

BYLAWS**COLLEGE OF EDUCATION****ILLINOIS STATE UNIVERSITY****PREAMBLE**

The Faculty of the College of Education (COE) hereby establishes these Bylaws to serve as the primary governing policy for the COE. All governance proposals of and for the COE are to be considered and approved in accordance with the provisions of the Illinois State University Constitution and these Bylaws. Governance matters of the COE will be decided with the input of Faculty, Administrators, and Students.

DEFINITION OF TERMS – See Appendix A**ARTICLE I. THE COLLEGE OF EDUCATION COUNCIL**

The Faculty of the COE hereby establishes the College of Education Council (COEC) to serve as the primary governing body of the College.

ARTICLE II. PURPOSE OF THE COEC

The COEC shall act as the body which considers and approves all proposals that are identified and disseminated as policies of the COE Faculty in accordance with the provisions of the Illinois State University Constitution and these Bylaws.

The purposes of the COEC shall include but not be limited to the following:

- Participate in developing College priorities
- Contribute to the strategic planning process
- Advise the Dean on policy matters
- Provide leadership to the College in meeting professional standards
- Promote effective communication among Faculty, Staff, Students, and Administration
- Provide input in determining College initiatives
- Manage all College elections

ARTICLE III. MEMBERSHIP - COEC**Section 1. COEC Composition****A. Faculty**

The COEC shall have four voting Faculty representatives each from the Departments of Curriculum and Instruction and Special Education and three voting faculty representatives from the Department of Educational Administration and Foundations,

and the Laboratory Schools.

B. Administrative

The Dean shall serve (or designate a representative to serve) as a voting member of the COEC.

C. Student

The COEC shall have one voting Student representative from each Department in the College.

Section 2. Eligibility for Membership

A. Faculty

All COE Faculty and Laboratory School Faculty Associates who hold full-time tenure track appointments or continuing contract status and who have been full-time faculty members at Illinois State University for at least one academic year preceding election to the COEC shall be eligible for membership unless—during their term on the COEC—they are (1) elected to sit on the College Faculty Status Committee, or (2) serving as Chairperson or Acting Chairperson of a Department.

B. Student

Any Student as defined in Appendix A of the Preamble is eligible to serve on the COEC.

Section 3. Terms of Office

A. Faculty

Elected members of the COEC shall serve three-year terms. Each year shall begin August 15th and run through August 14th. No member shall serve more than two consecutive full terms but will be eligible for re-election after one year.

B. Student

Student representatives on the COEC serve one-year terms and are eligible for no more than two successive terms.

Section 4. Vacancies

COEC members who are unable to perform their duties for more than one semester or because of some change in status, position or appointment no longer fit the definitions outlined in ARTICLE I, must vacate their College of Education Council seats. The College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures.

Section 5. Temporary Vacancies

COEC members who will be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their Department or Unit through an approved appointment by the remaining members of their Department or Unit.

Section 6. Recall

Elected COEC members can be recalled by a majority vote of their own Department Faculty members or Laboratory School Unit Faculty members (as defined in Article IV, Section 4).

ARTICLE IV. COLLEGE OF EDUCATION COUNCIL ELECTIONS

Section 1. Elections

The College Elections Committee will assure the nomination and election of members to the College of Education Council at the proper times (see ARTICLE IX, Section 4) and conduct Recall elections. Faculty or Students contesting elections should appeal to the Chairperson of the College of Education Council (at the time of the election) as soon as possible and no later than 20 working days after voting ends. The Chairperson will present the appeal to the College of Education Council (as constituted at the time of the election) for resolution.

Section 2. Election Schedules

A. Faculty

By the third week in April, the Departments and Laboratory Schools Units shall elect representatives to the COEC.

B. Student

By the second week in September, Departments shall determine their Student representative to the COEC using regulations developed by the Department. The Departments shall inform the COEC of the method used to select Student representatives.

Section 3. Beginning of Terms

Newly elected or selected members shall begin their terms at the first regular meeting of the COEC following their election or selection.

Section 4. Eligibility for Voting in COEC Elections

Each COE department and Lab School unit shall define who is eligible to vote. The Dean of the College and administrators with Faculty status may vote in the Departments where they hold their rank. Persons who are on leave or disability are not eligible to vote.

ARTICLE V. COEC OFFICERS

Section 1. Elections

At the first regular meeting after the election of new Faculty members, the COEC shall nominate and choose by ballot from its elected members a Chairperson who is a Faculty representative, a Vice-Chairperson, and a Secretary. These officers shall assume their duties upon election and serve a one-year term. A Parliamentarian may also be appointed by the Chair with the consent of the COEC to serve a one-year term.

Section 2. Executive Committee

The officers named above (except the Parliamentarian) and the Dean of the College shall constitute the Executive Committee of the COEC. The Executive Committee shall prepare the agenda for each COEC meeting and shall perform such other functions as the COEC assigns to it. The Chairperson of the COEC shall serve as Chairperson of the Executive Committee.

Section 3. Duties of the Officers

A. Chairperson

The Chairperson shall conduct the meeting.

B. Vice-Chairperson

The Vice-Chairperson shall conduct the meeting in the absence of the Chairperson.

C. Secretary

The Secretary shall prepare and distribute minutes of each COEC meeting, one copy of which is kept as a permanent record; and publicize the agenda for each meeting (see ARTICLE VI, Sections 3 and 4).

ARTICLE VI. COEC MEETINGS**Section 1. Regular Meetings**

The COEC shall hold regular meetings at least once each month during the academic year and may meet during the summer months. Faculty members and students who are not COEC members may attend all meetings of the COEC except executive sessions (see Robert's Rules of Order, Revised), but they may participate in discussion only when recognized by the COEC chair ("Special Meetings," see ARTICLE VII, Section 3).

Section 2. Quorum

A simple majority of the total membership of the COEC shall constitute a quorum.

Section 3. The Agenda

Any employee of the COE or student in the COE desiring to bring specific matters to the attention of the COEC shall communicate them in writing to any member of the COEC for forwarding to the Executive Committee ten or more days before the meeting at which they wish matters considered. This time limit may be waived by a majority vote of the whole COEC. The Secretary of the COEC shall publicize the agenda at least seven days before each regular meeting.

Section 4. Minutes

Minutes of the COEC meetings shall be provided within five (5) working days of next meeting to all members of the COEC and to those Faculty members of the COE requesting them. Approved minutes will be made available on the COE website. At least one permanent file of minutes shall be kept in the Office of the Dean of the College.

Section 5. Special Meetings

Special meetings may be called by the Chairperson of the COEC, or in his/her absence by the Vice-Chairperson. A special meeting must be called within five school days of the Chairperson's, or in his/her absence by the Vice-Chairperson, receipt of a written request from at least one-third of the COEC members.

Section 6. Parliamentary Authority

The parliamentary authority for use in COEC meetings shall be Robert's Rules of Order, Revised.

ARTICLE VII. COEC POWERS AND DUTIES

Section 1. Duties

- A. Approve all proposals that are identified and disseminated as policies and procedures formulated by or for the COE Faculty.
- B. Review College materials for the purpose of revising or rescinding policies and procedures that have previously been identified and disseminated by or for the COE Faculty.
- C. Review, discuss, and make recommendations on all matters related to the organization, reorganization, establishment, or elimination of any Departments and/or Units in the College.
- D. Serve in an advisory capacity to the Dean of the COE.

Section 2. Committees Created by the COEC

- A. The COEC shall create a College Faculty Status Committee, a College Curriculum Committee, a College Diversity in Education Committee, a College Elections Committee, a College Research Committee, a College Scholarships and Awards Committee, a College Teaching and Learning Committee, and such other regular and special committees and boards as deemed necessary to assist the COE in the development of its basic policies and procedures. Excepting those committees for which provisions are described in ARTICLE VIII, the COEC shall determine the method of appointment or election, the powers, duties, and organization of each committee and board which it creates. The COEC shall not normally consider a matter which is usually the responsibility of a committee or board until the committee or board has reported on the matter to the COEC.
- B. All committees and boards of the COEC shall report to the COEC. The COEC may establish the kinds of reporting procedures each committee and/or board shall use.

Section 3. Special Meeting

The COEC may call special meetings of the Faculty or any part thereof. For meetings which it calls, the COEC shall establish the rules and the agenda. The rules shall not contravene these Bylaws.

ARTICLE VIII. COMMITTEES - COLLEGE**Section 1. College Faculty Status Committee****A. Duties and Responsibilities**

1. The duties and responsibilities of the College Faculty Status Committee are explained in the *Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies*.
2. In addition to number one above, submit a Fall Report (see Appendix B) to the COEC with the Committee's Plan of Work for the academic year.
3. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the COEC prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The COE Faculty Status Committee shall have two voting members from each department (C&I, EAF, SED) plus the Dean of the College who shall serve as the chairperson and a voting member.

C. Eligibility

1. All permanent Faculty holding rank and major assignment in departments of the College who have been full-time Faculty members at Illinois State University for at least one academic year preceding election to the College Faculty Status Committee shall be eligible.
2. Members of the COEC are not eligible for membership on the College Faculty Status Committee. (see I. Section C of ASPT Document)
3. No Faculty member may be elected to serve on more than one Faculty Status Committee or serve more than two consecutive full terms on the College Faculty Status Committee but shall be eligible for re-election after one year.

D. Election and Term

The College Elections Committee shall assure the nomination and election of the College Faculty Status Committee in accordance with the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. Terms of office are for two years.

E. Vacancies

College Faculty Status Committee members who are unable to perform their duties for more than one semester or because of some change in status, position or appointment no longer fit the definitions outlined in ARTICLE I, must vacate their College Faculty Status Committee seats. The College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures.

F. Temporary Vacancies

College Faculty Status Committee members who shall be temporarily unavailable to perform their duties for one semester or less may be replaced, for up to one semester, through departmental election conducted by the College Elections Committee.

Section 2. College Curriculum Committee

A. Duties and Responsibilities

1. To provide advice and consultation to faculty who are planning curriculum proposals.
2. To review and approve or disapprove all COE curricula proposals in terms of the following conditions: issues of program quality and consistency; relationship of the proposal to department, college, and university mission, and strategic or five-year plans; and the impact of the proposal upon other programs and procedures within the Department or College or across the university.
3. Submit a Fall Report (see Appendix B) to the COEC on actions and concerns of the COE Curriculum Committee. The report should contain, but is not limited to, course and program approval and disapproval actions, curriculum development activities, interdepartmental cooperation on curriculum, and the relationship between College and Laboratory School curricula.
4. Submit recommendations to the COEC for policies with respect to curriculum in the College. These policies may include, but are not limited to, the relationship of external accrediting standards to curriculum, conduct of periodic curricular reviews, and interdepartmental cooperation in curriculum development.

5. Receive by September 15 and review by October 15 a report from the COE Dean's Office describing actual or proposed changes in the criteria of external review bodies (e.g., NCATE, AACTE, ATE, the Illinois State Board of Education) which will or might have implications for the COE and the Laboratory Schools. Provide the results of this review to the COEC. Interim reports should be forwarded as warranted.
6. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The COE Curriculum Committee is composed of two voting Faculty representatives and one voting Student representative from each Department and the Dean of the COE or designee (ex-officio, non-voting).

C. Eligibility

All full-time tenured or tenure-track Faculty members of the COE shall be eligible for election to the Curriculum Committee.

D. Elections and Term

The **six** faculty members of the College Curriculum Committee will be elected for two-year terms by their respective departments. Representatives will serve staggered terms so that only one individual from each department will be new during any given year. No member may serve more than two consecutive full terms on the Committee, but shall be eligible for re-election after one year. The three student representatives, one from each of the three departments, are appointed by the respective Department Chair.

E. Vacancies

College Curriculum Committee members who are unable to perform their duties for more than one semester or because of some change in status, position or appointment no longer fit the definitions outlined in ARTICLE I, must vacate their College Curriculum Committee seats. The College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures.

F. Temporary Vacancies

College Curriculum Committee members who will be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their Department through an appointment approved by the remaining members of their department on the College Curriculum Committee.

G. Procedures

The Curriculum Committee shall develop its own procedures for the evaluation, review, and approval of curriculum proposals. These procedures will be consonant with those of the University Curriculum Committee and the Curriculum Committee of the Graduate Council. Within six weeks of the beginning of Fall Semester, the Committee will provide an electronic copy of those procedures to the COEC for its review.

Section 3. College of Education Diversity in Education Committee**A. Duties and Responsibilities**

1. To periodically review practices in the COE that impact on the Students, Faculty, and curricular implementation related to diversity education.
2. To identify and provide activities and resources for teacher candidates to gain competencies in knowledge and application of skills necessary to effectively address diversity in schools.
3. To identify and provide activities and resources to enhance opportunities for all Faculty to demonstrate the practice of diversity education as a pedagogical process through their own teaching practices and content, as well as research, and service activities.
4. To coordinate College efforts to provide opportunities and incentives for the professional development of Students, Faculty, and Staff in diversity education.
5. To submit a Fall Report (see Appendix B) to the COEC with the committee's Plan of Work for the academic year.
6. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The College of Education Diversity in Education Committee is composed of two voting Faculty representatives from each Department and two full-time continuing contract Faculty Associates from the Laboratory Schools. The Dean of the College of Education or designee shall serve as an ex officio member.

C. Eligibility

All full-time tenured or tenure-track Faculty members of the COE or continuing contract status Faculty shall be eligible for election to the Diversity in Education Committee.

D. Appointment and Term

The members of the COE Diversity in Education Committee are elected annually on staggered three year terms by their respective departments and schools, following procedures specified by the College Elections Committee.

E. Vacancies

COE Diversity in Education Committee members who are unable to perform their duties for more than one semester, or because of some changes in status, position, or appointment no longer fit the definitions in ARTICLE I, must vacate their committee seats. The College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures.

F. Temporary Vacancies

COE Diversity in Education Committee members who will be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their Department through an appointment approved by the Dean of the College.

Section 4. College of Education Elections Committee

A. Duties and Responsibilities

1. The College Elections Committee shall recommend to the COEC policies and procedures related to election issues. The College Elections Committee shall develop, review, and revise election procedures, issues, and concerns as they arise and send a copy of those procedures, issues, and concerns to the COEC.
2. The College Elections Committee shall develop and maintain a database of all College of Education committees including respective membership rosters and terms of office. This database shall be maintained by the COE Office.
3. The College Elections Committee shall perform other duties as recommended by the COEC.
4. Submit a Fall Report (see Appendix B) to the College of Education Council with the committee's review of procedures, issues, and concerns for the academic year.
5. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.
6. As elections occur, the Elections committee will report results via memoranda to the College Council, respective Chairs for posting, chairs of committees involved in the elections, and the College Council Secretary for record keeping.

B. Membership

The COE Elections Committee shall have one voting Faculty representative from each department (C&I, EAF, SED) and one voting Faculty member who represents the combined Laboratory Schools. The Dean of the College or the Dean's appointed representative will chair the committee as a voting member. A representative from the Dean's office will manage the Elections Committee database.

C. Eligibility

All tenured or tenure-track Faculty members of the COE employed full time within the University shall be eligible for election to the College Elections Committee. Eligibility lists of full-time instructors, assistant professors, associate professors, and professors who can vote and serve as Senate members from College of Education are available from the Provost's Office.

D. Election and Term

Terms of office are for two years staggered across departments. Terms begin in the fall semester. The College Elections Committee shall assure the nomination and election by Department of new members by April 15.

E. Vacancies

College Elections Committee members who are unable to perform their duties for more than one semester or who no longer fit the definitions in ARTICLE I of the COEC Bylaws because of change in status, position, or appointment, must vacate their College Elections Committee seats. All vacancies shall be filled immediately through standard election procedures.

F. Temporary Vacancies

College Elections Committee members who will be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their Department/Unit through an appointment by the Department/Unit head.

G. Elections Procedures

1. College Elections Committee shall request (call) for nominations from each department or unit: individuals who volunteer themselves as ELIGIBLE candidates will print and sign their names on a Call-for-Nominations Form provided by the College Elections Committee which will verify that nominees are eligible. Deadlines for nominations shall extend over a period of one week (including a week end).
Requests for nomination are strictly voluntary: names should not appear on a ballot by default or elimination.
2. College Elections Committee shall prepare and distribute official ballots. Deadlines for collecting ballots shall extend over a minimum period of one week (including a week end).
3. College Elections Committee shall collect and count ballots. At least two members of the College Elections Committee shall be required to count and verify ballots.
4. College Elections Committee shall report results via memoranda to the COEC, respective department chairs for posting, chairs of target committee, chairs of committees involved in eligibility chain, and the COE secretary for records. The Elections Committee Chair maintains backup hard copies of all results.

Section 5. College Research Committee

A. Duties and Responsibilities

1. Seek appropriate linkages and communication with College departments and laboratory schools to strengthen, promote, and support research.
2. Recommend Faculty development activities to enhance research and scholarly productivity within the College.
3. Develop and recommend to the Dean and COEC those research topics meriting special support from the College to further and strengthen a collective and contemporary research mission in teacher and administrator education.
4. Review University procedures for University-supported resources for research and identify practices and procedures likely to enhance access of the College to such support.
5. Explore methods to increase external funding for research.
6. Identify institutional barriers to research and grant productivity within the College and make recommendations to reduce or eliminate them.
7. Identify indicators of research productivity appropriate to assessing the progress of the College research activity over time.
8. Review, rank, and submit recommendations for proposals to be funded under University research grant program(s).
9. Develop guidelines related to the College research grant program(s) for consideration by the Dean.
10. Nominate COE Faculty and graduate Students for research award(s) consideration.

11. Submit a Fall Report (see Appendix B) to the COEC with the committee's Plan of Work for the academic year.
12. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The College Research Committee is composed of two tenure-line Faculty from each of the three departments, (C&I, EAF, and SED) and two full-time continuing contract Faculty Associates from the Laboratory Schools, one from Thomas Metcalf, and one from University High School. This Committee shall be chaired by the Dean of the College (or the Dean's appointed representative) as a voting member.

C. Eligibility

All full-time tenured or tenure-track Faculty members of the COE and all Faculty Associates employed full-time within the University shall be eligible for appointment to the College Research Committee.

D. Appointment and Term

The eight members of the College Research Committee will be appointed for two-year terms by the Dean of the College. Recommendations for appointment to the College Research Committee will be offered by: (1) the Chairs of each of the three departments, (2) the Director of the Laboratory Schools, and (3) the Director of Research and Development for the College. Representatives will serve staggered terms so that only one individual from each department/unit will be new during any given year. No member may serve more than two consecutive full terms on the Committee, but shall be eligible for re-appointment after one term.

E. Vacancies

College Research Committee members who are unable to perform their duties for more than one semester, or because of some change in status, position or appointment no longer fit the definitions outlined in ARTICLE I, must vacate their Committee seats. The Dean of the College is responsible for seeing that all vacancies are filled immediately through standard appointment procedures.

F. Temporary Vacancies

College Research Committee members who shall be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their Department/Laboratory School through an appointment by the Dean of the College.

Section 6. College of Education Scholarships and Awards Committee

A. Duties and Responsibilities

1. Be responsible for determining the recipients of all awards and scholarships under the responsibility of the Scholarships and Awards Committee.
2. Seek appropriate linkages and communication with College departments and laboratory schools to encourage the growth and availability of scholarships and awards.

3. Monitor college, department and laboratory school scholarships and awards committees to establish and maintain procedures for reporting results to the COEC of scholarships and awards activities.
4. Be responsible for establishing procedures and administering scholarships and awards that are non-departmental or unit-affiliated.
5. Review and maintain computerized systems that identify College scholarships and awards, and the guidelines that govern them.
6. Review, approve, and establish standards and guidelines for all new scholarships and awards.
7. Assure that accurate fiscal records and transactions regarding College scholarships and awards be current and correct.
8. Ensure the publication of scholarship and award information to be available to a variety of publics and update at appropriate times.
9. Encourage collaborative efforts between Financial Aid, Institutional Development, and the College as related to scholarships and awards availability.
10. Report to the COEC as needed regarding duties and responsibilities of the Scholarships and Awards Committee.
11. Submit a Fall Report (see Appendix B) to the COEC with the committee's Plan of Work for the academic year.
12. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The College Scholarships and Awards Committee is composed of two members from the department scholarship committee in each of the three departments (C&I, EAF, SED) and two full-time continuing contract Faculty Associates from the Laboratory Schools, one from Thomas Metcalf, and one from University High School who serve on the respective scholarship committees. An individual from the College of Education Dean's Office who is responsible for scholarships and awards accounts will serve as an ex-officio member.

C. Eligibility

Individuals who are currently serving on department scholarship committees are eligible to serve on the College Scholarships and Awards Committee. Student members who are not competing for scholarships are eligible to serve.

D. Election and Term

Eight of the nine members of the Scholarships and Awards Committee will be elected for two-year terms by their respective departments, following procedures specified by the COEC. Representatives will serve staggered terms so that only one individual from each department will be new during any given year. No member may serve more than two consecutive full terms on the Committee, but shall be eligible for re-election after one year.

E. Vacancies

College Scholarships and Awards Committee members who are unable to perform their duties for more than one semester, or who, because of some change in status, position, or appointment no longer fit the definitions outlined in ARTICLE I must

vacate their committee seats. College Elections Committee is responsible for seeing that all vacancies are filled immediately through standard election procedures.

F. Temporary Vacancies

Committee members who will be temporarily unavailable to perform their duties for one semester or less may be temporarily replaced by a member of their department or unit through an approved appointment by the scholarships and awards committee.

G. Procedures

The College of Education Scholarships and Awards Committee will follow all guidelines and procedures as established by the College of Education Council described in the College of Education Council Bylaws, and, in addition, include the following:

1. The committee will establish a calendar of meetings at least twice per semester and more often as needed.
2. Minutes will be available on request and committee activities will be included in the college newsletter.
3. A quorum of the committee shall be defined as 50% of the standing committee.
4. The standing committee shall elect a chairperson and secretary for the current academic year at the first meeting in the fall semester.
5. Bylaws of the committee shall be reviewed as established by COEC Bylaws.

Section 7. Teaching and Learning Committee

A. Duties and Responsibilities

1. Develop and recommend to the COEC for approval policies that include, but are not limited to:
 - a. Learning
 - (1) methods to assess student performance
 - (2) expected proficiency with learning technologies
 - b. Teaching
 - (1) ethical standards for undergraduate and graduate teaching
 - (2) minimum standards for course syllabi
 - (3) use of Internet and other instructional technologies for on-campus and distance education
2. Review annually policies on teaching and learning and recommend to the COEC such revisions and additions as deemed necessary.
3. Conduct in cooperation with other appropriate administrative and faculty personnel at the beginning of Fall and Spring Semester an orientation for new tenure-line, adjunct, temporary, and part-time faculty on policies related to teaching and learning in the College.
4. Submit a Fall Report (see Appendix B) to the COEC with the committee's Plan of Work for the academic year.
5. The Chairperson will submit a completed Spring Report (see Appendix C) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

B. Membership

The College Teaching and Learning Committee is composed of two voting faculty representatives and one voting student representative from each department. The Dean of the COE or designee shall serve as an ex-officio, non-voting member.

C. Eligibility

All full-time tenured or tenure-track faculty members of the COE shall be eligible for election to the College Teaching and Learning Committee.

D. Election and Term

The faculty members of the College Teaching and Learning Committee are elected for two-year terms by their respective departments. Representatives serve staggered terms so that only one individual from each department will be new during any given year. No member may serve more than two consecutive full terms, but shall be eligible for re-election after one year. The student representatives are appointed for a one-year term by the Chairpersons of their respective departments.

E. Vacancies

Committee members unable to perform their duties for more than one semester, or who are no longer a faculty member or student as defined in Article I, must vacate their seats. The College Election Committee will fill such faculty vacancies immediately through standard election procedures. A student vacancy will be filled through appointment by the Department Chairperson.

Committee members temporarily unavailable to perform their duties for one semester or less may be replaced by another member of the department from which they were elected through procedures to be determined by the department.

F. Temporary Vacancies

Committee members who will be temporarily unavailable to perform their duties for one semester or less may be replaced by a member of their department or unit through an approved appointment by Teaching and Learning Committee.

ARTICLE IX. DEPARTMENTS**Section 1. Governance**

The departments shall provide for the participation of Faculty, Administrators, and Students in their written governance document.

Section 2. Evaluation

The COEC shall receive the results and recommendations of all formal evaluations of Departments, the Laboratory Schools, and the College. If, in the judgment of the COEC, it becomes necessary, the COEC shall call for the evaluation of a Department, the Laboratory Schools, or the College.

Section 3. Selection of Department Chairperson, School Principal, and Laboratory School Superintendent

A. A vacancy in Department Chairperson, or School Principal, or Laboratory School Superintendent position will exist when:

1. The position of a Chairperson in a Department, or Principal in a school, or Laboratory School superintendent is vacant or will become vacant at the specified date in the future.
2. A new department has been or will be created.
3. An existing department has been or will be divided into two or more departments, in which case the Chairperson of the old department does not automatically become Chairperson of one of the new departments.
4. Two or more existing departments have been or will be combined into one department, in which case none of the Chairpersons of the old departments automatically become Chairperson of the new department.
5. A unit within a department has been or will be made into a department, in which case the Chairperson of that unit does not automatically become Chairperson of the new department.

B. Acting Chairperson

1. Upon the vacancy of the Department Chair, Laboratory School Superintendent, or Laboratory School Principal, the Dean of the College shall inform the Chairperson of the COEC.
2. Upon the vacancy of the Department Chair, Laboratory School Superintendent, or Laboratory School Principal, the Dean of the College shall call a meeting of the entire department to inform the faculty of such a vacancy.
3. The Dean of the College is responsible to work with members of the department or laboratory school to identify an Acting Chairperson, or Principal, or Laboratory School Superintendent, if circumstances warrant this.

C. The following Candidate Search Committee composition shall be utilized in the process for filling vacancies in Department Chairperson positions and Principals and Laboratory School Superintendent other than for Acting Chairpersons.

1. A Faculty member appointed by the Dean of the COE from a department in the College other than the one for which the vacancy exists shall be selected to chair the committee.
2. Three Faculty members elected by, and from, the department seeking a chairperson.
3. A Student of the department in which the vacancy exists, to be selected by procedures determined by the Dean of the COE.
4. In order to assure sufficient diversity, the Dean may add other members to the Search Committee.
5. The Dean of the COE may serve as an ex-officio non-voting member of the search committee.

D. Functions of the Department Chairperson Candidate Search Committee.

1. Determine and meet requirements for strict compliance with affirmative action and federal civil rights guidelines for both on and off-campus selection procedures.
2. Develop, with the Dean of the COE, the job description and candidate criteria consistent with University policies and procedures where appropriate (see Academic Department Chairperson document) for transmission to appropriate noncommercial placement services, to individuals who might recommend candidates, and to potentially qualified candidates.
3. Actively seek nominations internally and externally for potential applicants and candidates. Publicize the position vacancy and candidate criteria internally and externally to the College to encourage Faculty nominations of potential candidates.

4. Recruit and obtain vitae and credentials of qualified, interested candidates.
5. Screen and evaluate candidate credentials.
6. Submit to the Dean a list of names acceptable to the Search Committee for further interviews.
7. In consultation with the Dean, assist in the selection of candidates to be interviewed on campus; and upon the joint selection, arrange for the interviews.
8. Develop and promulgate to the COEC and the Department involved procedures for student and faculty input concerning candidates selected for on-campus interviews.
9. Interview and submit evaluations of those candidates invited for final consideration by the Dean.

E. Recommended waiving of approving procedures.

If a four-fifths majority of the committee members agree, and with concurrence of the Dean of the COE, the Provost, the University Affirmative Action Officer, and the University President, the committee functions may be waived to utilize other procedures for attracting a highly qualified candidate to the position --- (e.g., agreeing to offer the position to a particular individual because of outstanding qualifications).

ARTICLE X. REFERENDA

Section 1. Limitations

Any decision or action of the COEC may be referred to a vote of the appropriate Faculty of the COE in accordance with the procedures established in this article. At such time, the COEC shall determine by a two-thirds vote of total COEC membership whether the matter affects the COE, the Laboratory Schools, individual Departments of the College, individual units of the Laboratory Schools.

Section 2. Petition

The Faculty may request a referendum vote on any COEC decision or action by submitting a petition signed by a least 20 % of the voting members of the appropriate Unit or Department of the COE or Laboratory Schools. The Elections Committee shall conduct an election on the question within two months of the day the Executive Committee received the petition.

Section 3. COEC Actions Referred to Faculty

The COEC may refer to a vote of the Faculty of each department and the laboratory schools, any matter pending before it or any decision or action. When a COEC decision or action or an amendment to these Bylaws is referred to the Faculty, voting shall be by secret ballot in an election conducted by the Elections Committee. Prior to any referendum election, the COEC shall provide all Faculty an opportunity to discuss the question to be voted on at one or more of the following:

- A. College Faculty meeting.
- B. Department Faculty meeting.
- C. Laboratory School Faculty meeting.
- D. Other groupings of the Faculty.

Section 4. Votes Required

A two-thirds majority of the votes cast in a referendum election shall be required to reverse a decision of the COEC, to approve an amendment, or to act on a matter referred by the COEC.

ARTICLE XI. STUDENT PETITIONS

By presenting a petition of 100 signatures to the Executive Committee of the COEC, Students may request:

- A. Reconsideration of COEC action,
- B. Consideration of action
- C. Arrangements for a hearing before the COEC
- D. Consideration of an amendment to these Bylaws.

The validity of signatures shall be determined in accordance with ARTICLE I, Section E.

ARTICLE XII. AMENDMENTS

Section 1. Faculty

Amendments to these Bylaws may be initiated by a petition signed by 20 % of the voting members of the Faculty. After the petition has been received by the COEC, it shall be referred to the Elections Committee which shall conduct the referendum. If two-thirds of those voting in the referendum vote for the proposal, the proposal shall be adopted.

Section 2. COEC Members

Amendments to these Bylaws may be initiated by any voting member of the COEC. After the petition has been received by the COEC and approved by two-thirds of the members, it shall be referred to the Elections Committee and handled in the manner described in Section 1 of this article.

Section 3. Students

Amendments to these Bylaws may be initiated by a petition signed by 100 Students as outlined in ARTICLE XI. After the petition has been received by the COEC and approved by two-thirds vote of the members, it shall be referred to the Elections Committee and handled in the manner described in Section 1 of this article.

Section 4. Editorial Changes

Editorial changes (e.g., grammar, typos) in the Bylaws may be made with a three-fourths majority vote of the total membership of the COEC.

ARTICLE XIII. REVIEW OF THESE BYLAWS

These Bylaws shall be systematically reviewed every four years by a committee appointed by the COEC. Recommendations of the Review Committee shall be submitted to the COEC and publicized through appropriate media.

ARTICLE XIV. COLLEGE FACULTY MEETINGS

The Dean shall call a College-wide Faculty meeting at least once each academic year. The agenda shall include time for discussion of Faculty- and Administration-generated items.

ARTICLE XV. SENATE ELECTIONS

Section 1. COE Representation

Each of the Departments of the College shall have at least one representative on the Academic Senate.

Section 2. Election Procedures

Each Department shall nominate two Faculty for consideration on a College-wide ballot. The Elections Committee handbook may be consulted for details. If the College is allotted more than three representatives, the COEC shall decide how to apportion additional seats.

ARTICLE XVI. REVIEW OF COLLEGE HANDBOOK

Section 1. The COE will have a COE Handbook.

Section 2. The College Handbook shall be systematically reviewed every year by a committee appointed by the COEC.

Revised: 2008-2009

Approved by Senate:

APPENDIX A – DEFINITION OF TERMS

In these COE Bylaws, the terms below will have the following meanings unless otherwise indicated:

- A. Department:
A Department is an academic unit of the College within which programs reside and Faculty hold rank.
- B. Department Chairperson:
The term Department Chairperson will denote Chair or Acting Chair of Departments.
- C. Faculty:
 - 1. An individual who holds a full-time position with rank as Instructor or higher in a Department of the COE.
 - 2. An individual employed full-time in the Laboratory Schools who (1) holds rank in a University Department or (2) is designated as a "faculty associate" by contract.
- D. Laboratory Schools:
The Laboratory Schools contain two Units: (1) Thomas Metcalf Laboratory School (2) University High School.
- E. Student:
A Student is any person, undergraduate or graduate, who has been officially admitted to the University, is enrolled full time or part time, and is in a professional education program in the COE.

Appendix B – College Council Fall Report Form

College of Education _____ Committee
Fall Report to the College Council

Committee Chairperson: _____
Committee Members (Please list with email addresses):

The College of Education _____ Committee is scheduled to meet the following dates and times during this academic year:

PLAN OF WORK (Please briefly describe the plan of work for the committee.)

TIMELINES (What timelines must be met by the committee?)

REMINDER – A Report to the College Council will be due in the spring; notification will come from the College Council Chairperson.

Appendix C – College Council Spring Report Form

College of Education _____ Committee
Spring Report to the College Council

Committee Chairperson: _____
Committee Members

The College of Education _____ Committee held meetings on the following dates during this academic year:

WORK (Please briefly describe the work completed by the committee.)

Recommendations for Next Year (What are the recommendations of the committee?)

Plan of Work in the First Six Weeks of the Fall Semester: