

Association of Canadian Deans of Education

Publications

Terms of Reference | May 2022



ACDE

Association of Canadian Deans of Education
Association canadienne des doyens et doyennes d'éducation

Mission

The Association of Canadian Deans of Education (ACDE) is an association of Deans, Directors, and Chairs of Canadian Faculties, Schools, Colleges, and Departments of Education committed to pan-Canadian leadership in professional and teacher education, educational research, and policy. ACDE's mission is to foster professional and teacher education, engage in educational research, and participate in educational policy development.

ACDE advocates for quality education in Canada, focusing on priority issues within the educational landscape.

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History

ACDE's *General Accord*, released in 2006 and revised in 2022, represents agreement among the signatories to work together to provide a meaningful, influential, and positive voice for education in Canada. More accords followed the *General Accord*, including the *Accord on Initial Teacher Education* (also released in 2006), the *Accord on Indigenous Education* (released in 2010), the *Accord on Research in Education* (released in 2011), the *Accord on Early Learning and Early Childhood Education* (released in 2013), the *Accord on the Internationalization of Education* (released in 2014), and the *Accord on Education for a Sustainable Future* (released in 2022). The 2018 *Accord on Teacher Education* is a revised and updated version of the 2006 *Accord on Initial Teacher Education*, which it replaces.

The accords and other publications allow ACDE to contribute to national discourse on the importance of public education in developing and sustaining a civil society. ACDE members use the accords and related publications primarily at three levels: a) within their own faculties, b) with other deans and senior administrators at their respective universities, and c) with external partner organizations such as government and teachers' federations. ACDE's publications are used as foundational documents in framing discussions in order to influence policy within these three levels.

Publication types

An accord

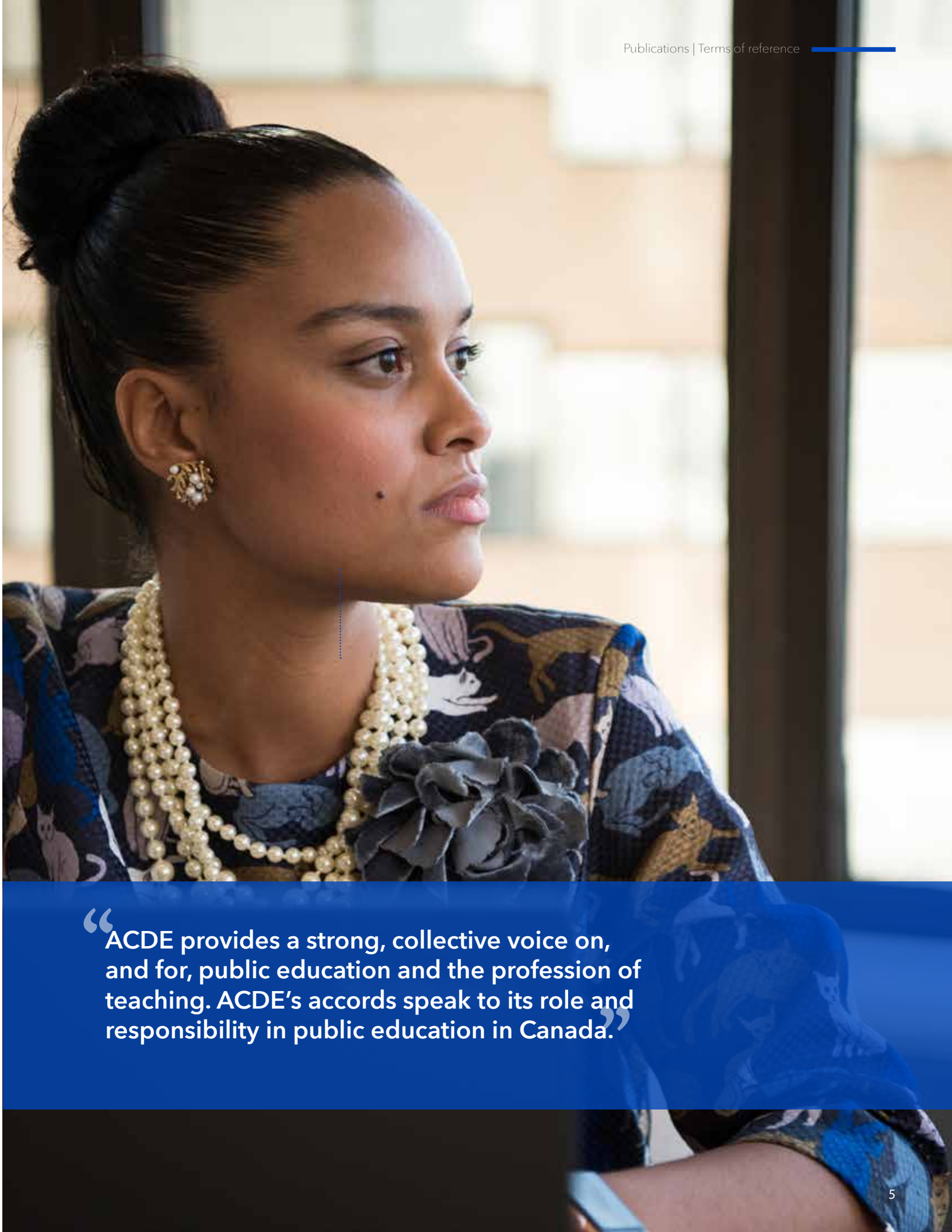
- is an official agreement among signatories;
- addresses education within a national issue about which education deans may speak with authority;
- will influence curriculum, teaching & learning, or policy;
- is based upon a list of principles;
- may be expected to have continued relevance in the field; and
- must be strongly supported by the ACDE membership in order to be ratified.

A position paper

- is an essay that presents an arguable opinion about an issue;
- may flow from an accord, by expanding upon a principle or problem contained in an accord;
- need not necessarily have a long lifespan; and
- must be strongly supported by the ACDE membership in order to be ratified.

A statement

- allows the executive to respond to emerging situations;
- follows the general form of a media release;
- may be written by an executive member or by the executive director;
- appears on ACDE's website and may be released to the media without a formal launch; and
- may be published on the authority of the executive.



“ACDE provides a strong, collective voice on, and for, public education and the profession of teaching. ACDE’s accords speak to its role and responsibility in public education in Canada.”

Terms of reference

Lifecycle

ACDE's publications follow a cycle of development, implementation and mobilization, renewal, revision, and in some cases, retirement. A discussion of ACDE's publications is a standing agenda item at each annual meeting.

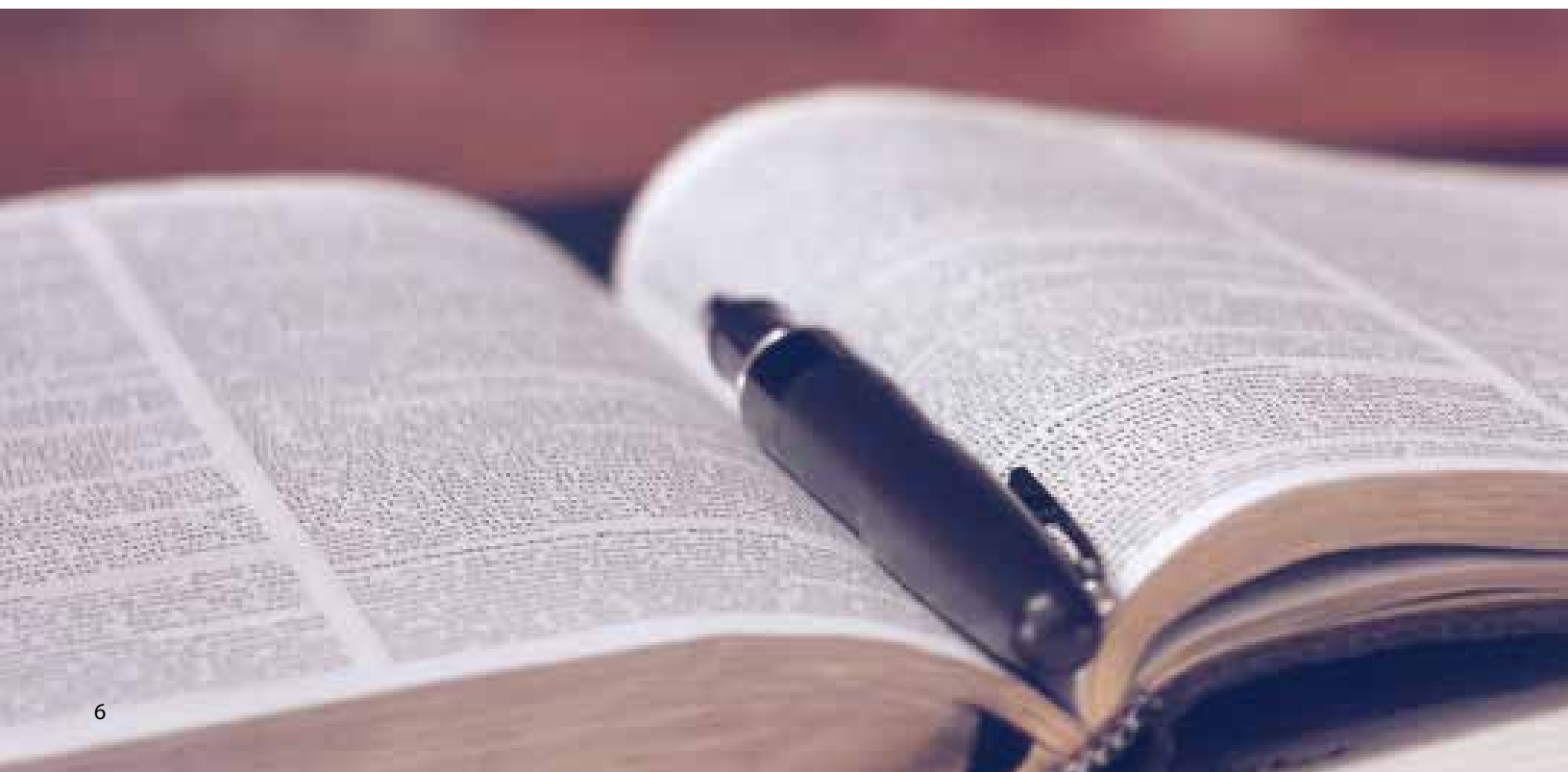
Any ACDE member in good standing may propose the development, renewal, revision or retirement of a publication. Proposals may only be presented during the publication discussion at the annual meeting. If ACDE members agree that the proposal warrants further discussion and action, a working group will be convened to engage in the necessary work for development, renewal, revision, or retirement. Active working groups provide progress reports at both the annual and the spring meetings.

Development

During the annual meeting, any ACDE member may propose a new publication by presenting a proposal with a rationale, discussion points, an action plan for how the work will proceed, and timelines. If ACDE members agree that the proposal warrants further discussion and action, a working group will be convened.

Implementation and Mobilization

During the publication discussion at the annual meeting, ACDE members will share best practices and experiences in utilizing publications. Practices might include conference presentations, social media, or meetings with ministers and other stakeholders.



Best practices will be collated and shared with members.

Renewal

During the publication discussion at the annual meeting, an ACDE member may suggest that a publication needs to be renewed. If the general intent and spirit of an accord still seem valid but items such as terminology or references need updating, then a renewal seems warranted. If the members agree, then a working group of no fewer than two deans shall undertake the work. Suggested changes are to be presented to the membership at the subsequent annual meeting.

Revision

During the publication discussion at the annual meeting, an ACDE member may suggest that a publication needs to be revised. A full revision is warranted if the general intent and

spirit of an accord still seem valid but changes in educational, legislative or social contexts render the existing accord inadequate or obsolete.

The process of revision entails a fully constituted working group as outlined in the “Development process” section of this document. ACDE may wish to seek out external reviewers, such as researchers from different institutions or university leaders in a role such as Vice President Academic, to assist with the revision process. Reviewers should have relevant expertise and be familiar with the Canadian educational context.

Retirement

If the publication no longer seems relevant, ACDE members may consider retiring it. A working group will be convened to engage in the necessary work. Once the membership votes to retire a publication, it will be removed from ACDE’s “publications” page on the website and stored in an archive.





Development process

LEADERSHIP

The working group chair must be a member of ACDE, i.e., a dean, director or chair of education. ACDE members with interim appointments (e.g., interim deans, acting deans, and deans *pro tem*) are not normally eligible to chair working groups. The working group chair must be willing to commit a minimum two years to leading a working group. As soon as the working group chair ceases to be an ACDE member, they must step down as chair of the working group. Working groups should also have a vice-chair who will be able to assume the role of chair as needed. Interim deans, directors, or chairs of education are

eligible to serve as vice-chairs of working groups.

ACCOUNTABILITY

The working group is accountable to the ACDE membership as a whole, with the executive overseeing the work to ensure that due process is being followed. Decisions about the status and future of a working group should be made by all ACDE members. The executive may make recommendations to the membership, for example by recommending that an accord be tabled if the working group seems not to be proceeding with the work.

MEMBERSHIP

The chair should issue an open call for ACDE members who are willing to serve on the working group. Membership in working groups is fluid, and new members may join at any time. ACDE members may suggest the names of faculty members or scholars who might be interested in contributing to the development or revision of publications. The Executive Director must attend all working group meetings and may assist the working group with writing and development, as needed.

MEETINGS

Working groups typically meet the day before the regular ACDE fall meeting or before the CSSE conference (conference Day 0). Working group meetings held at CSSE may take the form of closed working meetings, regular sessions (panels), open forums, town halls, or workshops. Other formats are also possible. It is essential that scholars and researchers outside of ACDE are consulted in the development of the publication.

AUTHORSHIP

All ACDE publications must be ACDE documents, written and ratified by ACDE members. ACDE will not commission external organizations or groups to write an

ACDE publication, nor will ACDE endorse a publication written by an external group. Leadership in developing publications is attributed, but authorship and copyright remain with ACDE.

REPORTING

ACDE working groups report exclusively to the ACDE membership along the timeline outlined below. They must provide evidence that they are progressing with the publication as originally proposed or provide a rationale as to why the timeline has been altered.

WITHDRAWAL OR TABLING

At any time, the working group may withdraw its proposal for a publication. At any time, if the executive feels that the working group is not making progress, or is not following the established process, it may recommend that the members table the publication.

Normally, ACDE accords will be reviewed and re-affirmed on a five-year cycle.

Timelines

Recommended timelines for developing an accord

Year 1: Annual meeting

An ACDE member will present a proposal with a rationale, discussion points, and an action plan for how the work will proceed, including external consultation and timelines. The members will discuss the proposal and vote on whether a working group should be convened. A simple majority will suffice.

A chair (normally the member who presents the proposal) and a vice-chair will be selected. At this point, there will be no formal decision on whether the publication will be an accord or a position paper.

The chair will issue an open call for interested ACDE members to join the working group, or to suggest faculty members who may be able to contribute. The call should be issued in person at the meeting and in a follow-up email, in both French and English.

The chair may also invite other scholars to join the working group.

Spring meeting and CSSE conference

As a standing agenda item, working groups will report on the progress of their publication with reference to the action plan as presented and including preliminary research and stakeholder feedback.

Proposals for new publications will not be entertained at this meeting.

Working group meetings may happen at this time, typically on Day 0 of the CSSE conference.

The chair will organize a session at CSSE, in the form of a panel, town hall, or symposium on the proposed topic. The purpose of the session is to gauge the interest and support of the academic community.

ACDE has developed a staged process for the development of publications. This ensures that there is ample time for discussion, consultation, and revision, so that all members may clearly understand what is being proposed and what its place will be in ACDE's constellation of publications. The more thorough the process, the more likely that the final publication will achieve ratification.

Year 2: Annual meeting

The chair will report to the membership on the working group's progress, noting any modifications to the action plan.

The chair will present a case for whether the publication is to be an accord or a position paper. After discussion, the matter will be put to a vote. A two-thirds majority of those present is required in order for the proposal to pass.

Working group meetings may happen in advance of the annual meeting, normally on the Wednesday preceding the plenary meeting.

Year 3: Annual meeting

If the publication is ready, the chair will present it to the membership for ratification. The publication need not be translated at this point. It should be circulated at least two weeks in advance of the meeting, so that members are familiar with its content and may engage in a meaningful discussion during the meeting.

During the presentation and discussion, the chair may entertain friendly amendments from the floor.

All votes at this stage should demonstrate that the membership strongly supports the publication. If the vote does not indicate strong support for the publication, it may be tabled until the next annual meeting, allowing the working group time to address concerns, or it may be tabled permanently.

Spring meeting and CSSE conference

As above, the working group will report to the membership and the chair will organize a session at CSSE. The chair will present key points expected to appear in the publication and will solicit feedback from ACDE members and the academic community both at the ACDE business meeting and at the relevant CSSE session.

Spring meeting and CSSE conference

Launch of the new publication, published in both English and French.

Format

ACDE's **accords** are all distinct in form, with some commonalities:

- The length should be about four to five pages, so that the document is easily digestible. A one-page summary of key points may also be prepared.
- The accords must be written in plain language, with no jargon, so that non-academics may easily understand them.
- The language of accords must be attentive to equity, gender, and inclusion.
- References should be kept to a minimum, so that the accords do not swiftly become dated or in need of a refresh.

- Most of the accords reference each other, so that the accords form a coherent whole. In particular, all accords should reference the *General Accord*, which is the agreement from which all the other accords flow.
- A typical format would be a preamble, rationale, discussion of context, and principles. This format may not suit the topic under consideration, however, and should be considered a guide only.

ACDE's **position paper**, *Effective Practica for Educators*, provides a model for future position papers, comprising a preamble (or rationale), principles, discussion, and recommendations.

ACDE's **statements** follow standard media release format.



www.ACDEAaccords.ca



