College Policy and Governance

College of Education Bylaws

1. THE FACULTY
2. THE STUDENTS
3. COLLEGE ORGANIZATION
4. BYLAW AMENDMENT REVIEW
5. FACULTY GRIEVANCE PROCEDURES
6. MODES OF INTERPRETATION

1. The Faculty

1.1. Composition of the Faculty

1.1.1. The tenure-stream faculty of the College of Education shall consist of all persons in the College who have been appointed under the rules of the Academic Governance Document as tenure professor, associate professor, or instructor.

1.1.2. The fixed-term faculty of the College shall consist of all persons in the College holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure.

1.1.3. The academic specialist shall consist of all persons in the College holding the rank of senior specialist or specialist.

1.1.4. Adjunct faculty shall consist of persons whose professional position, qualifications, and interest make some relationship with the College desirable.

1.1.5. Honorary faculty will be those persons designated as visiting professors or professors emeriti in the College.

1.2. Voting Faculty

1.2.1. The voting faculty shall consist of all tenure-stream faculty and academic specialists in the continuing appointment, the fixed-term faculty who have served full-time fixed-term faculty, who have served at least three consecutive years in the College and full-time academic specialists who have served at least three consecutive years in the College. Voting faculty must be engaged in academic activities at the University.

1.2.2. Full-time shall be defined as a workload equal to or greater than a 0.8 full-time appointment.

1.2.2. Departments shall determine voting privileges for matters limited to departments.

1.2.3. A faculty member appointed in two or more units may vote only once in a College election or on a College matter.

1.2.4. All tenure-stream faculty and academic specialists in the continuing appointment in a department or equivalent unit shall constitute the department faculty, of which the person resides. Full-time fixed-term faculty who have served at least three consecutive years in the College and full-time academic specialists who have served at least three consecutive years in the College may be elected to a college committee, with the exception of the Reappointment, Promotion, and Tenure Committee, or to represent the College on a University committee, or a representative of any unit in which the person resides.

1.3. Faculty meetings.

1.3.1. The faculty of the College shall meet at least once during fall and spring semesters. Additional meetings of the faculty may be called by the Dean, by the Faculty Advisory Committee, or by twenty-five voting faculty.

1.3.2. Notice of faculty meetings shall be sent to all faculty by the Dean or the Faculty Advisory Committee and shall set forth the matters to be considered. The formal agenda will be made available at least one week in advance.

1.3.3. The Dean or designee shall preside at College faculty meetings. Faculty may elect a faculty chair (vice) annual chair guide meeting procedure.

1.3.4. A College faculty meeting may consider any matter related to the welfare of the faculty or the welfare of the College and any matter brought before it by a member of the faculty.

1.3.5. The agenda for College faculty meetings shall be prepared by the Faculty Advisory Committee. Committee. Action items must be so labeled on the agenda, and no formal actions may be taken without advance notice.

1.4. Quorum Requirements.

1.4.1. A quorum of fifty percent plus one of voting members is required for conduct of College Faculty Meetings and College committees.

2. The Students

2.1. Student constituency of the College.

2.1. The student constituency of the College shall be all students who have declared a major or minor preference in an academic program of the College.

2.2. Student participation in academic governance.

2.2. Student participation in College academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to faculty are:

2.2.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of the faculty.

2.2.2. Decisions concerning the appointment, salary, re-appointment, promotion, tenure, or dismissal of individual faculty members.

2.2.3. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

2.2.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3. College Organization

3.1. Dean of the College

3.1. The chief executive officer of the College of Education is the Dean.

3.2. The Dean is responsible for instructional, research, and service programs of the College. This responsibility includes budgetary matters, physical facilities, and personnel matters. The Dean shall consult with and take account the advisory procedures of the College.

3.2.1. The Dean shall make available the College's written criteria and procedures for periodic merit/market salary adjustments.

3.3. The voting faculty of the College shall have shared responsibility with the Provost to determine procedures for selection of the Dean.

3.4. The selection of assistant and associate administrators in the College of Education shall be the responsibility of the Dean who shall consult with the Faculty Advisory Committee.

3.5. The Dean shall be subject to regular review. Intervals not to exceed five years.

3.5.1. The Faculty Advisory Committee shall have shared responsibility with the Provost to determine procedures for the review of the Dean.

3.6. The Dean shall participate in academic governance bodies in the same mode as faculty participation, except as reserved. Matters reserved to administrators listed in Section 3.5 of the University Bylaws.

3.6.1. The Dean or the Dean's designee shall attend all meetings of the College's academic governance bodies.

3.2. Faculty Advisory Committee.

3.2.1. Composition.

3.2.1. The Faculty Advisory Committee shall consist of twelve members, including one from each College department, and one non-voting ex-officio member selected by the Faculty Advisory Committee from the College representatives to the University Council.

3.2.2. The Chairperson of the Faculty Advisory Committee shall be a tenure-stream member of the College representatives on the Faculty Senate (pursuant to Section 3.2.1 of the University Bylaws for Academic Governance).

3.2.3. The Faculty Advisory Committee shall designate one voting faculty member to represent results of Faculty Equity and Inclusion. This advocate shall advise the Reappointment, Promotion, and Tenure Committee on college climate regarding faculty equity and diversity, evaluate the conduct of the Faculty Advisory Committee's duties, and report to the College voting deficiencies to the attention of the Faculty Advisory Committee.

3.2.2. Functions.

3.2.2.1. The Faculty Advisory Committee shall advise and consult with the Dean on issues concerning the welfare of the College.

3.2.2.2. The Faculty Advisory Committee shall have delegated authority to supervise and conduct all faculty elections at the College level.

3.2.2.3. The Faculty Advisory Committee shall name a College representative to a University committee if a elected faculty representative is unable to serve for a period of one semester or more.

3.2.2.4. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining the time, date, and place of all College faculty meetings.

3.2.2.5. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining participation that include tenure-stream faculty.

3.2.2.6. The Faculty Advisory Committee shall confer with the Dean in the appointment and replacement of associate and assistant Deans.

3.2.2.7. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining procedures for the review of the Dean.

3.2.2.8. The Faculty Advisory Committee shall advise the Dean regarding initiation and evaluation of and decisions concerning policies related to scholarship and professional conduct.

3.2.2.9. The Faculty Advisory Committee shall have shared responsibility with the Dean in the development and revision of guidelines and procedures for faculty appointment, promotion, and tenure in accordance with the University Faculty Handbook.

3.2.3. Procedures.

3.2.3.1. The Faculty Advisory Committee shall determine its own operating rules and procedures and elect a chair from its membership.

3.2.3.2. The elected chair of the Faculty Advisory Committee shall serve a one-year term of office.

3.2.3.3. The Faculty Advisory Committee shall meet at least once every month during the academic year, but not more often than once a month during fall and spring semesters.

3.2.3.4. The minutes of the Faculty Advisory Committee meetings shall be made publicly available.

3.2.3.5. The schedule of the Faculty Advisory Committee meetings shall be made publicly available.

3.2.3.6. Meetings of the Faculty Advisory Committee are open, except when the Committee votes to hold a closed meeting to discuss personnel matters. The Committee may invite the Dean, faculty, and other staffed sessions. Such closures will be announced publicly.

3.2.4. Elections.

3.2.4.1. Department elections for the Faculty Advisory Committee will take place in the spring semester.

3.2.4.2. Any member of the voting faculty of the College is eligible for election to the Faculty Advisory Committee.

3.2.4.3. Representative members are elected to the Faculty Advisory Committee for a two-year term of office. No representative member shall serve more than two consecutive terms.

3.3. Standing Committees of the Faculty.

There shall be three standing committees of the faculty: Reappointment, Promotion, and Tenure; Faculty Equity and Inclusion Committee, and a Reappointment, Promotion, and Tenure Committee.

3.3.1 College Curriculum Committee.

3.3.1. Composition.

3.3.1.1. The College Curriculum Committee will consist of twelve members, including one from each College department, one undergraduate student, one graduate student, and two non-voting ex-officio members: the Associate Dean for Undergraduate Studies and the Committee on Curriculum and a member appointed by the Dean.

3.3.1.2. The College Curriculum Committee shall designate one voting faculty member to represent results of Faculty Equity and Inclusion. This advocate shall advise the College Curriculum Committee of issues concerning college climate regarding faculty equity and diversity, evaluate the conduct of the College Curriculum Committee's duties, and report to the College voting deficiencies to the attention of the College Curriculum Committee.

3.3.1.2 Functions.

3.3.1.2. The College Curriculum Committee shall advise and consult with the Dean on issues concerning the welfare of the College.

3.3.1.2. The College Curriculum Committee shall have delegated authority to supervise and conduct all faculty elections at the College level.

3.3.1.3. The College Curriculum Committee shall name a College representative to a University committee if a elected faculty representative is unable to serve for a period of one semester or more.

3.3.1.4. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining the time, date, and place of all College faculty meetings.

3.3.1.5. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining participation that include tenure-stream faculty.

3.3.1.6. The Faculty Advisory Committee shall confer with the Dean in the appointment and replacement of associate and assistant Deans.

3.3.1.7. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining procedures for the review of the Dean.

3.3.1.8. The Faculty Advisory Committee shall advise the Dean regarding initiation and evaluation of and decisions concerning policies related to scholarship and professional conduct.

3.3.1.9. The Faculty Advisory Committee shall have shared responsibility with the Dean in the development and revision of guidelines and procedures for faculty appointment, promotion, and tenure in accordance with the University Faculty Handbook.

3.3.1.3. Procedures.

3.3.1.1. The Faculty Advisory Committee shall determine its own operating rules and procedures and elect a chair from its membership.

3.3.1.2. The elected chair of the Faculty Advisory Committee shall serve a one-year term of office.

3.3.1.3. The Faculty Advisory Committee shall meet at least once every month during the academic year, but not more often than once a month during fall and spring semesters.

3.3.1.4. The minutes of the Faculty Advisory Committee meetings shall be made publicly available.

3.3.1.5. The schedule of the Faculty Advisory Committee meetings shall be made publicly available.

3.3.1.6. Meetings of the Faculty Advisory Committee are open, except when the Committee votes to hold a closed meeting to discuss personnel matters. The Committee may invite the Dean, faculty, and other staffed sessions. Such closures will be announced publicly.

3.3.1.4 Elections

3.3.1.4.1. Department elections for the Faculty Advisory Committee will take place in the spring semester.

3.3.1.4.2. Any member of the voting faculty of the College is eligible for election to the Faculty Advisory Committee.

3.3.1.4.3. Representative members are elected to the Faculty Advisory Committee for a two-year term of office. No representative member shall serve more than two consecutive terms.

3.3. Standing Committees of the Faculty.

There shall be three standing committees of the faculty: Reappointment, Promotion, and Tenure; Faculty Equity and Inclusion Committee, and a Reappointment, Promotion, and Tenure Committee.

3.3.1 College Curriculum Committee.

3.3.1. Composition.

3.3.1.1. The College Curriculum Committee will consist of twelve members, including one from each College department, one undergraduate student, one graduate student, and two non-voting ex-officio members: the Associate Dean for Undergraduate Studies and the Committee on Curriculum and a member appointed by the Dean.

3.3.1.2. The College Curriculum Committee shall designate one voting faculty member to represent results of Faculty Equity and Inclusion. This advocate shall advise the College Curriculum Committee of issues concerning college climate regarding faculty equity and diversity, evaluate the conduct of the College Curriculum Committee's duties, and report to the College voting deficiencies to the attention of the College Curriculum Committee.

3.3.1.2 Functions.

3.3.1.2. The College Curriculum Committee shall advise and consult with the Dean on issues concerning the welfare of the College.

3.3.1.2. The College Curriculum Committee shall have delegated authority to making recommendations to the University Committee on Curriculum regarding changes in academic programs.

3.3.1.2. The College Curriculum Committee shall advise the College faculty about major changes in courses and programs in the departments of the College.

3.3.1.3. The College Curriculum Committee shall designate one voting member to represent Faculty Equity and Inclusion. This advocate shall advise deliberating on proposals for the development, elimination, or modification of courses, course sequences, and programs, and report deficiencies affecting two or more departments of the College.

3.3.1.4. The College Curriculum Committee shall consult and seek the advice of the Faculty Advisory Committee and/or the College faculty when deliberating on proposals to eliminate one or more units of the College or proposals to eliminate academic programs in the College or proposals to establish or change "all-college" programs.

3.3.1.3. Procedures.

3.3.1.1. The College Curriculum Committee will determine its operating rules and procedures and elect a chair from its voting membership.

3.3.1.2. The College Curriculum Committee will meet as necessary to conduct its business. Meetings will be held then once a semester during fall and spring semesters.

3.3.1.3. The minutes of the College Curriculum Committee shall be made publicly available.

3.3.1.4. Meetings of the College Curriculum Committee are open. The schedule of the College Curriculum Committee meetings shall be made publicly available.

3.3.1.4 Elections.

3.3.1.4. Department elections for the College Curriculum Committee will take place in the spring semester.

3.3.1.4.1. Any member of the voting faculty of the College is eligible for election to the College Curriculum Committee.

3.3.1.4.2. Faculty members are elected for a two-year term of office. No faculty member may serve more than two consecutive terms.

3.3.2 Faculty Equity and Inclusion Committee.

3.3.2. Composition.

3.3.2.1. The Faculty Equity and Inclusion Committee will consist of twelve members, including one from each College's departments, of other individuals on the committee will be non-voting ex-officio members.

3.3.2.1.1. The College Faculty Excellence Advisor and one college-level administrator (Dean or designee) will serve as non-voting ex-officio members of the Faculty Equity and Inclusion Committee.

3.3.2.2. Functions.

3.3.2.2.1. The Faculty Equity and Inclusion Committee shall have delegated authority to advise the Dean on determining procedures for assessing and improving persistent and systemic conditions concerning college climate regarding faculty equity and diversity.

3.3.2.2.1.1. The Faculty Equity and Inclusion Committee shall have delegated authority to advise regarding hiring, promotion and tenure/scholarship status, workload assignments, transparency of decision-making, and other matters affecting faculty equity. The committee will not make decisions about individual cases in any of the aforementioned domains.

3.3.2.2.1.2. The Faculty Equity and Inclusion Committee shall serve in an advisory capacity for other issues related to equity and diversity that are not presented and systemic.

3.3.2.2.1. Each member of the Faculty Equity and Inclusion Committee will serve as liaison and facilitate connections between members of the college and other College bodies concerned with issues of equity or diversity in the Departments, College, or University.

3.3.2.2.1.4. Hiring members of the Faculty Equity and Inclusion Committee shall serve as an advisory and resource to faculty, entities.

3.3.2.2.1.5. The Faculty Equity and Inclusion Committee shall seek the advice of the Office for Inclusion and Intercultural Initiatives at least once per year.

3.3.2.3. Procedures.

3.3.2.3.1. The Faculty Equity and Inclusion Committee shall determine its own operating rules and procedures and elect a Chair from its voting membership.

3.3.2.3.2. The elected chair of the Faculty Equity and Inclusion Committee shall serve a one-year term of office.

3.3.2.3.3. The Faculty Equity and Inclusion Committee shall meet as often as needed to perform its duties but no less than once a semester during fall and spring semesters.

3.3.2.3.4. The minutes of the Faculty Equity and Inclusion Committee will be made available to the Faculty Advisory Committee and shall be made publicly available.

3.3.2.3.5. Meetings of the Faculty Equity and Inclusion Committee are open. The schedule of the Faculty Equity and Inclusion Committee meetings shall be made publicly available.

3.3.2.4. Elections.

3.3.2.4.1. Department elections for the College Curriculum Committee will take place in the spring semester.

3.3.2.4.2. Any member of the voting faculty of the College is eligible for election to the Faculty Equity and Inclusion Committee.

3.3.2.4.3. Faculty members are elected for a two-year term of office. No faculty member may serve more than two consecutive terms.

3.3.2.4.4. Committee members should have demonstrated a clear commitment to issues of diversity and equity in teaching, research, or practice as determined by the Department.

3.3.2.4.5. Of the initial voting faculty elected from each College department to the Faculty Equity and Inclusion Committee, one member from each department will be elected to serve a one-year term and the other to serve a two-year term.

3.3.3. Reappointment, Promotion, and Tenure Committee.

3.3.3.1. Composition.

3.3.3.1. The Reappointment, Promotion, and Tenure Committee will consist of two tenured faculty members elected from each of the College's departments.

3.3.3.1.1. The Reappointment, Promotion, and Tenure Committee shall designate one voting faculty member to represent results of Faculty Equity and Inclusion. This advocate shall advise the Reappointment, Promotion, and Tenure Committee on college climate regarding faculty equity and diversity, evaluate the conduct of the Reappointment, Promotion, and Tenure Committee's duties, and report to the College voting deficiencies to the attention of the Reappointment, Promotion, and Tenure Committee.

3.3.3.1.2. Function

3.3.3.1.1. The Reappointment, Promotion, and Tenure Committee shall advise the Dean regarding reappointment, promotion, and tenure procedures and decisions.

3.3.3.1.3. Procedures.

3.3.3.1.1. The Reappointment, Promotion, and Tenure Committee will determine its operating rules and procedures in accordance with the University Faculty Handbook and elect a chair from its membership.

3.3.3.1.2. The Reappointment, Promotion, and Tenure Committee will meet as often as required to perform its duties in accordance with the University Handbook.

3.3.3.1.3. The minutes of the Reappointment, Promotion, and Tenure Committee meetings shall be made publicly available.

3.3.3.1.4. Meetings are open.

3.3.3.3.4. Meetings of the Reappointment, Promotion, and Tenure Committee are open, except when reviewing and discussing specific candidates' materials. The schedule of the Reappointment, Promotion, and Tenure Committee meetings shall be made publicly available.

3.3.3.4. Elections.

3.3.3.4.1. Department elections for the Reappointment, Promotion, and Tenure Committee will take place in the spring semester.

3.3.3.4.2. Any tenured member of the tenure-stream faculty of the College will be eligible for election.

3.3.3.4.3. Faculty members are elected for a two-year term of office. No member will serve more than two consecutive terms.

3.4. Student Advisory Committee.

3.4.1. Composition.

3.4.1.1. The Student Advisory Committee will consist of four undergraduate students (at least one student elected from each College department that enrolls undergraduates), and one masters student and one doctoral student elected from each department.

3.4.2. Functions.

3.4.2.1. The Student Advisory Committee will advise and consult with the Dean on matters concerning student welfare.

3.4.2.2. The Student Advisory Committee will consult with the Faculty Advisory Committee in its review of proposed changes in courses, curricula, and programs affecting the total College or more than one unit of the College.

3.4.3. Procedures.

3.4.3.1. The Student Advisory Committee will determine its own operating rules and procedures and elect a chairperson and a secretary from its voting membership during the fall semester.

3.4.3.2. The Student Advisory Committee will meet as often as required to perform its duties but no less often than once a semester during fall and spring semesters.

3.4.3.3. The minutes of the Student Advisory Committee meetings shall be made publicly available and distributed to all standing committees of the College.

3.4.3.4. Meetings of the Student Advisory Committee are open. The schedule of the Student Advisory Committee meetings shall be made publicly available.

3.4.4. Elections.

3.4.4.1. Members of the Student Advisory Committee will be nominated and elected to the Committee by the student organizations chartered to conduct the elections. In the absence of such organizations, the Student Advisory Committee will conduct the elections.

3.4.4.2. Elections for the Student Advisory Committee will take place in the fall semester.

3.4.4.3. Any member of the College's student constituency will be eligible for election to the Student Advisory Committee.

3.4.4.4. Members of the Student Advisory Committee are elected for a one-year term of office. There is no restriction on the number of consecutive terms a student can be elected to the Council.

3.5. Special Committees.

3.5.1. Special committees may be established by the Dean, by the Faculty Advisory Committee, or by a majority vote of the College faculty.

4. BYLAW AMENDMENT AND REVIEW

4.1. The voting faculty of the College shall have shared responsibility with the Dean to adopt and publish bylaws in conformity with academic governance.

4.2. Bylaw amendment and revision.

4.2.1. College bylaws may be amended or revised by a two-thirds vote of the faculty voting on the amendment/revision. The vote will be taken after the College Faculty Advisory Committee has published any proposed amendment/revision and has held one or more hearings open to the faculty and students. Voting shall be by ballot setting forth clearly the changes proposed. The College Faculty Advisory Committee shall establish procedures and certify results.

4.3 Bylaw review.

4.3.1. College bylaws shall be reviewed every five years and at such time as the Dean in consultation with the College Faculty Advisory Committee deems it necessary. Procedures for the review will be set forth in accordance with university regulations, including participation in the five-year college bylaws review cycle performed by the University Committee on Academic Governance as specified section 4.3.5 of the *University Bylaws for Academic Governance*.

4.4. Bylaw corrections.

4.4.1. Edits to the College Bylaws of a typographic or formatting nature, and references to external University documents may be amended or revised by the College Faculty Advisory Committee without conducting a vote of the faculty so long as such edits do not constitute changes in the intent or interpretation of the language.

4.4.1.1. Notice of the corrections shall be made publically available.

5. FACULTY GRIEVANCE PROCEDURES

5.1. The College of Education Faculty Grievance Procedures follow the University Faculty Grievance Policy detailed in the *Faculty Handbook*.

6. MODES OF PARTICIPATION

6.1. The University *Bylaws for Academic Governance* provides specific definitions for the Consultation, Advisory, Shared Responsibility, and Delegated Authority modes of participation in academic governance.

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