

**08.23.17.01**

**From College Council**

**Dist. Executive Committee 8/22/17**

**Information Item 9/27/17**

## **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:

- Consider and approve all proposals that are identified and disseminated as policies of the COE faculty;
- 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 administrators;
- Provide input in determining College initiatives;
- Manage all College elections; and
- Conduct the annual process of collecting feedback from ASPT faculty, faculty associates and NTT faculty to inform the Provost's evaluation of the Dean.

#### **ARTICLE III. MEMBERSHIP - COEC**

##### **Section 1. COEC Composition**

##### **A. Faculty (14)**

The COEC shall have four voting faculty representatives each from the School of Teaching and Learning and from the Department of Special Education, as well as three voting faculty representatives from the Department of Educational Administration and Foundations and three from the Laboratory Schools.

**B. Administration (1)**

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

**C. Students (3)**

The COEC shall have one 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 faculty members 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, or as director or acting director of a school.

**B. Students**

Any undergraduate or graduate student as defined in H.1 of Appendix A of these bylaws 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 16<sup>th</sup> and run through August 15<sup>th</sup>. No member shall serve more than two consecutive full terms but will be eligible for re-election after one year's absence from the COEC.

**B. Students**

Student representatives (as defined in Appendix A, H.1) on the COEC shall serve one-year terms and be 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 who—because of some change in status, position, or appointment—are no longer eligible for COEC membership as detailed in Section 2 (above) must vacate their COEC seats. The College Elections Committee shall see 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 three consecutive meetings should—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.

## **Section 6. Recall**

Elected COEC members can be recalled by a majority vote of their own department, school, or laboratory school faculty members.

## **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 Section 2, below) and conduct recall elections. Faculty members or students contesting elections may 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, 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 week in September, each department and school shall determine its student representative to the COEC using regulations 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**

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 or school, as well as the laboratory schools, shall define who is eligible to vote. The eligibility of a person on non-sabbatical leave will be determined on a case-by-case basis. The Dean of the College and administrators with faculty status may vote in the departments or schools where they hold their rank.

## **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 Chairperson, 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 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. 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. 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.

### **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 ensure publication of the agenda at least seven days before each regular meeting.

### **Section 4. Minutes**

Minutes of the COEC meetings shall be provided within five working days of 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 his or her absence by the Vice-Chairperson. A special meeting must be called within five working days of the Chairperson's (or in his or her 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**

- 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, schools, or units in the College.
- D. Serve in an advisory capacity to the Dean of the COE.

### **Section 2. Standing Committees Created by the COEC**

- A. The COEC shall elect 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 a College Alumni Relations Committee.
- B. 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.
- C. All standing committees of the COEC shall report to the COEC. The COEC may establish the kinds of reporting procedures each committee or board shall use.

### **Section 3. Special Committees**

- A. The COEC may create special committees as deemed necessary to assist the COE in the development of its basic policies and procedures.
- B. The COEC shall determine the method of appointment or election, as well as the powers, duties, and organization of these special committees.
- C. All special committees of the COEC shall report to the COEC. The COEC may establish the kinds of reporting procedures each special committee shall use.

### **Section 4. 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**

1. 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*. Membership, eligibility, election and term, and procedures for temporary vacancies will be found in the College of Education Faculty Appointment, Salary, Promotion, and Tenure policy.

## **Section 2. College Curriculum Committee**

### **A. Duties and Responsibilities**

1. Provide advice and consultation to faculty members who are planning curriculum proposals.
2. Review and approve or disapprove all COE curriculum proposals in terms 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, conduct 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 ) and present it to the College Council prior to the last scheduled meeting of the academic year of the Council.

### **B. Membership (8)**

The COE Curriculum Committee is composed of two voting faculty representatives from each department or school (EAF, SED, TCH), as well as the COE Dean or his/her 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 student representative. From that pool, the Dean will select one student 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 shall be eligible for election to the Curriculum Committee. All full-time Illinois State University students (as defined in Appendix A, H.1) 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 Elections Committee shall assure the nomination and election of new members by April 15. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in Section 2 B. Students serve one-year terms and may be reappointed.

**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 are no longer eligible to serve, 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**

College Curriculum 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 Curriculum Committee will follow all guidelines and procedures established by the College of Education Council and described in these College of Education Council Bylaws. Additional procedures to be followed by the committee include the following:

1. The committee will establish a calendar of meetings at least twice per semester.
2. Approved 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 a majority 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. 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.

**Section 3. College of Education Diversity in Education Committee**

**A. Duties and Responsibilities**

1. Periodically review practices in the COE that impact students, faculty, and curricular implementations related to diversity education.
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 College Council 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 voting faculty representatives from each department or school (EAF, SED, TCH), as well as two 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 student representative. From that pool, the Dean will select one student to serve on this committee. The student will be a voting member. The Dean of the College of Education or his or her 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.1) 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 Committee shall assure the nomination and election of new members by April 15. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in Section 3.B. Students serve one-year terms and may be reappointed.

**E. Vacancies**

Diversity in Education Committee members who 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 Committee is responsible for seeing that all vacancies are filled immediately 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 will follow all guidelines and procedures established by the College of Education Council and described in the College . Additional procedures to be followed by the committee include the following:

1. The committee will establish a calendar of meetings at least twice per semester. 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 available on request and committee activities will be included in the college newsletter.
3. A quorum of the committee shall be defined as a majority 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. The Diversity in Education Committee will develop procedures for its own work.

## **Section 4. College of Education Elections Committee**

### **A. Duties and Responsibilities**

1. Recommend to the COEC policies and procedures related to election issues.
2. Review, and make recommendations to College Council 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. Perform other duties as recommended by the COEC.
5. 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.
6. 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.
7. As faculty elections occur, report results via memoranda to (a) the College Council, (b) department chairs, school directors, and laboratory school principals for posting, (c) chairs of committees involved in the elections, and (d) the College Council Secretary for record keeping.

### **B. Membership (6)**

The COE Elections Committee shall have one voting faculty representative from each department or school (EAF, SED, TCH) and one voting faculty member 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 student representative. From that pool, the Dean will select one Illinois State University student to serve on this committee. The student will be a voting member. A representative from the Dean's office will manage the Elections 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 Committee. All full time Illinois State University students (as defined in Appendix A, H.1) are eligible to serve on this committee

**D. Elections and Term**

The three faculty members and one faculty associate of the College Elections 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 or school will be new during any given year. The College Elections Committee shall assure the nomination and election of new members by April 15. Terms normally begin in the fall semester. The student representative is appointed using the procedures identified in Section 4.B. Students serve one-year terms and may be reappointed.

**E. Vacancies**

College Elections Committee members who 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 remaining members of the College Elections Committee are responsible for seeing that all vacancies are filled immediately through standard election procedures.

**F. Temporary Vacancies**

College Elections 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 Elections Committee shall request (call) for nominations from each department, school, 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.

- b. The 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).
- c. The 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.
- d. The College Elections Committee shall report results as detailed in Section 4.A.7, above.

## **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, 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 Associate Dean 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 College Council prior to the last scheduled meeting of the academic year of the Council.

### **B. Membership (9)**

The College Research Committee is composed of two tenure-line faculty members from each of the three departments/schools (EAF, SED, TCH) 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 designee) 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 with an interest and background in research shall be eligible for appointment to the College Research Committee.

**D. Elections and Term**

The six faculty members and two faculty associates 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/director of each of the three departments/school, (2) the superintendent of the laboratory schools, and (3) the Associate Dean for Partnerships, Grants, Graduate Programs and International Opportunities. 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 are no longer eligible to serve, 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 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 Dean of the College.

**G. Procedures**

The College Research Committee will follow all guidelines and procedures established by the College of Education Council and described in the College of Education Council Bylaws. Additional procedures to be followed by the committee include the following:

1. The committee will establish a calendar of meetings at least twice per semester. 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 available on request and committee activities will be included in the college newsletter.
3. A quorum of the committee shall be defined as a majority of the standing committee.
4. The Dean or his/her designee shall serve as chairperson for the committee.
5. The College Research Committee will develop procedures for its own work.

**Section 6. College of Education Scholarships and Awards**

Administration of scholarship awards has been transitioned from a hands-on process of extensive faculty review to a comprehensive application that allows COE staff to match candidate qualifications with scholarship stipulations. A formal standing committee is no longer needed. This new process was developed in response to overwhelming faculty request for relief, as the review process necessarily took place at the end of the spring semester, an already demanding time of the year. Therefore, there are no face-to-face meetings and the workload is managed in an on-line format. This streamlined process allows the college to increase the efficiency and managing and scholarships and awards. The COE Staff will:

1. Determine 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, schools, and laboratory schools to encourage the growth and availability of scholarships and awards.
3. Monitor college, school, 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 not affiliated with individual departments, schools, or laboratory schools.
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 are current and correct.
8. Ensure the publication of scholarship and award information, making that information available to a variety of publics and updating that information 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.

## **Section 7. Teaching and Learning Committee**

### **A. Duties and Responsibilities**

1. On the basis of input from the faculty, 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, 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.
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-line, 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 voting faculty representatives from each of the departments/school (EAF, SED, TCH) and one 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 Illinois State University student (as defined in Appendix A, H.1) 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 shall be eligible for election to the College Teaching and Learning Committee. All full time Illinois State University students (as defined in Appendix A, H.1) 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 will serve staggered terms so that only one individual from each department or school will be new during any given year. The College Elections Committee shall assure the nomination and election of new members by April 15. Terms of office are for two years and normally begin in the fall semester. The student representative is appointed using the procedures identified in Section 7.B. Students serve one-year terms and may be reappointed.

### **E. Vacancies**

College Teaching and Learning Committee members who 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. 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 Committee is responsible for seeing that all vacancies are filled immediately 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 will follow all guidelines and procedures established by the College of Education Council and described in the College of Education Council Bylaws. Additional procedures to be followed by the committee include the following:

1. The committee will establish a calendar of meetings at least twice per semester.
2. Approved 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 a majority 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. The College Teaching and Learning Committee will develop procedures for its own work.

## **Section 8. College Alumni Relations Committee**

### **A. Duties and Responsibilities**

1. Hall of Fame and Outstanding Young Alum 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. Homecoming Tailgating Tent Events
  - a. Determine theme
  - b. Plan the Tent Event
  - c. Secure faculty and student participation
  - d. Arrange catering services

- e. Participate in the Homecoming Tailgating Tent event
3. 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 (7-8)**

The Alumni Relations Committee is composed of one voting faculty representative from each department or school (EAF, SED, TCH) and one 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 student to serve on this committee. The student will be a voting member. In addition, one representative from the Development Office and one representative from COE Communications will also serve voting members. The Dean of the COE or designee(s) shall serve as ex-officio, non-voting member(s).

**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 Illinois State University students (as defined in Appendix A, H.1) are eligible to serve on this committee.

**D. Election and Term**

The three faculty members of the College Alumni Relations Committee are elected annually for two-year terms by their respective departments or school. The College Elections Committee shall assure the nomination and election of new members by April 15. Terms of office normally begin in the fall semester. The student representative is appointed using the procedures identified in Section 8.B. Students serve one-year terms and may be reappointed.

**E. Vacancies**

College Alumni Relations Committee members who 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 Committee is responsible for seeing that all vacancies are filled immediately 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 will follow all guidelines and procedures established by the College of Education Council and described in the College of Education Council Bylaws. Additional procedures to be followed by the committee include the following:



1. The committee will establish a calendar of meetings at least twice per semester. 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 available on request and committee activities will be included in the college newsletter.
3. A quorum of the committee shall be defined as a majority 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. The College Alumni Relations Committee will develop procedures for its own work.

## **ARTICLE IX. DEPARTMENTS**

### **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. Evaluation**

The COEC shall receive the results and recommendations of all formal evaluations of departments/schools, 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/school, laboratory school, or the College itself.

### **Section 3. Selection of Department Chairperson or School Director**

#### **A. Vacancies**

The President or designee will declare a vacancy 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 policy (University Policy 3.2.13) for internal and targeted searches.

## **B. Acting Chairpersons / Directors**

An Acting 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 chairperson or director if circumstances warrant this.
4. The acting 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 chairperson or director must be a tenured faculty member already employed at ISU.

## **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 chairperson or director.

1. A 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 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. In order to assure sufficient diversity, the Dean may add up to two other members to the search committee.

## **D. Search Committee Functions**

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 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 arrange for the interviews.
8. Develop and promulgate, to the COEC and the Department/School 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.

#### **Section 4. Selection of Laboratory School Principal**

##### **A. Vacancies**

The President or designee will declare a vacancy 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 Principal**

1. Upon the vacancy of the laboratory school principal, the 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 superintendent shall also call a meeting of the entire unit to inform the faculty associates of such a vacancy.
3. The Superintendent of the laboratory schools is responsible to work with members of the laboratory school unit to identify an acting 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.

1. A faculty member appointed by the 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 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 voting faculty member elected out of the shared faculty governance committee from the unit for which the vacancy exists.

4. A full-time Illinois State University student (as defined in Appendix A, H.1) associated with the unit in which the vacancy exists, to be selected by procedures determined by the Superintendent of the laboratory schools.
5. A Parent associated with the unit in which the vacancy exists, to be selected by procedures determined by the Superintendent of the Laboratory Schools
6. In order to assure sufficient diversity, the Superintendent may add up to three other faculty associate members from the Laboratory Schools to the Search Committee.
7. An AP and civil service representative elected from within the ranks of the AP and civil service staff working in the laboratory school where the vacancy exists shall serve on this committee.

**D. Search Committee Functions**

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 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 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 Superintendent of the laboratory schools a list of names acceptable to the Search Committee for further interviews.
7. In consultation with the Superintendent of the laboratory schools, assist in the selection of candidates to be interviewed on campus and arrange for the interviews.
8. Develop and promulgate to the COEC and the unit 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 Superintendent of the Laboratory Schools.
10. The Superintendent will then make a hiring recommendation to the Dean of the College.

**Section 5. Selection of Laboratory School Superintendent**

**A. Vacancies**

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

#### **B. Acting Superintendent**

1. Upon the vacancy of the Laboratory School Superintendent, the Dean of the College shall inform the Chairperson of the COEC.
2. Upon the vacancy of the Laboratory School 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 Laboratory School 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 Superintendent (other than for an Acting Superintendent).

1. A 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 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 current principals shall also serve on the search committee for the Laboratory School Superintendent; should a current laboratory school principal be a candidate, the Assistant Principal from that Unit will serve instead. In order to assure sufficient diversity, the Dean may add up to two other members from the laboratory school faculty to the Search Committee.

#### **D. Search Committee Functions**

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 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 arrange for the interviews.
8. Develop and promulgate to the COEC and the laboratory schools 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.

## **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 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, school, or laboratory school unit, 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 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 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 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 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. 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. 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.

**ARTICLE XVI. REVIEW OF THE 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

Draft revisions approved by COE College Council (COEC) 01.27.2015

Comments and revisions from Academic Senate Rules Committee (ASRC) received 12.07.15

Second draft revisions in response to ASRC prepared by COEC Executive Committee 06.08.16

Approved by Senate: XX/XX/XXXX



## **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 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 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:**