

April 24, 1997

BYLAWS OF THE FACULTY OF THE SCHOOL OF EDUCATION

ARTICLE 1

The Faculty

Section 1

Individuals holding tenured or tenure eligible appointments as Professors, Associate Professors, Assistant Professors, and Instructors in the Faculty of the School of Education are members of the Faculty and are entitled to vote in meetings of the Faculty. All persons holding appointments as Visiting Professors and Adjunct Professors are non-voting members of the Faculty.

Section 2

The President, Provost, and Librarian of the College are non-voting members of the Faculty.

Section 3

For certain organizational purposes, School of Education Faculty are grouped into three areas: Curriculum and Instruction; Educational Policy, Planning, and Leadership; and School Psychology and Counselor Education.

ARTICLE II

Officers Of The Faculty

Section 1

The Dean of the School of Education shall hold the office of Chair and shall preside regularly at meetings of the Faculty. The President of the College or the Provost may be invited to preside at any meeting in accordance with the Bylaws of the Board of Visitors. The Chair shall appoint annually a parliamentarian.

Section 2

A Vice-Chair shall be elected from among the members of the Faculty for a period of one year. The responsibility of the Faculty Vice-Chair shall be to preside at meetings of the Faculty in the absence of the Chair or when the chair is vacated. In the absence of both the Chair and the Vice-Chair, the Faculty shall elect a temporary presiding officer.

Section 3

A Secretary of the Faculty shall be elected from among the members of the Faculty for a period of one year. The responsibility of the Secretary shall be to record the minutes of each meeting and to prepare sufficient copies for distribution to members of the Faculty, the President, the Provost, the Dean of the School of Education, the College Archives, and Deans of other schools. Copies of the minutes in possession of the Secretary of the Faculty may be consulted upon request by any member of the Faculty.

Implementation Procedure: Minutes will be made available seven days prior to the next Faculty meeting by the Secretary.

ARTICLE III

Meetings of the Faculty

Section 1

Regular meetings of the Faculty shall be held September through May inclusively at a time determined by the Faculty. Notice of these meetings shall be given by the Secretary of the Faculty at least 72 hours in advance.

Implementation Procedure: The time for the regular meetings of the Faculty will be determined by the voting members of the Faculty during the May meeting prior to the effective academic year.

Section 2.1

Special meetings of the Faculty may be called by the President of the College, the Provost, the Dean of the School of Education, and the Faculty Affairs Committee.

Implementation Procedure: Special meetings of the Faculty called by the President, Provost, or Dean of the School of Education require written notification to the Faculty by the Secretary 72 hours in advance.

Section 2.2

Special meetings of the Faculty may be called by faculty members upon the presentation of a petition to the Secretary of the Faculty, signed by at least a majority of the Faculty, which includes the purpose and time for which the meeting is called.

Implementation Procedure: Special meetings of the Faculty called by petition require written notification to the Faculty by the Secretary 72 hours in advance.

Section 2.3

Persons not members of the Faculty may attend Faculty meetings at the invitation of the Dean of the School of Education.

Section 3

A quorum shall consist of a majority of the voting members of the Faculty.

Section 4

All proposed motions affecting the policies, procedures, or programs of the School of Education shall be submitted in writing to the Secretary of the Faculty at least ten days prior to the Faculty meeting at which they are to be presented. Copies of such proposals shall then be sent by the Secretary to all members of the Faculty at least seven days prior to the meeting. These requirements may be waived by unanimous consent of voting members of the Faculty present.

Section 5

Robert's Rules of Order Revised shall govern all meetings of the Faculty in all cases to which such rules are applicable and in which they are not inconsistent with Bylaws or special rules of order of the Faculty.

ARTICLE IV

Duties of the Faculty

Section 1

The School of Education shall offer programs and courses at the undergraduate and graduate levels. Basic standards prescribed by the College and criteria approved by the Faculty of the School of Education shall constitute the basis for admission to those programs and to individual courses.

Section 2.1

Within the framework of general College policy, the Faculty shall (a) formulate curriculum and provide instruction within the School, (b) establish requirements for all degrees, concentrations, and courses within the School, (c) determine admissions criteria for all degrees, concentrations, and courses within the School, (d) recommend to the appropriate committee or officer of the College those students having fulfilled requirements for graduation, and (e) make recommendations to the Dean or to the President, Provost, or other appropriate members of the College administration concerning matters affecting the School of Education.

Implementation Procedure: With respect to part (e), Faculty recommendations to the President, Provost, or other appropriate members of the College administration concerning matters affecting the School of Education shall be made through resolutions offered by individuals or Faculty committees during

meetings of the Faculty and passed by a two-thirds vote of the Faculty present, except as noted under Article V, Section 1.4, regarding the Faculty Affairs Committee.

Section 2.2

The implementation of policies and procedures of the Faculty may be delegated by the Faculty to designated committees and administrators.

Section 3

The Faculty of the School of Education, through representation, shall evaluate all Faculty members, as appropriate, for retention, promotion, and award of tenure in accordance with approved College and School of Education policies and procedures.

Implementation Procedure: Representation is defined through Article V, Section 1.5, which specifies that the Faculty Evaluation Committee has the responsibility for evaluation of all Faculty members.

Section 4

The Faculty of the School of Education, through representation, shall annually meet with the Dean of the School of Education to assist in determining procedures and priorities for allocating faculty compensation in accordance with approved College and School of Education policies and procedures.

Implementation Procedure: Representation is defined through Article V, Section 1.4, which specifies that the Faculty Affairs Committee shall advise the Dean on Faculty compensation. Representation is further defined through Article V, Section 1.6, that the Faculty Executive Committee, under its general responsibilities for shared governance, may advise the Dean concerning Faculty compensation.

ARTICLE V

Permanent Committees of the Faculty

Section 1.1

The permanent committees of the Faculty shall consist of the following: (a) Admissions and Financial Aid Committee, (b) Curriculum Committee, (c) Faculty Affairs Committee, (d) Faculty Evaluation Committee, and (e) Faculty Executive Committee. Faculty representatives on permanent committees shall be voting members of the School of Education Faculty. Student representatives shall be members of the Graduate Education Association and the Student Education Association.

Section 1.2

The Admissions and Financial Aid Committee shall consist of three faculty representatives, one graduate student representative and one undergraduate student representative. The Assistant and Associate Deans

shall serve ex officio. The Associate Dean shall serve as secretary for the Committee. Each Area shall have one faculty representative, and these faculty representatives shall be elected for three-year terms with one term expiring annually. Student representatives shall be appointed by the Graduate Education Association and the Student Education Association and shall serve one-year terms. The faculty member who is the senior member of the Committee shall be chair.

The Committee shall review and develop School of Education policies for admissions and awarding of financial aid, including graduate assistantships. The Committee shall review Area-specific policies for admissions, optimal program size, and the award of financial aid and shall make recommendations to the Faculty for approval of School of Education and Area policies. The Committee shall review admissions and financial aid decisions to ensure that they comply with the approved School of Education and Area policies. The Committee shall act as arbiter when admissions or financial aid decisions are appealed. The Committee may conduct studies to inform the Faculty on issues related to admissions or financial aid policy or procedures. In instances when a vote of the Committee results in a tie, the Committee shall cause the question to be brought before the full Faculty in accordance with Article III, Section 4.

Section 1.3

The Curriculum Committee shall consist of three faculty representatives, one graduate student representative, one undergraduate student representative, and Associate Dean ex officio as secretary. Each Area shall have one faculty representative, and these faculty representatives shall be elected for three-year terms with one term expiring annually. Student representatives shall be appointed by the Graduate Education Association and the Student Education Association and shall serve one-year terms. The faculty member who is the senior member of the Committee shall be chair. In consultation with the Faculty, the Committee shall define required components of proposals related to programs, course offerings, and degree requirements. The Committee shall review all such proposals brought before it by any Area. The Committee shall evaluate the curricular dimensions of proposals and make recommendations concerning such to the Faculty. In conjunction with the Associate Dean, the Committee shall develop, report, and review implementation policies and procedures related to curricular matters, including the granting of exceptions to existing policies and procedures, responses to student appeals, and special requests. The Committee shall review all actions which represent exceptions to existing policy and procedure and report such actions to the Faculty. The Committee may conduct continuing studies of educational developments and present recommendations as appropriate to the Faculty. In instances when the Committee takes a vote, only the student representative whose constituency would be affected shall vote. When a vote of the Committee results in a tie, the Committee shall cause the question to be brought before the full Faculty in accordance with Article III, Section 4.

Section 1.4

The Faculty Affairs Committee shall consist of four faculty members. Three of the members shall be elected for three-year terms with one term expiring annually. These three members shall be comprised of one representative from each Area. The fourth member of the Committee shall be the current School of Education representative to the Executive Committee of the Faculty Assembly of the College. The senior

member of the Committee shall be chair. The Committee shall advise the Dean on faculty compensation, nominations and appointments, and examine other issues which may affect the welfare of the Faculty collectively or individually. When it deems appropriate, the Committee may bring issues to the attention of the President, Provost, Dean of the School of Education, or Faculty for review and resolution. The Committee shall conduct elections for all elective positions of the Faculty. The Committee shall annually present a slate of nominees for College-wide committees, including the Faculty Assembly, at the February faculty meeting. Election of the Faculty representatives to the Faculty Assembly shall take place at the February faculty meeting. Election to other College-wide committee positions shall take place at the March faculty meeting. The Committee shall annually present a slate of nominees and conduct an election for School of Education committees at the April faculty meeting. Prior to the construction of the slate, the Committee shall solicit nominations from the Areas for position vacancies on School of Education Committees which require Area representation. All elections shall be conducted by ballot, consistent with procedures devised by the Committee. Whenever a vacancy occurs in an elected position, the Committee shall appoint a person to fill the vacated position until the next scheduled election. Appointments to fill vacated positions on School of Education Committees requiring Area representation shall be done in a manner which maintains such representation.

Section 1.5

The Faculty Evaluation Committee shall consist of five tenured members of the Faculty for staggered terms, three terms expiring annually. Annually, two members shall be elected to two-year terms and one member to a one-year term.

For each associate professor elected to the Committee, a corresponding full professor shall be elected annually as an alternate. In the event that a member of the committee comes up for review or that a full professor promotion or review is being considered, the elected alternate(s) shall serve on the Committee. The Committee shall elect its chair from its elected members annually. The Committee shall evaluate designated School of Education Faculty, guided by approved policies and procedures for the evaluation of Faculty for retention, promotion, and award of tenure.

Section 1.6

The Faculty Executive Committee shall consist of six faculty representatives and the Dean of the School of Education as chair and ex officio member. Three of the faculty representatives shall be elected for three-year terms with one term expiring annually. These three members shall be comprised of one representative from each Area. The three additional Faculty representatives shall be the Area Coordinators. The Committee shall regularly advise the Dean on all matters pertaining to the School and share responsibility for governance of the School of Education. The Committee shall examine issues brought to it by the Faculty, its committees, or the Dean; and recommend to the Faculty long-range plans, policies, and procedures necessary for the School of Education to fulfill its mission. The Committee shall review proposals including those related to programs, course offerings, and degree requirements which have resource implications and make recommendations to the Dean.

Section 2

Terms as stipulated for all permanent committees of the School of Education shall expire on May 31. Newly elected committee members shall assume duties and membership on June 1. Appointed committee members shall also assume their duties on June 1 unless otherwise stipulated.

Implementation procedure: These Bylaws changes shall become effective immediately upon final approval by the President and Board of Visitors. For the Admissions and Financial Aid, Curriculum, Faculty Affairs, and Executive Committees, all currently elected positions will be vacated on May 31 of the academic year in which these Bylaws changes receive final approval. In order to establish the required representation and rotation of elected offices, faculty representatives will be elected to initial terms as specified below.

<i>COMMITTEE</i>	<i>AREA</i>		
	<i>Curriculum and Instruction</i>	<i>Educational Policy, Planning and Leadership</i>	<i>School Psychology and Counselor Education</i>
<i>Admissions and Financial Aid</i>	<i>3 year term</i>	<i>2 year term</i>	<i>1 year term</i>
<i>Curriculum</i>	<i>1 year term</i>	<i>3 year term</i>	<i>2 year term</i>
<i>Executive</i>	<i>2 year term</i>	<i>1 year term</i>	<i>3 year term</i>
<i>Faculty Affairs</i>	<i>3 year term</i>	<i>2 year term</i>	<i>1 year term</i>

ARTICLE VI

Special Committees of the Faculty

Section 1.1

The Dean of the School of Education may establish special committees. When the Faculty requests it, the Dean shall create special committees in consultation with the Faculty Executive Committee.

Implementation Procedure: Faculty requests to the Dean for the establishment of special committees must be supported in writing by one-third of the Faculty members.

Section 1.2

The Faculty may establish or abolish its special committees by successful motion from the floor during a meeting of the Faculty. When these committees are established by the Faculty, members shall be nominated from the floor.

ARTICLE VII

Amendments and Implementation Procedures

Section 1

The Faculty shall establish procedures appropriate for implementing the approved Bylaws of the School of Education. A record of such procedures and all subsequent revisions of those procedures shall be kept by the Secretary of the Faculty.

Section 2

Subject to approval by the President and the Board of Visitors, the Bylaws of the School of Education may be amended or repealed by an affirmative vote of two-thirds of the Faculty, provided that proposed amendments shall have been submitted in writing to the Faculty at least thirty (30) days in advance, unless otherwise specified by a two-thirds vote.

Implementation Procedure: Article III, Section 4, states that a waiver of the ten-day notification rule for motions affecting policies, procedures, or programs must be unanimous. Article VII, Section 2, states that proposed amendments to the Bylaws must have been submitted in writing to the Faculty at least thirty (30) days in advance, unless otherwise specified (waived) by a two-thirds vote. These two articles deal with separate and distinct Faculty functions possessing different waiver requirements.

ARTICLE VIII

Effective Date

Section 1

These Bylaws shall become effective immediately upon approval by the President and Board of Visitors.

Section 2

All Bylaws of the School of Education previously adopted and approved by the President and Board of Visitors are hereby repealed¹

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Note: These Bylaws were adopted by vote of the Faculty of the School of Education on December 14, 1988, and approved by the College's President and Board of Visitors on February 10, 1989. Unless otherwise indicated, the Implementation Procedures were adopted by vote of the Faculty of the School of Education on December 13, 1989. Sections 1.1, 1.2, 1.3, and 1.4 of Article V were amended by vote of the Faculty of the School of Education on March 18, 1992, and approved by the College's President and Board of Visitors on September 11, 1992. Article I, Section 3, Article IV, Section 2.2 and Article V, Sections 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, and Section 2 were amended by vote of the Faculty of the School of Education on December 11, 1996. Revisions approved by Board of Visitors April 24, 1997.