

**BYLAWS OF THE 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 members, 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 function in accordance with the provisions of the Illinois State University Constitution and with the bylaws of the Academic Senate. The purposes of the COEC shall include but not be limited to the following:

- Considering and approving all proposals that are identified and disseminated as policies of the COE faculty;
- Participating in developing College priorities;
- Contributing to the strategic planning process;
- Advising the Dean on policy matters;
- Providing leadership to the College in meeting professional standards;
- Promoting effective communication among faculty, staff, students, and administrators;
- Providing input in determining College initiatives;
- Managing all College elections; and
- Conducting the annual process of collecting feedback from ASPT faculty, faculty associates, and NTT faculty to inform the Provost’s evaluation of the Dean. Changes made to dean or chair evaluations need to come through the Academic Senate for approval.

ARTICLE III. MEMBERSHIP - COEC

Section 1. COEC Composition

Total Membership: 20

A. Faculty (16)

The COEC shall have four (4) voting faculty representatives each from the School of Teaching and Learning, the Department of Special Education, the Department of Educational Administration and Foundations, and the Laboratory Schools. Non-tenure track faculty shall be eligible to serve as representatives provided that they are employed full-time by the College of Education for the academic year. The majority of representatives from each unit shall be tenure-line faculty.

B. Administration (1)

The Dean shall serve (or designate a representative to serve) as an ex-officio, non-voting member of the COEC.

C. Students (3)

The COEC shall have one (1) voting student representative each from the Department of Educational Administration and Foundations, the Department of Special Education, and the School of Teaching and Learning.

Section 2. Eligibility for Membership**A. Faculty**

All COE tenure track and non-tenure track faculty members who hold full-time appointments, along with Laboratory School faculty associates with continuing contract status who have been employed by the College of Education 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, or as director or acting director.

B. Students

Any undergraduate or graduate student in a professional education program in the COE (as defined in Appendix A, H) 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 16th and run through August 15th. No member shall serve more than two consecutive full terms but will be eligible for re-election after one year not serving on the COEC.

B. Students

Student representatives (as defined in Appendix A, H) on the COEC shall serve one-year terms and be eligible for no more than two successive terms.

Section 4. Vacancies

COEC members who miss, or know they will miss, more than three meetings in an academic year (without a temporary vacancy being enacted, see III.5) or who—because of some change in status, position, or appointment—are no longer eligible for COEC membership as detailed in III.2 must vacate their COEC seats. The College Elections and Service Committee shall see that all vacancies are filled in the next election cycle through standard election procedures. If a seat is vacated and there is more than one month until the next standard election, the College Elections and Service Committee shall hold a special election to fill the vacancy.

Section 5. Temporary Vacancies

COEC members who will be temporarily unavailable to perform their duties for one semester or three consecutive meetings—through an appointment process approved by the faculty of their department, school, or laboratory school—should be temporarily replaced by a member of their department, school, or laboratory school who meets eligibility criteria for COEC membership (As defined in III.2).

ARTICLE IV. COLLEGE OF EDUCATION COUNCIL ELECTIONS

Section 1. Elections

The College Elections and Service Committee will assure the nominations and election of members to the COEC at the proper times (see Article IV.2). When a faculty member serves in two or more departments, they can only be nominated in COEC elections from one department. The department of which a faculty member can be nominated is determined by the Dean of the College. Faculty members or students contesting elections may appeal to the Chairperson of the COEC (at the time of the election) no later than ten (10) business days after voting ends. The Chairperson will present the appeal to the COEC (as constituted at the time of the election) for resolution. [See also VIII.4 G2a]

Section 2. Election or Appointment Schedule

A. Faculty

By the first Friday in April, faculty in the departments, schools, and laboratory schools shall elect representatives to the COEC. Each department or school may follow its own rules for these elections.

B. Students

By the second Friday in September, each department and school shall determine its student representative to the COEC using rules developed by the department or school. The departments and schools shall inform the COEC of the method used to select student representatives.

Section 3. Beginning of Terms

In the case of a regular election cycle, newly elected or appointed members shall begin their terms at the first regular meeting of the COEC in the next academic year. In the case of special elections or appointments made necessary to fill vacancies members, shall begin their terms at the first regular meeting of the COEC following their election or appointment.

Section 4. Eligibility for Voting in COEC Elections

All faculty members with rank of assistant professor, associate professor, or professor, over whom the College Faculty Status Committee has jurisdiction for both rank and salary, are eligible to vote in College elections. Non-tenure track faculty who have full-time employment in the College of Education for one academic year are also eligible to vote. Prior to each election, the Office of the Dean of the College shall provide the Elections Committee with a validated list of eligible voters, which the Elections Committee shall verify. When a faculty member serves in two or more departments, they will only serve as a voting member in COEC elections in one department. The department in which a faculty member counts as a voting member is determined by the Dean of the College.

ARTICLE V. COEC OFFICERS

Section 1. Elections

At the first regular meeting after the election of new COEC members, the COEC shall nominate and choose by ballot from its elected members a Vice-Chairperson, and a Secretary. These officers shall assume their duties upon election. The Chairperson will serve a two-year term, and the Vice-Chairperson and Secretary will serve a one-year term. If the Chairperson has another year left in their term as Chair, but ceases being a member of the COEC, the election process for the Chairperson will start over the following year.

Section 2. Executive Committee

The officers named above 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 COEC meetings. In addition, the Chairperson shall convene a meeting of the chairpersons of all COEC committees (with the exception of the College Faculty Status Committee) at least once each semester to identify and coordinate (as needed) overlapping work across those committees. These meetings shall be known as the COEC Committee Chairpersons' meetings. The Chairperson also shall participate in the regular standing meetings of the Dean's COE leadership team.

B. Vice-Chairperson

The Vice-Chairperson shall conduct COEC meetings or COEC Committee Chairpersons' meetings in the absence of the Chairperson.

C. Secretary

The Secretary shall, with reasonable support from the Dean's office, prepare and distribute minutes of each COEC meeting on the COE website (one copy of which is kept as a record) and publicize the agenda for each meeting on the website.

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. COE faculty members, non-tenure track faculty (part-time and full-time), staff, and students 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.

Section 2. Quorum

A simple majority of the filled seats of the COEC shall constitute a quorum.

Section 3. The Agenda

Any employee of the COE or student in the COE (as defined in Appendix A, H) desiring to bring specific matters to the attention of the COEC shall communicate in writing to any member of the COEC for forwarding to the Executive Committee ten (10) calendar days before the meeting at which they wish the matters considered. This time limit may be waived by a majority vote of the whole COEC. The Secretary of the COEC shall ensure publication of the agenda at least seven (7) calendar days before each regular meeting.

Section 4. Minutes

Minutes of the last COEC meeting shall be provided at least five (5) business days prior to the 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 of the COEC

Special COEC meetings may be called by the Chairperson of the COEC, or in their absence by the Vice-Chairperson. A special meeting must be called within five (5) business days of the Chairperson's (or in their absence, the Vice-Chairperson's) 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

The Committee shall:

- A. Review and vote to approve or reject 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, schools, or units in the College.
- D. Serve in an advisory capacity to the Dean of the COE.
- E. Receive the results and recommendations of all formal evaluations of departments/schools, laboratory schools, and the College.
- F. Oversee the election of the following:
 - College Curriculum Committee
 - College Diversity in Education Committee
 - College Elections and Service Committee
 - College Research Committee
 - College Teaching and Learning Committee
 - College Alumni Relations Committee
 - College Technology Committee.

The duties and responsibilities, membership, eligibility, elections, and terms for each of these standing committees, and the College Faculty Status Committee, which is a committee of the college established by ASPT policy, as well as provisions for vacancies and temporary vacancies, are detailed in Article VIII.

- G. Create special committees as deemed necessary to assist the COE in the development of its basic policies and procedures.

- H. Determine the method of appointment or election, as well as the powers, duties, and organization of these special committees.
- I. Establish the kinds of reporting procedures each standing and special committee shall use to report to the COEC.

Section 2. Special Meetings of the Faculty

The COEC may call special meetings of the faculty or any part thereof. The COEC shall establish the rules and the agenda for these special meetings. The rules shall not contravene these bylaws.

ARTICLE VIII. COMMITTEES - COLLEGE

Section 1. College Faculty Status Committee

A. Duties and Responsibilities

The duties and responsibilities of the College Faculty Status Committee (CFSC) are explained in the *Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies Policies - IV B-C*. Membership, eligibility, election and term, and procedures for temporary vacancies can be found in the *College of Education Faculty Appointment, Salary, Promotion, and Tenure policy*.

Section 2. College Curriculum Committee

A. Duties and Responsibilities

The Committee shall:

1. Provide advice and consultation to faculty members who are planning curriculum proposals.
2. Review and approve or disapprove all COE curriculum proposals on the basis of the following conditions: (a) issues of program quality and consistency; (b) relationship of the proposal to department/school, college, and university missions, as well as to strategic or five-year plans; and (c) the impact of the proposal upon other programs and procedures within the department/school, college, or across the university.
3. Submit a fall report (see Appendix B) to the COEC on planned actions and discussions of the COE Curriculum Committee.
4. Submit recommendations to the COEC for policies concerning curriculum in the College. These policies may include, but are not limited to, the relationship of external accrediting standards to curriculum, conduction of periodic curricular reviews, and interdepartmental cooperation in curriculum development.
5. Request meetings with department/school or college representatives to update the Curriculum Committee on actual or proposed changes in the criteria of external review bodies that will or might have implications for the college curriculum.
6. 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 (8)

The COE Curriculum Committee is composed of two (2) voting tenure-line faculty representatives from each department or school (EAF, SED, TCH), as well as the COE Dean

or their designee (ex-officio, non-voting). The Dean of the college will ask the chairs of EAF and SED and the director of TCH to nominate Illinois State University students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one (1) student representative. From that pool, the Dean will select one (1) student to serve on this committee. The student will be a voting member.

C. Eligibility

All full-time tenured or tenure-line faculty members of the COE shall be eligible for election to the Curriculum Committee. All full-time Illinois State University students (as defined in Appendix A, H) are eligible to serve on this committee.

D. Elections and Term

The six faculty members of the College Curriculum Committee are elected annually for two-year terms by their respective departments or school. Members will serve staggered terms so that only one individual from each department or school will begin a new two-year term during any given year. The College of Education Elections and Service Committee shall assure the nomination and election of new members by the first Friday in April. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in VIII.2.B. Students serve one-year terms and may be reappointed.

E. Vacancies

Any College Curriculum Committee member who misses, or know they will miss, more than three (3) consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.2.F), or because of some change in status, position, or appointment is no longer eligible to serve, must vacate their committee seat. The College of Education Elections and Service Committee is responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

Any College Curriculum Committee member who is temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department or school through a process determined by the faculty of that department or school.

G. Procedures

The College Curriculum Committee will follow all guidelines and procedures established by the COEC and described in these COEC bylaws. Additional procedures to be followed by the committee include the following:

1. 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 Graduate Curriculum Committee.
2. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available.
3. The agendas for curriculum meetings will be made publicly accessible at least one week prior to each meeting. The agenda will be emailed to all department chairs or directors for distribution.

4. In the spirit of shared governance, communication between key stakeholders for all proposals is recommended *prior* to submission of proposals to the curriculum committee.
5. All curriculum proposals will be approved by vote, with a simple majority of those voting deciding approval or rejection. Unless an objection to the curriculum proposal is filed, the Curriculum Committee shall vote on all proposals within the next two meetings after receipt of the curriculum proposal. If the proposal is rejected, it will be returned to the initiator for reconsideration and revision. The initiator may withdraw or resubmit the proposal after revisions have been completed and approved by the Department/School Curriculum Committee. There is no limit to the number of resubmissions an initiator may make.
6. If there is an objection to a curriculum proposal, the proposal will be held for mediation. Objections can be submitted by a letter filed by the person who initiated the curriculum proposal/change or through an anonymous form. Objections may only be filed by tenured or tenure-track faculty from the unit that is affected.
The chair of the Curriculum Committee will notify the originating committee. The College Curriculum Committee will request the COE Dean call together the appropriate chairs, directors, faculty, and/or deans within 15 business days in an attempt to resolve the objection. Minutes will be taken at any mediation meeting by a Dean's office representative. Whether or not mediation results in resolution, the COE Curriculum Committee shall vote on the proposal within the next two meetings.
7. The College Curriculum Committee shall elect a chairperson, co-chairperson, and secretary for the current academic year from among its elected members, at the first meeting in the fall semester.
8. A quorum of the committee shall be defined as a majority of the filled seats on the committee.

Section 3. College of Education Diversity in Education Committee

A. Duties and Responsibilities

The Committee shall:

1. Periodically review practices in the COE that impact students, faculty, and curricular implementations related to diversity.
2. 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. Identify and provide activities and resources to enhance opportunities for all faculty members to demonstrate the practice of diversity education as a pedagogical process through their own teaching practices and content, as well as through research and service activities.
4. Coordinate College efforts to provide opportunities and incentives for the professional development of students, faculty, and staff in diversity education.
5. Submit a fall report (see Appendix B) to the COEC with the committee's plan of work for the academic year.
6. 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 (10)

The College of Education Diversity in Education Committee is composed of two (2) voting faculty representatives from each department or school (EAF, SED, TCH), as well as two (2) full-time continuing-contract faculty associates from the laboratory schools. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one (1) student representative. From that pool, the Dean will select one (1) student to serve on this committee. The student will be a voting member. The Dean of the College of Education or their designee shall serve as an ex-officio, non-voting member.

C. Eligibility

All full-time tenured or tenure track faculty members of the COE, as well as all full-time continuing-contract faculty associates from the laboratory schools, shall be eligible for election to the Diversity in Education Committee. All full-time Illinois State University students (as defined in Appendix A, H) are eligible to serve on this committee.

D. Elections and Term

The six faculty members and two faculty associates of the Diversity in Education Committee are elected annually for two-year terms by their respective departments, school, or laboratory schools. Members will serve staggered terms so that only one individual from each department/school or the laboratory schools will be new during any given year. The College Elections and Service Committee shall assure the nomination and election of new members by the first Friday in April. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in VIII.3.B. Students serve one-year terms and may be reappointed.

E. Vacancies

Diversity in Education Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.3.F), or because of some change in status, position, or appointment are no longer eligible to serve, must vacate their committee seats. The College Elections and Service Committee is responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

Diversity in Education Committee members who shall be temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department, school, or laboratory school through a process determined by the faculty of that department or school.

G. Procedures

The College Diversity in Education Committee shall follow all guidelines and procedures established by the COEC and described in the COEC bylaws. Additional procedures to be followed by the committee include the following:

1. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available. To the extent possible, meetings should be

scheduled at times that allow committee members, including laboratory school faculty associates, to fully participate and be present.

2. Approved minutes will be posted on the COE website.
3. A quorum of the committee shall be defined as a majority of the filled seats on the committee.
4. The College Diversity Committee shall elect a chairperson and secretary for the current academic year at the first meeting in the fall semester, from among the elected members.
5. The Diversity in Education Committee shall develop procedures for its own work.

Section 4. College of Education Elections and Service Committee

A. Duties and Responsibilities

The Committee shall:

1. Recommend to the COEC policies and procedures related to election issues. [See also VIII.4.G2a for election procedures].
2. Review, and make recommendations to COEC to revise election procedures.
3. Develop and maintain a database of all College of Education committees, including respective membership rosters and terms of office.
4. Upon request, the Elections and Service Committee will verify department/school election results.
5. Evaluate nominations for and select the recipient of the Outstanding COE Service Award and evaluate and forward nominations for University service awards.
6. Perform other duties as recommended by the COEC.
7. Submit a fall report (see Appendix B) to the COEC with the committee's review of procedures, issues, and concerns for the academic year.
8. 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.
9. As faculty elections occur, report results via memoranda to (a) the COEC, (b) department chairs, school directors, and laboratory school principals for posting, (c) chairs of committees involved in the elections, and (d) the COEC Secretary for record keeping.

B. Membership (6)

The COE Elections and Service Committee shall have one (1) voting faculty representative from each department or school (EAF, SED, TCH) and one (1) voting faculty associate who represents the combined laboratory schools. The Dean of the College or designee will chair the committee as a voting member. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one (1) student representative. From that pool, the Dean will select one (1) student (see Appendix A, H) to serve on this committee. The student will be a voting member. A representative from the Dean's office will manage the Elections and Service Committee database.

C. Eligibility

In addition to all full-time faculty associates in the laboratory schools, all full-time tenured or tenure track faculty members of the COE shall be eligible for election to the College

Elections and Service Committee. All full-time Illinois State University students (as defined in Appendix A, H) are eligible to serve on this committee

D. Elections and Term

The three faculty members and one faculty associate of the College of Education Elections and Service Committee are elected annually for two-year terms by their respective departments, school, or laboratory schools. Members will serve staggered terms. The College of Education Elections and Service Committee shall assure the nomination and election of new members by the first Friday in April. Terms normally begin in the fall semester. The student representative is appointed using the procedures identified in VIII.4.B. Students serve one-year terms and may be reappointed.

E. Vacancies

College of Education Elections and Service Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.4.F, or because of some change in status, position, or appointment are no longer eligible to serve, must vacate their committee seats. The remaining members of the College of Education Elections and Service Committee are responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

College of Education Elections and Service Committee members who shall be temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department, school, or laboratory school through a process determined by the faculty of that department or school.

G. Procedures

1. To the extent possible, meetings should be scheduled at times that allow committee members, including laboratory school faculty associates, to fully participate and be present.
2. Elections Procedures
 - a. The College of Education Elections and Service Committee shall request (call) for nominations from each department, school, or unit. Individuals who volunteer themselves as eligible candidates will complete a nomination form provided by the College Elections and Service Committee, which will help the committee verify that nominees are eligible. The window for nominations shall extend over a period of seven (7) calendar days. Nominations for open seats will be open for one nomination period in the Fall and one nomination period in the Spring if the seat remains open. Requests for nomination are strictly voluntary; names should not appear on a ballot by default or elimination. A nominee has the option to submit 2-3 sentences to be included on the elections ballot regarding their interest in the nominated role.
 - b. The College of Education Elections and Service Committee shall prepare and distribute official ballots. Deadlines for collecting ballots shall be no sooner than seven (7) calendar days.
 - c. The College of Education Elections and Service Committee shall collect and count ballots. At least two members of the College Elections and Service Committee shall be required to verify the results.

- d. The College of Education Elections and Service Committee shall report results as detailed in VIII.4.A.7.8

Section 5. College Research Committee

A. Duties and Responsibilities

The Committee shall:

1. Seek appropriate linkages and communication with College of Education School, departments, and laboratory schools to strengthen, promote, and support scholarly and creative endeavors.
2. Recommend, sponsor, or conduct faculty development activities to enhance research and scholarly productivity within the College.
3. Review University procedures for accessing research resources and identify practices and procedures likely to enhance access of the College to such resources.
4. Advise the Dean or their designee responsible for research and the COEC on matters related to supporting the research and grant activities of the College.
5. Review, rank, and submit recommendations for proposals to be funded under University research grant program(s).
6. Develop guidelines related to the College research grant program(s) for consideration by the Dean.
7. Nominate COE faculty members and graduate students for research award(s) consideration.
8. Submit a fall report (see Appendix B) to the COEC with the committee's plan of work for the academic year.
9. 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 (9)

The College Research Committee is composed of two (2) tenure track faculty members from each of the three (3) departments/schools (EAF, SED, TCH), and two (2) full-time continuing contract faculty associates from the laboratory schools, one (1) from Thomas Metcalf and one (1) from University High School. This Committee shall be chaired by the Dean of the College (or designee), who is a voting member. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one (1) student representative. From that pool, the Dean will select one (1) College of Education student (as defined in Appendix A, H) to serve on this committee. The student will be a voting member.

C. Eligibility

All full-time tenured or tenure track faculty members of the COE, as well as full-time continuing-contract faculty associates from the Laboratory Schools, shall be eligible for election to the College Research Committee.

D. Elections and Term

The six faculty members and two faculty associates of the College Research Committee shall be elected for two-year terms. Representatives will serve staggered terms so that only one

individual from each 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 not serving on the College Research Committee. The student representative is appointed using the procedures identified in VIII.4.B. Students serve one-year terms and may be reappointed.

E. Vacancies

College Research Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.6.F), or because of some change in status, position, or appointment are no longer eligible to serve, and must vacate their committee seat. 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 three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department or school, through a process determined by the faculty of the unit.

G. Procedures

The College Research Committee shall follow all guidelines and procedures established by the COEC and described in the COEC bylaws. Additional procedures to be followed by the committee include the following:

1. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available. To the extent possible, meetings should be scheduled at times that allow committee members, including laboratory school faculty associates, to fully participate and be present.
2. Approved minutes will be made available on the COE website. A quorum of the committee shall be defined as a majority of the filled seats on the standing committee.
3. The Dean or designee shall serve as chairperson for the committee.
4. The College Research Committee will develop procedures for its own work.

Section 7. Teaching and Learning Committee

A. Duties and Responsibilities

The Committee shall:

1. Develop and recommend for approval to the COEC on the basis of input from the faculty policies that include, but are not limited to:
 - a. Learning
 - i. methods to assess student performance
 - b. Teaching
 - i. ethical standards for undergraduate and graduate teaching
 - ii. minimum standards for course syllabi

2. Review annually, with input from the faculty, policies on teaching and learning and recommend to the COEC such revisions and additions as deemed necessary.
3. On the recommendation of the Dean or the COEC, review and make recommendations for revisions to COE procedures for student evaluations of faculty teaching.
4. Evaluate nominations for and select the recipient of the Outstanding COE Teacher Award and evaluate and forward nominations for University teaching awards.
5. Conduct in cooperation with other appropriate administrative and faculty personnel an orientation at the beginning of the fall and spring semesters for new tenure track, adjunct, temporary, and part-time faculty members on policies related to teaching and learning in the College.
6. Submit a fall report (see Appendix B) to the COEC with the committee's plan of work for the academic year.
7. 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 (8)

The College Teaching and Learning Committee is composed of two (2) voting faculty representatives from each of the departments/school (EAF, SED, TCH) and one (1) voting student representative. The Dean of the COE or designee shall serve as an ex-officio, non-voting member. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as the representative on this committee. From this pool, the Dean will select one (1) College of Education student (as defined in Appendix A, H) to serve on this committee.

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. All full-time College of Education students (as defined in Appendix A, H) are eligible to serve on this committee.

D. Elections and Term

The six faculty members of the College Teaching and Learning Committee are elected annually for two-year terms by their respective departments or school. Members shall serve staggered terms so that only one individual from each department or school will be new during any given year. The College Elections and Service Committee shall ensure the nomination and election of new members by the first Friday in April. Terms of office are for two years and normally begin in the fall semester. The student representative is appointed using the procedures identified in VIII.7.B. Students serve one-year terms and may be reappointed.

E. Vacancies

College Teaching and Learning Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.7.F, or because of some change in status, position, or appointment are no longer eligible to serve, must vacate their committee seats. When there is a student vacancy on the Committee, the chair or director will be asked to submit another student to the Dean to fill that vacancy. The College Elections and Service Committee is responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

College Teaching and Learning Committee members who shall be temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department or school through a process determined by the faculty of that department or school.

G. Procedures

The College Teaching and Learning Committee shall follow all guidelines and procedures established by the COEC and described in the COEC bylaws. Additional procedures to be followed by the committee include the following:

1. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available.

Approved minutes will be made available on the COE website. 3. A quorum of the committee shall be defined as a majority of filled seats on the committee.

4. The Teaching and Learning Committee shall elect a chairperson and secretary for the current academic year at the first meeting in the fall semester, from among the elected standing committee members.

5. The College Teaching and Learning Committee will develop procedures for its own work.

Section 8. College Alumni Relations Committee

A. Duties and Responsibilities

The College Alumni Relations Committee is responsible for handling:

1. Hall of Fame and Outstanding Young Alumni Awards:
 - a. Conduct the nominations process, including setting an annual timeline.
 - b. Evaluate nominees and select winners for the Hall of Fame and Outstanding Young Alumni awards.
 - c. Participate in the Hall of Fame Awards event.
2. Alumni relations: Advance alumni relations through outreach and supporting department/school and/or college sponsored events, with support of faculty and staff, as opportunities arise.

B. Membership (7)

The Alumni Relations Committee is composed of one (1) voting faculty representative from each department or school (EAF, SED, TCH) and one (1) voting student representative. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one student representative. From this pool, the Dean will select one (1) student to serve on this committee. This student shall be a voting member. In addition, one (1) representative from the Development Office and one (1) representative from COE Communications will also serve as voting members. 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 Alumni Relations Committee. All full-time COE students (as defined in Appendix A, H) are eligible to serve on this committee.

D. Election and Term

The three (3) faculty members of the College Alumni Relations Committee are elected bi-annually for two-year terms by their respective departments or school. The College Elections and Service Committee shall ensure the nomination and election of new members by the first Friday in April. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in VIII.8.B. Students serve one-year terms and may be reappointed.

E. Vacancies

College Alumni Relations Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see VIII.8.F, or because of some change in status, position, or appointment are no longer eligible to serve, must vacate their committee seats. The College Elections and Service Committee is responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

College Alumni Relations Committee members who shall be temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department or school through a process determined by the faculty of that department or school.

G. Procedures

The College Alumni Relations Committee shall follow all guidelines and procedures established by the COEC and described in the COEC bylaws. Additional procedures to be followed by the committee include the following:

1. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available. To the extent possible, meetings should be scheduled at times that allow committee members, including laboratory school faculty associates, to fully participate and be present.
2. Approved minutes will be posted to the COE website.
3. A quorum of the committee shall be defined as a majority of the filled seats on the standing committee.
4. The Alumni Relations Committee shall elect a chairperson and secretary for the current academic year at the first meeting in the fall semester from among the elected members.
5. The College Alumni Relations Committee will develop procedures for its own work.

Section 9. College of Education Technology Committee

A. Duties and Responsibilities

The Committee shall:

1. Nurture collaboration among COE faculty and faculty associates to facilitate accessible and equitable use of technology for teaching face-to-face, online, and in hybrid settings, as well as for use in research and service.
2. Provide a conduit for student and faculty input by surveying students, faculty, and faculty associates as needed but no less than every three years around their needs and existing capacities with respect to technology in teaching, research, and service.
3. Advocate for student and faculty technology needs.
4. Participate in College decision-making around the needs in and policies, procedures, and support for technology in the teaching, research, and service of faculty and faculty associates.
5. Submit a fall report (see Appendix B) to the COEC with the committee's plan of work for the academic year.
6. 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 (11)

The College of Education Technology Committee (Technology Committee) is composed of two (2) voting faculty representatives from each department or school (EAF, SED, TCH), as well as two (2) full-time continuing-contract faculty associates from the laboratory schools. The Dean of the College will ask the chairs of EAF and SED and the director of TCH to nominate students willing to serve as representatives on this committee. The chair or director from each school or department will nominate one (1) student representative. From that pool, the Dean will select one (1) student to serve on this committee. The student will be a voting member. One (1) member from the College Technology Team will be appointed by the Dean of the College. This member will serve as a voting member. The Center for Integrated Professional Development will also select one (1) representative to serve as an ex-officio, non-voting member.

C. Eligibility

All full-time tenured or tenure-track faculty members of the COE, as well as all full-time continuing-contract faculty associates from the laboratory schools, shall be eligible for election to the Technology Committee. All full-time Illinois State University students (as defined in Appendix A, H) are eligible to serve on this committee.

D. Elections and Term

The six (6) faculty members and two (2) faculty associates of the Technology Committee are elected annually for two-year terms by their respective departments, school, or laboratory schools. Members will serve staggered terms so that only one (1) individual from each department/school or the laboratory schools will be new during any given year. The College Elections and Service Committee shall ensure the nomination and election of new members by the first week of April. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in Section VIII.9.B. Students serve one-year terms and may be reappointed.

E. Vacancies

Technology Committee members who miss, or know they will miss, more than three consecutive meetings in an academic year (without a temporary vacancy being enacted, see

VIII.9.F), are unable to perform their duties for more than one semester, or because of some change in status, position, or appointment are no longer eligible to serve, must vacate their committee seats. The College Elections and Service Committee is responsible for seeing that all vacancies are filled through standard election procedures.

F. Temporary Vacancies

Technology Committee members who shall be temporarily unavailable to perform their duties for one semester or three consecutive meetings should be temporarily replaced, for up to one semester, by the member's department, school, or laboratory school through a process determined by the faculty of that department or school.

G. Procedures

The Technology Committee shall follow all guidelines and procedures established by the COEC and described in the COEC bylaws. Additional procedures to be followed by the committee include the following:

1. The committee shall establish at least two meetings per semester and will make the schedule of those meetings publicly available. To the extent possible, meetings should be scheduled at times that allow committee members, including laboratory school faculty associates, to fully participate and be present.
2. Approved minutes will be posted to the COE website.
3. A quorum of the committee shall be defined as a majority of the filled seats on the standing committee.
4. The Technology committee shall elect a chairperson and secretary for the current academic year at the first meeting in the fall semester, from among their elected members.
5. The Technology Committee will develop procedures for its own work.

ARTICLE IX. DEPARTMENTS, SCHOOLS, AND LABORATORY SCHOOLS

Section 1. Governance

The departments, school, and laboratory schools shall provide for the participation of faculty members, administrators, and students in their written governance document.

Section 2. Selection of Department Chairperson or School Director

A. Vacancies

The Provost or designee will declare a vacancy to the College of Education Council in department chairperson or school director position when:

1. The position of a chairperson in a department or a director in a school is vacant or will become vacant at a specified date in the future.
2. A new department or school has been or will be created, whether from an existing unit within a department or school or otherwise. The leader of the unit does not automatically become chairperson or director of the new department or school.
3. An existing department or school has been or will be divided into two or more departments or schools, in which case the chairperson or director of the old department or school does not automatically become chairperson or director of one of the new departments or schools.

4. Two or more existing departments or schools have been or will be combined into one department or school, in which case none of the chairpersons or directors of the old departments or schools automatically become chairperson or director of the new department or school.
5. Internal and/or targeted searches must follow the guidelines outlined in the Administrator Selection and Search policy (University Policy 3.2.13) for internal and targeted searches.

B. Acting/Interim Chairpersons/Directors

An Acting/Interim chairperson or director may be appointed by the Dean in the following manner:

1. Upon the vacancy of the department chairperson or school director, the Dean of the College shall inform the Chairperson of the COEC.
2. Upon the vacancy of the department chair or school director, the Dean of the College shall also call a meeting of the entire department or school to inform the faculty of such a vacancy.
3. The Dean of the College will consult with members of the department or school to identify an acting/interim chairperson or director if circumstances warrant this.
4. The acting/interim chairperson or director appointed by the Dean shall ordinarily be a faculty member from the department or school in which the vacancy exists.
5. An acting/interim chairperson or director must be a tenured and promoted (to the rank of Associate Professor or higher) faculty member already employed at ISU.
6. The acting/interim chairperson or director will be recommended by the Dean and appointed by the Provost.

C. Search Committee Composition

The following Candidate Search Committee composition shall be utilized in the process for filling a vacant department chairperson or school director position. This applies only to the recruitment of a permanent replacement and does not apply to the selection of an acting/interim chairperson or director.

1. One (1) faculty member appointed by the Dean of the COE from a department or school in the College other than the one for which the vacancy exists shall be selected to chair the committee.
2. Four (4) faculty members elected by, and from, the department or school seeking a chairperson shall be included on the committee.
3. A student of the department or school in which the vacancy exists shall be included on the committee. Procedures for selecting the student member shall be determined by the Dean of the COE.
4. One (1) administrative/professional (AP) and civil service (CS) representative will be elected by, and from, the AP/CS staff in the department or school seeking a chairperson and shall be included on the committee.
5. In order to ensure sufficient diversity, the Diversity in Education Committee may add one (1) tenure track faculty member and the Dean may add one (1) staff member to the search committee.

D. Search Committee Functions

The Committee shall:

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, for transmission to appropriate noncommercial placement services, to individuals who might recommend candidates, and to potentially qualified candidates.
3. Actively seek nominations internally and convey information about the position to Human Resources, so that they can recruit 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. Screen and evaluate candidate credentials.
5. Submit to the Dean a list of names acceptable to the Search Committee for further interviews.
6. In consultation with the Dean, assist in the selection of candidates to be interviewed on campus and arrange for the interviews.
7. Develop and promulgate, to the COEC and the Department/School involved, procedures for student and faculty input concerning candidates selected for on-campus interviews.
8. Interview and submit evaluations of those candidates invited for final consideration by the Dean.

Section 4. Selection of Assistant and Associate Deans

A. Assistant Deans

1. The Dean informs Human Resources that the college plans to begin a search for an assistant dean.
2. The Dean and the Chair of College Council shall consult with COEC to determine if it should be an internal or an external search. The Dean works with College Council to form a search committee comprised of five (5) members which are:
 - a. The Chair of College Council, who chairs the search committee and serves as representative of their home academic unit.
 - b. One (1) representative from each of the other two academic units in the college, who are elected by the faculty in their home unit.
 - c. One (1) representative from the lab schools, who is elected by the faculty associates.
 - d. One (1) College of Education administrator to be chosen by the Dean.
3. The Dean supplies the search committee with a position description and the committee then reviews and makes any necessary revisions in consultation with the Dean before forwarding to HR.
4. The search committee emails all tenure line faculty with the position description and invites them to apply. In external searches, the search committee works with Human Resources to post the position.
5. The search committee screens candidates and arranges for a presentation to the college by each candidate chosen as a finalist. The search committee gathers evaluations from college community members who attend the presentations.
6. The Dean interviews each candidate.
7. The search committee submits a report to the Dean that offers positives and negatives for each finalist.

8. The Dean selects the Assistant Dean from among the finalists.

B. Associate Deans

1. The Dean informs Human Resources that the college plans to begin a search for an Associate Dean.
2. The Dean and the Chair of College Council will consult with COEC to determine if it should be an internal or an external search. The Dean works with College Council to form a search committee comprised of five (5) members.
 - a. The Chair of College Council chairs the search committee and serves as representative of their home academic unit.
 - b. One (1) representative from the other two academic units in the college, who are elected by the faculty in their home unit.
 - c. One (1) representative from the lab schools, who is elected by the faculty associates.
 - d. One (1) College of Education administrator to be chosen by the Dean.
3. The Dean supplies the search committee with a position description and the committee then reviews and makes any necessary revisions in consultation with the Dean before forwarding to Human Resources. The search committee emails all tenure-line faculty with the position description and invites them to apply. In external searches, the search committee works with Human Resources to post the position.
4. The search committee screens candidates and arranges for a presentation to the college by each candidate chosen as a finalist. The search committee gathers evaluations from college community members who attend the presentations.
5. The Dean interviews each candidate.
6. The search committee submits a report to the Dean that offers positives and negatives for each finalist.
7. The Dean selects the Associate Dean from among the finalists.

Section 5. Selection of Laboratory School Principal

A. Vacancies

The Dean or designee will declare a vacancy to the College of Education Council in a Laboratory School Principal position when the position of a principal in a laboratory school is vacant or will become vacant at the specified date in the future.

B. Acting/Interim Principal

1. Upon the vacancy of the Laboratory School Principal the Director/Superintendent of the Laboratory Schools shall inform the Dean of the College and the Chairperson of the COEC.
2. Upon the vacancy of the school principal, the Laboratory School Director/Superintendent shall also call a meeting of the entire unit to inform the faculty associates of such a vacancy.
3. The Director/Superintendent of the Laboratory Schools is responsible to work with laboratory school faculty, staff, and administrators to identify an acting/interim principal, if circumstances warrant this.

C. Search Committee Composition

The following Candidate Search Committee composition shall be utilized in the process for filling vacancies in the Laboratory School principals (other than for an acting/interim Laboratory School principal).

1. One (1) faculty member appointed by the Director/Superintendent of the Laboratory Schools from a Laboratory School other than the one for which the vacancy exists shall be selected to chair the committee.
2. Three (3) faculty members elected by, and from, the unit seeking a principal; one candidate should be a HILIA (Heart of Illinois Low Incidence Association) representative
3. One (1) voting faculty member elected out of the shared faculty governance committee from the unit for which the vacancy exists.
4. One (1) full-time student in the College of Education (as defined in Appendix A, H), to be selected by procedures determined by the Superintendent of the laboratory schools.
5. One (1) parent (see Appendix A, I) associated with the unit in which the vacancy exists, to be selected by procedures determined by the Director/Superintendent of the Laboratory Schools.
6. In order to assure sufficient diversity, the Superintendent may add up to three (3) other faculty associate members from the Laboratory Schools to the Search Committee.
7. One (1) administrative professional (AP) and civil service (CS) representative elected from within the ranks of the AP and CS staff working in the laboratory school where the vacancy exists shall serve on this committee.

D. Search Committee Functions

The Committee shall:

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 Director/Superintendent of the Laboratory Schools, the job description and candidate criteria, consistent with University policies and procedures where appropriate, for transmission to appropriate noncommercial placement services, to individuals who might recommend candidates, and to potentially qualified candidates.
3. Actively seek nominations internally and convey information about the position to Human Resources, so that they can recruit 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. Screen and evaluate candidate credentials.
5. Submit to the Director/Superintendent of the laboratory schools a list of names acceptable to the Search Committee for further interviews.
6. In consultation with the Director/Superintendent of the laboratory schools, assist in the selection of candidates to be interviewed on campus and arrange for the interviews.
7. Develop and promulgate to the COEC and the unit involved procedures for student and faculty input concerning candidates selected for on-campus interviews.
8. Interview and submit evaluations of those candidates invited for final consideration by the Director/Superintendent of the Laboratory Schools.
9. The Director/Superintendent will then make a hiring recommendation to the Dean of the College, from among the finalists.
10. The Dean of the College selects the Laboratory School Principal from among the finalists.

Section 6. Selection of Laboratory School Superintendent

A. Vacancies

The President will declare a vacancy in the Laboratory School Director/Superintendent position when the position of Laboratory School Director/Superintendent is vacant or will become vacant at the specified date in the future.

B. Acting/Interim Superintendent

1. Upon the vacancy of the Laboratory School Director/Superintendent, the Dean of the College shall inform the Chairperson of the COEC.
2. Upon the vacancy of the Laboratory School Director/Superintendent, the Dean of the College shall also call a meeting to inform the laboratory school faculty associates of such a vacancy.
3. The Dean of the College shall work with principals and faculty associates of the laboratory schools to identify an Acting/Interim Laboratory School Director/Superintendent.

C. Search Committee Composition

The following Candidate Search Committee composition shall be utilized in the process for filling vacancies in the position of Laboratory School Director/Superintendent (other than for an Acting/Interim Superintendent):

1. One (1) faculty member appointed by the Dean of the COE from a department or school in the College shall be selected to chair the committee.
2. Four (4) faculty associates from the laboratory schools shall serve on the committee, two elected from each laboratory school unit by the faculty associates of that unit.
3. Both (2) current principals shall also serve on the search committee for the Laboratory School Director/Superintendent; if a current laboratory school principal intends to apply for the position, then they must vacate their seat on the search committee and the Assistant Principal from the unit will serve instead.
4. In order to ensure sufficient diversity, the Dean may add up to two other members from the laboratory school faculty to the Search Committee.

D. Search Committee Functions

The Committee shall:

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, for transmission to appropriate noncommercial placement services, to individuals who might recommend candidates, and to potentially qualified candidates.
3. Actively seek nominations internally and convey information about the position to Human Resources so that they can recruit 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. Submit to the Dean a list of names acceptable to the Search Committee for further interviews.

5. In consultation with the Dean, assist in the selection of candidates to be interviewed on campus and arrange for the interviews.
6. Develop and promulgate to the COEC and the laboratory schools' procedures for student and faculty input concerning candidates selected for on-campus interviews.
7. Interview and submit evaluations of those candidates invited for final consideration by the Dean.
8. The Dean selects the Laboratory School Director/Superintendent from among finalists.

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 or schools of the College, or 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 department, school, or unit of the COE or laboratory schools. The Elections and Service Committee shall conduct an election on the question within sixty calendar days that 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, school, or laboratory school unit, any matter, decision, or action pending before the COEC. 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 and Service Committee. Prior to any referendum election, the COEC shall provide all faculty members an opportunity to discuss the question to be voted on at one or more of the following:

- A. College faculty meeting.
- B. Department or school faculty meeting.
- C. Laboratory school faculty meeting.
- D. Other groupings of the faculty.

Section 4. Votes Required

A two-thirds majority of the total 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. If the referendum concerns a change to COE bylaws, see Article XII as well.

ARTICLE XI. STUDENT PETITIONS

By presenting a petition of 100 signatures of students enrolled in the departments/schools of the COE and/or the laboratory schools 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.

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 and Service Committee, which shall conduct the referendum. If two-thirds of at least 20% of the voting members of the faculty, 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 and Service Committee and handled in the manner described in Section XII.1.

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 and Service Committee and handled in the manner described in Section XII.1.

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. Changes to the bylaws must be approved by the Academic Senate.

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. ACADEMIC SENATE ELECTIONS

Section 1. COE Representation (4)

Each of the departments and schools of the College and the combined laboratory schools shall have at least one representative on the Academic Senate.

Section 2. Election Procedures

Each of the departments and schools of the College and the combined laboratory schools shall nominate two faculty members for consideration on a college-wide ballot. If the College is allotted

more than four representatives, the COEC shall decide how to apportion additional seats and enter the decision into these bylaws.

Revised: 2008-2009

Draft revisions approved by COE COEC (COEC) 01.27.2015

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Revised: 2022

Draft revisions approved by COE COEC 9.28.2022

Revised: 2023

Draft revisions approved by COEC

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 a chair or acting/interim chair of a Department.

C. School:

A school is an academic unit of the College within which programs reside and faculty hold rank. The term does not refer to the Laboratory Schools unless specifically indicated.

D. School Director:

The term school director will denote a director or acting/interim director of a School.

E. Faculty Member:

1. An individual who holds a full-time position with rank as assistant professor or higher in a department or school of the COE as defined by the ASPT document.
2. An individual employed full-time in the laboratory schools who (1) holds rank in a university department/school or (2) is designated as a "faculty associate" by contract.

F. Laboratory Schools:

The laboratory schools consist of two units: (1) Thomas Metcalf Laboratory School (2) University High School.

G. Laboratory School faculty member:

Laboratory school faculty members shall refer to Metcalf and University High School faculty associates.

H. 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.

I. Parent:

A parent is any person who has a full-time student enrolled at either or both (1) Thomas Metcalf Laboratory School (2) University High School.

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: