Bylaws of the College of Education

Purdue University
West Lafayette, Indiana

Adopted Spring 2008
The faculty of the College of Education of Purdue University adopts the following bylaws in order to describe its organizational structure and units, define the responsibilities of its officers and determine its operating procedures.

ARTICLE I – ADMINISTRATORS AND OFFICERS

1.0 The overall administrative responsibilities of the College shall be vested in the dean. Such administration is subject to faculty participation as provided in these bylaws.

1.1 The associate and/or assistant deans, department heads and other administrative officers shall be appointed by the dean subject to University regulations. These officers shall have administrative authority and responsibility as may be delegated by the dean. They shall serve as advisors to the dean in the development of policies and procedures and in long range planning. When making such appointments, the dean shall consult formally or informally with faculty or faculty representatives.

1.2 The associate and/or assistant deans and academic department heads shall be evaluated by the faculty at intervals of five or fewer years, by a process to be determined by the dean. These evaluations shall be reviewed by the academic officer responsible for their appointment.

ARTICLE II – THE FACULTY

2.00 Composition of the Faculty
Consistent with the provisions of the University Code, Part IIA, 2.00, the faculty of the College of Education shall be comprised of its dean, all who hold professorial rank (tenure track, nontenure track, clinical) or appointments as instructors or continuing lecturers in its departments.
Joint appointments may be held between departments in the College of Education and/or other departments within the University.

2.01 **Voting Faculty**
All faculty members of the College of Education may vote with the following stipulations:
2.01.1 Faculty members on leave may vote by mail or electronic ballot.
2.01.2 Faculty members with visiting, courtesy, research, temporary, or emeriti appointments shall not have voting rights but shall have full floor rights.
2.01.3 Faculty members with joint appointments of at least twenty-five percent in the College of Education are eligible to vote. Those with joint appointments less than 25% shall have full floor rights but not voting rights.

2.02 **Responsibilities of the Faculty**
The jurisdiction of faculty shall be designated by the regulations governing University faculty.
2.02.1 The faculty shall establish admission criteria, curricula, course content, examination procedures, requirements for retention and graduation, and shall nominate candidates for degrees.
2.02.2 The faculty shall advise the dean on matters of educational policy and planning that affect the responsibilities of faculty.
2.02.3 The faculty shall advise the dean on matters that concern the faculty welfare.
2.02.4 The faculty grants the dean authority to submit to the Indiana Department of Education those programs and modifications of programs approved by the Teacher Education Council and consistent with the educational policies of the College and the University.

2.03 **Faculty Meetings**
2.03.1 The presiding officer of meetings of the College shall be the dean or the dean’s designee. Minutes of the business conducted at each meeting shall be made available to the faculty.

2.03.2 Meetings shall be held at least once during each semester of the academic year. Announced twenty days in advance, regular meetings shall be called by the dean. Special meetings may be held upon the call of the dean or petition of any ten faculty members. Special meetings shall be announced at least seven days in advance.

2.03.3 Agenda items may be proposed by any voting member of the College of Education. An agenda shall be distributed at least seven days prior to the faculty meeting. Only items on the distributed agenda may be acted upon, unless by consent of three-fourths of the voting members present.

2.03.4 In a regularly announced meeting, the presence of at least 25% of voting members shall constitute a quorum. In a special meeting, a simple majority of voting members not on leave at the time, must be present to constitute a quorum.

2.03.5 Decisions of the faculty shall be reached by simple majority of the voting members present at any regular or special meeting.

2.03.6 A secret ballot shall be held upon request of a voting member of the faculty present at the meeting.

2.03.7 A mail or electronic vote by the voting faculty shall be conducted on any issue if requested by a voting member of the faculty and approved by one-fifth of the voting members present. All mail or electronic ballots shall be decided by a majority of the votes cast within a designated time period.

ARTICLE III – COMMITTEES

3.0 Establishment of Committees

Committees shall be established by the dean each academic year, except as otherwise provided by these bylaws. A list of all committees and their membership shall be distributed each academic year.
3.01 **Membership**

The dean in consultation with the Nominations and Elections Committee shall establish the number of members of each committee. At least two-thirds of the faculty members of each committee shall be elected by the faculty and the remaining members including students shall be appointed by the dean. Elections shall be held each year during the first half of the spring semester. Each committee member shall serve a three-year term unless otherwise relieved or contrary to University policies, with one-third of the members newly appointed or elected each year. A member may not serve more than two consecutive terms. Each committee shall meet at least once each spring after the election results are known with the old members, the new members, and the dean or his/her designee to ensure a smooth transition in leadership and elect the committee chair for the next academic year. The chair of each committee shall be a tenured professor chosen from among the new and continuing members elected by the faculty unless otherwise stipulated in these bylaws.

3.02 **Committee Functioning and Reporting**

Committees shall act in accordance with the bylaws and University regulations. More detailed descriptions of the purpose, membership, and operational procedures for each committee will be outlined in a college policy manual.

Committee policies can be developed and/or revised by majority approval of (a) committee members and (b) the college leadership team. Each committee shall distribute minutes of its meetings to the dean, who will make them available to the faculty. Each committee shall distribute an annual written report to the faculty. Each outgoing committee chair shall pass on all working papers and historical committee documents to the incoming chair.

3.03 **Standing Committees**

Standing committees shall deal with policies or activities of continuing importance to the faculty and professional staff where multi-member action or consideration is desired.
3.03.1 **The Academic Promotions and Tenure Committee** shall be constituted within the requirements of the University policy and regulations affecting faculty promotions. Such policies and regulations may be supplemented by a College of Education tenure and promotion policy and guide. The Academic Promotions and Tenure Committee shall serve as an Area Committee to review and recommend faculty members for tenure and promotion in accordance with University regulations. The dean shall serve as chair of this committee. Department heads shall be voting members of this committee and associate deans shall serve as ex-officio members. Other promotion and review committees may be required at the departmental or other unit level (e.g. the Primary Committee) and the establishment of these committees must be in accordance with university policy.

3.03.2 **The Awards Committee** shall promote and handle all College level awards including, but not limited to, faculty, student, and staff recognition in learning, discovery, engagement, and service.

3.03.3 **The Curriculum Committee** shall receive information and recommendations from the departmental committees, and then report to the college faculty any changes in the undergraduate and graduate programs, curricula, articulation agreements with outside entities, course offerings, and degree requirements. Additional duties shall include addressing improvement of instruction, honors programs, general education policy, core requirements, admissions, retention, and graduation requirements. Curricular matters requiring a college level vote are handled by this committee.

3.03.4 **The Faculty Affairs Committee** shall serve as a liaison between the faculty and the dean. The committee shall be concerned with the collective and individual responsibilities, rights, privileges, opportunities and welfare of the faculty of the College. General academic organization, interdepartmental research and education programs, faculty development and mentoring, tenure, procedures for academic promotion, academic
responsibilities, faculty governance, and faculty compensation policies are
topics which may be considered by the Faculty Affairs Committee.
Membership shall include broad representation from the clinical and
tenure-track faculty of both departments. The elected chair of this
committee must be a tenured professor. The Faculty Affairs Committee
shall meet at least once a semester with the dean and/or his/her designee.

3.03.5 The Faculty Grievance Committee shall consider and act upon complaints
of faculty members in accordance with University policy and procedures.

3.03.6 The Grade Appeals Committee shall hear and act upon appeals governing
academic grades according to University policy and policy procedures.

3.03.7 The International Education Committee shall advance the international
goals of the strategic plan of the college.

3.03.8 The Diversity Committee shall advance the diversity and multicultural
goals of the strategic plan of the college.

3.03.9 The Nominations and Elections Committee shall nominate members to all
committees and conduct all College elections. The committee shall
present a slate to the faculty no later than the end of February each year.

3.04 Ad Hoc Committees and/or Task Forces
Ad hoc committees and/or Task Forces shall be activated by the dean to
deal with such matters that cannot be delegated logically to an established
standing committee and that are unlikely to require continuing attention.

3.04.2 A Selection Advisory Committee shall be established to provide faculty
and/or staff participation in the hiring of new faculty and staff; such
committees will function in accordance with university search and screen
procedures and approved by the dean.

ARTICLE IV: STRATEGIC PLANNING

4.00 The mission, vision, values, and strategic goals of the college will be recorded in
a strategic plan.
4.01 The college strategic plan will be developed with broad-based input from College stakeholders and approved by a majority vote of the faculty prior to forwarding to the Provost’s Office for approval.

4.02 Responsibility for ensuring that the goals of the plan are met will vest in the Dean’s Office.

4.03 A report of progress on the strategic plan will be shared with the faculty annually.

ARTICLE V – THE TEACHER EDUCATION COUNCIL

5.00 Powers of the Council
The Council shall serve as a review and coordinating body for all teacher education programs within the University. The Council shall serve as a policy advisory body to the dean and faculty of all teacher education programs on matters pertaining to program governance; curricula, assessment, admission, retention, and licensure of students enrolled in professional education programs at the undergraduate or graduate levels.

5.01 Composition of Teacher Education Council
The Council shall be composed of representatives from those academic units throughout the University system involved in the preparation of licensed P-12 personnel and representatives of students in professional education.

5.02 Appointment, Terms, and Appointments
The Council shall determine the apportionment of members. The Council shall establish the terms of office of members. The University president or his/her designee will appoint members of the Council upon nomination of the dean.

5.03 The dean or the dean’s designee shall serve as chair of the Council.

ARTICLE VI – THE UNIVERSITY SENATE
6.00 Responsibilities
The senators from the College of Education shall be responsible for participating in the activities of the University Senate, for communicating to the faculty of the College the direction of senate actions and deliberation, and for transmitting viewpoints of the faculty to the University Senate.

6.01 Eligibility
Only voting faculty members with professorial rank shall be eligible for election to the Senate. No elected Senator shall serve more than four consecutive years.

6.02 Election Procedure
The faculty shall elect the number of senators apportioned to the College of Education in accordance with University policy. If the number of senators apportioned to the College permits, there shall be at least one senator from each department. When this condition is not met, senators shall be elected at large. Terms of office shall be three years with approximately one-third of the senators elected each year.

6.03 Faculty members who hold joint appointments vote for the senators of the College in which they hold a majority appointment.

ARTICLE VII – PARLIAMENTARY AUTHORITY
7.00 All meetings of the faculty assembled in convocation shall be conducted in accordance with standard parliamentary procedure. The most recent edition of Robert’s Rules of Order shall be used as the reference authority.

ARTICLE VIII– CONFLICT OF INTEREST
8.00 The dean’s office will maintain a written set of guidelines for the resolution of potential or perceived conflicts of interest in faculty/staff hiring and evaluations. This policy will appear in the COE policy manual.
ARTICLE IX – AMENDMENTS

9.00 Amendments to these bylaws may be made by a two-thirds affirmative vote by eligible voting faculty. In accordance with article 2.01.3, at least 25% of eligible faculty must be accounted for in said vote. Copies of the proposed amendment shall be distributed at least twenty days prior to a faculty meeting at which the amendment is discussed. Ballots shall be cast within a designated time period following the faculty meeting. Ballots may be made anonymously via regular mail and/or electronically.

ARTICLE X – RATIFICATION

8.00 Adoption of these bylaws shall require a two-thirds affirmative written vote by eligible voting faculty. In accordance with article 2.01.3, at least 25% of eligible faculty must be accounted for in said vote. Copies of the proposed bylaws shall be distributed at least twenty days prior to a faculty meeting at which the bylaws is discussed. Ballots shall be cast within a designated time period following the faculty meeting. Ballots may be made anonymously via regular mail and/or electronically.

Adopted 1/17/89
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Amended 10/7/99
Revisions from FAC 1/7/08
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Amended 3/21/08
Adopted Final Faculty Meeting of the Year, Spring 2008
Footnotes

1. Compilation of data for this manual in ongoing as of 1/7/08.
2. The COE Leadership Team composition is determined by the dean.