perpetuity at the pleasure of the Management Board. A list of current and posthumous patrons so honoured will be maintained and publicized.
- 4.8 The Management Board will have the power to create and establish terms of reference for ad hoc committees for the purpose of monitoring strategic planning, publications and research, and monitoring of professional services. The majority of members of ad hoc committees shall be representatives of the Department of Educational Administration.

4.9 The Advisory Board:

The membership of the Advisory Board will consist of:

- The Director of the Unit;
- The Associate Director of the Unit;
- The Head of the Department of Educational Administration;
- A representative nominated by each of the following organizations:
 - LEADS, Ministry of Education, Ministry of Advanced Education, SSBL, SSBA, STF, SASBO, First Nations educational authorities, SASC, SPTRB, and University of Regina.
- A representative of a community partner, nominated by the SELU Management Board;
- The Dean of the College of Education, U of S;
- A representative of the faculty of the Department of Educational Administration, University of Saskatchewan, appointed by the Head of the Department of Educational Administration, at large.

- 4.10 The quorum of the Advisory Board shall be 9 members.
- 4.11 The primary role of the Advisory Board will be to provide advice to the Unit concerning the type or scope of projects proposed or pursued by the Unit.
- 4.12 At least once yearly, the Advisory Board will affirm the lists of companions and patrons established by the Management Board.
- 4.13 When appropriate, the Advisory Board will ratify constitutional changes established by the Management Board.
- 4.14 The Advisory Board will meet at least yearly and at the request of the Director of the Unit.
- 4.15 The Head of the Department of Educational Administration shall chair meetings of the Advisory Board.
- 4.16 Director of the Unit: The Director will be appointed by the Dean of the College of Education to assume overall responsibility for the Unit. Staff will be employed at the Unit as needs arise.
- 4.17 Associate Director of the Unit: Under the direction of the SELU Director, the Associate Director shall exercise general supervision of the SELU office, engage in public relations and liaison, and participate in the design, and, where necessary, the delivery of the Unit programs and projects.
- 4.18 Other Staff: Clerical staff of the Unit will be charged with the responsibility for conducting the logistics of the day-to-day operations of the Unit—budgeting, personnel, program implementation, mailing, printing, and other details. All staff associated with the Unit will be responsible to the Director, or by delegation, the Associate Director.
- 4.19 Companions: The honour of companion of the organization shall be bestowed, for a renewable and rolling period of two years, upon all consultants in good standing engaged by the Unit.
- 4.20 Patrons: The honour of patron of the organization shall be bestowed upon all meritorious and deserving candidates in good standing who have committed, through their actions and words over several years of service, to the advancement of the mission and vision of the Unit.

5. EVALUATION

- 5.1 Each project undertaken by the Unit will be evaluated under the guidance of the Associate Director.

5.2 The Director and the Associate Director shall provide an annual report (including a financial statement) on the status of the Unit to both the Management and Advisory Boards. In consultation with the Dean, the format and nature of the financial statements of the Unit and the disposition of surplus assets of the Unit shall be determined by the Director and Associate Director of the Unit.

6. PROPERTY

6.1 Any materials produced by the Unit will remain the property of the University of Saskatchewan.

7. CONSTITUTIONAL CHANGE

7.1 As necessary, the Management Board shall review and amend the constitution of the organization. Annually, the Advisory Board shall review all amendments made and ratify such.

Full names of agencies represented on the Advisory Board are:

- League of Educational Administrators, Directors and Superintendents (LEADS)
- Saskatchewan School Based Leaders (SSBL)
- Saskatchewan Association of School Business Officials (SASBO)
- Saskatchewan School Boards Association (SSBA)
- Saskatchewan Teachers' Federation (STF)
- Saskatchewan Association of School Councils (SASC)
- Saskatchewan Professional Development Unit (SPDU)
- Saskatchewan Instructional Development & Research Unit (SIDRU)
- Saskatchewan Professional Teacher Regulatory Board (SPTRB)

Revised June 2014

Further revised October 2016

Further revised May 2017



UNIVERSITY OF SASKATCHEWAN

Saskatchewan Educational
Leadership Unit

COLLEGE OF EDUCATION
SELU.USASK.CA