



The City College
Of
The City University of New York

BYLAWS
of
The School of Education
Approved on 11.1.2018

PREAMBLE

These bylaws articulate the structure and practices of the School of Education at The City College of New York, which functions within the governance structure of the City University of New York. Founded in 1921, The City College School of Education is dedicated to preparing knowledgeable, reflective and caring educators who are qualified and committed to teaching and leading in diverse communities.

ARTICLE I – MEMBERSHIP AND MEETINGS

SECTION 1. MEMBERSHIP

- A. The members of the School of Education shall consist of:
1. the following Officers of the College, as ex-officio non-voting members: the President; the Provost; the Vice President for Student Affairs; the Deans of the College of Liberal Arts and Sciences; the Librarian; and the Registrar;
 2. all members of faculty rank, tenured or on tenure-bearing lines, including clinical faculty of the constituent departments of the School of Education; and its Dean and Vice, Associate, or Assistant Dean, if they hold faculty rank.
 3. lecturers and instructors who have received notice of reappointments on an annual salary basis for a third or later year of continuous full-time service in the School, with vote; and other lecturers and instructors of the School, with voice but no vote except in the committees indicated in Article 2, section 2, below.;
 4. Contingent faculty of the School, with voice but no vote except in the committees indicated in Article 2, section 2, below;
 5. One student selected annually by the Department Executive Committee of each of the constituent departments of the School of Education, with voice but no vote; and
 6. Staff of the School of Education, with voice but no vote except in the committees indicated in Article 2, section 2, below.
- B. Excluding votes on academic and curriculum matters, any of the above members with voice but no vote may be invited to vote by approval of a majority of the faculty.

SECTION 2. Regular meetings of the School of Education shall be held no less than twice a semester and the first meeting of each semester shall be held respectively no later than October 15 and March 1. The notice of the meeting shall include the agenda.

SECTION 3. Special meetings shall be held on the call of the Dean, the Chair of the School of Education Executive Committee, the President, or on the written request of at least ten voting members of the School of Education. The purpose of such meetings shall be stated in the notice of the meeting.

SECTION 4. A quorum shall consist of a majority of the voting members of the School of Education, as specified in Section 1, part a, above.

SECTION 5. The Dean of the School of Education shall preside at all meetings. In the absence of the Dean, a faculty member of the School designated by the Dean shall preside. If the Secretary is absent, the presiding officer shall appoint a secretary pro tempore.

SECTION 6. Meetings of the School of Education shall be conducted insofar as is practicable in conformance with the most recent edition of Robert's Rules of Order.
In particular, the presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the assembly. Such appeal shall prevail if sustained by a majority of those present.

SECTION 7. The order of business at each stated meeting shall be as follows:

1. Record of attendance
2. Adoption of minutes of previous meeting
3. Adoption of the agenda
4. Report of the Executive Committee
5. Communications from the Board of Trustees of the City University of New York and from University and College Officers
6. Remarks by the Dean
7. Reports of Committees
8. Elections
9. Degrees
10. Old business
11. New business.

SECTION 8. The minutes of each meeting of the School of Education shall be transmitted to the members. Whenever practicable, committee reports shall be transmitted to the members prior to the meeting at which action is proposed, except curricular changes which shall be circulated to the members at least six business days in advance of the meeting at which they will be presented for action.

SECTION 9. The initial draft of a proposed resolution designed to express agreement on policy by the School (or otherwise intended to put the School on record), or designed for transmission to the Board of Trustees of the City University of New York or for publication shall be sent to each member of the school, by the Secretary, at least six business days before the meeting at which it is presented for action.

SECTION 10. New business introduced either by a member or by a committee may be laid on the table by a one-half vote of the members present, unless notice of such business has been previously given to the Secretary for inclusion in the agenda.

ARTICLE II OFFICERS AND COMMITTEES

SECTION 1. The Chair of the Executive Committee of the School of Education shall be elected for a term of three years. The Secretary of the School of Education shall be elected for a term of one year. The chairs of the Standing Committees shall be responsible for convening meetings, and maintaining documents related to the Committees' work. The spirit of these Standing Committees is to share information to members whenever possible, except with confidential issues related to personnel and student matters from: Committee on Personnel and Budget, Committee on Course and Standing, and Committee on Student Services.

SECTION 2: The Standing Committees:

- a. **EXECUTIVE COMMITTEE:** consisting of its elected Chair, one member from each of the constituent departments of the School of Education, to be elected by the members of that department, and three members elected, at large, by the voting members of the School of Education. All terms are for two years. At large members are elected in odd years. Departments shall elect members in even years. The Executive Committee shall act for the members in-between meetings. It shall select the faculty members of the search committee that advises the President on the selection of the Dean of the School. It shall consult with the President, Provost, and the Dean on all matters concerning the School. In addition to acting for the members of the School in between meetings, this Committee shall nominate candidates for the elective offices of the School. It shall also consider proposals for the amendment of the Bylaws of the School of Education and shall report thereon to the School. The Executive Committee shall initiate and receive suggestions for changes in policies of the School of Education, formulate plans for the development of the School, and submit such plans and proposals to the School for its approval. This Committee may recommend directly to the Dean the adoption of new programs related to the mission of the School of Education; when meeting for the immediately preceding purpose, the membership of the Committee shall be enlarged to include, as non-voting members, the Dean and any Chairpersons of the constituent departments of the School of Education who are not elected members of the Committee.
- b. **COMMITTEE ON PERSONNEL AND BUDGET:** consisting of the Dean of the School of Education, ex officio without vote, and the Chairs of the constituent departments of the

School of Education, ex officio with vote; one member of the faculty, tenured with the rank of Associate Professor or higher, elected by each department, with vote; and one member of the faculty, tenured with the rank of Associate Professor or higher, elected at large, with vote. The members elected by departments shall be elected in the year following the election of the respective Chairs; the at-large member shall be elected in the following year. All terms are for three years.

- I. i. Personnel matters: The committee reviews the recommendations from within the School of Education pertaining to reappointment to a teaching rank, promotion, and tenure and forwards its recommendations to the Dean.
 - II. ii. Budget matters: The committee discusses and advises the Dean on budget matters pertaining to policies and procedure related to personnel, budget requests, and budget allocations as they affect the School of Education.
- c. COMMITTEE ON COURSE AND STANDING: consisting of the director of the office of student services, non-voting, ex-officio, one faculty member elected by each department of the School of Education, and three members elected at large by the faculty of the School of Education. All terms are for two years. At large members are elected in odd years. Departments shall elect members in even years. The Committee will select a chair from among its faculty members. This Committee shall consider and rule upon all individual appeals of students in matters of School of Education courses and standing, including deviations from requirements and rulings of the School of Education, at the graduate and undergraduate levels.
 - d. COMMITTEE ON CURRICULUM: chaired by the Dean, ex officio without vote, or by their designee, and consisting of the Departmental Chairs or their designees, ex officio with vote; one faculty member elected by each department of the School of Education; and one member to be elected at large by the faculty of the School of Education. All elected terms are for two years. At-large members are elected in odd-number years. Departments will elect members in even-number years. Meetings of the Committee shall be open to all other School of Education faculty members, without vote. The Committee shall be concerned with revision of course offerings, degree and matriculation requirements, prerequisites, introduction of new courses, introduction of new programs, and other matters of curriculum. It shall consider curriculum changes forwarded by the respective departments and shall recommend action on such for consideration by the faculty.
 - e. COMMITTEE ON STUDENT SERVICES: consisting of the director of the office of student services, ex officio, without vote; and the director of any office having to do with clinical practice, ex officio, without vote; and three members of the faculty – one elected from each department and one elected at large by the faculty for terms of two years. The Committee shall be concerned with the administration of admissions procedures for students entering teacher education programs and school and district leadership programs and their progress through such programs. The Committee shall advise on policy-making and implement policies, as ratified by voting members of the School of Education, relating to student teaching, cooperating schools, and the various forms of field experiences provided for students in teacher education programs.

- f. COMMITTEE ON TECHNOLOGY AND INSTRUCTIONAL RESOURCES: consisting of the director of any office having to do with self-assessment and accreditation, ex officio, with vote; the director of any office having to do with the technology necessary for operation of the School, ex officio, with vote; one faculty member from each department, elected by the department, and one faculty member elected at large. All terms are for two years. At-large members are elected in odd-numbered years. Departments shall elect members in even-numbered years. The committee shall establish systemic structures to ensure that faculty and students have access to relevant instructional and scholarly materials and resources acquired for the School of Education, and that faculty and students are supported in implementation of those resources.
- g. COMMITTEE ON PROFESSIONAL DEVELOPMENT: consisting of the Vice, Associate, or Assistant Dean, ex officio without vote, and three members elected at large by voting members of the School of Education. The term of membership shall be for two years. The Committee shall be concerned with policies and procedures that support the professional development and advancement of members of the School of Education. These include but are not limited to: providing opportunities for School of Education members to share their expertise and to expand their knowledge, providing teaching and service support to faculty, and assisting in the administration of public funds. The Committee shall also develop, recommend, and advocate appropriate criteria for the tenure and promotion of faculty in the School of Education. The Committee shall recommend to the Dean such measures as it deems necessary and beneficial for the support of faculty and School of Education development.
- h. COMMITTEE ON ASSESSMENT: consisting of the Dean of the School of Education, or their designee, ex officio without vote; the director of any office having to do with clinical practice ex-officio and with vote; the director of any office having to do with self-assessment and accreditation ex-officio with vote; one member of the faculty elected in odd-number years by the faculty at large, for a two-year term; and one member elected in even-number years by each Department of the School of Education, for a two-year term. This Committee proposes policies and oversees data-collection and analysis for all School of Education assessment, including the collection and analysis of data on graduates; on the School of Education programs from which they graduate; and on School of Education centers, offices, departments, and the School of Education itself. The Committee is also responsible for guiding the maintenance of accreditation of the School and its programs. The Committee will present to the School of Education, for its approval, assessment plans and policies, the accreditation agency to be used, and any data collection mechanisms to be used on a School-wide basis.
- i. COMMITTEE ON SCHOLARSHIP, AWARDS, AND GRADUATION: Consisting of the director of the office of student services, ex officio with vote; the director of finances, ex officio without vote in an advisory capacity; three members elected in odd-number years by the faculty at large, each for a two-year term; and one member elected in even-number years by each Department of the School of Education for a two-year term. The Committee is responsible for meeting with administration appointed by the Dean to participate in the scholarship application selection processes. The Committee works with School administration to determine just processes and practices for granting

scholarships and awards under the Committee's purview. It consults with the Dean as needed in order to make explicit the spirit, contexts, and conditions of scholarships and awards. In addition to voting on scholarships and awards, the members of the Committee assist School administration in planning Scholarship and Award celebrations as needed as well as the College's and School of Education's graduation ceremonies. The Committee assists the appointed administration in publicizing the scholarships and awards as well as the application processes for all School-relevant awards.

SECTION 3. Each of the following committees shall include one undergraduate and one graduate student representative with voice, but no vote: Curriculum, Course and Standing, and Student Services. For each representative there shall also be an alternate chosen in the same manner and at the same time as the official representative. The students shall be duly appointed or elected representatives of the respective undergraduate and graduate organizations. The appointments or elections shall take place no later than October 15. The terms shall be for the academic year.

SECTION 4. The Dean may authorize the Vice Dean, Associate Dean, or Assistant Dean to act in their stead in all committees of which the Dean is a member ex officio.

SECTION 5. Other ad-hoc committees may be constituted as occasion demands, and exclusively for tasks not within the purview of any of the standing committees.

SECTION 6. In exceptional instances, persons of faculty rank who are not members of the faculty of the School of Education may be elected or appointed to ad-hoc committees.

SECTION 7. Each standing committee of the School of Education shall submit a report to the faculty at least once during each academic year.

ARTICLE III – AMENDMENTS TO THE BYLAWS

SECTION 1. Any article in these Bylaws may be proposed for adoption, amendment or repeal by a two thirds vote of the members present, provided that the two thirds shall be at least a majority of the voting members of the School, provided further that notice of the proposed change has been included in the notice of the meeting, and provided further that an announcement of intent for such changes has been made in the previous meeting.

SECTION 2. Any Bylaw may be suspended at a meeting by a three-quarter vote of the voting members present, provided that the three-fourths is at least a majority of the voting members of the School. No Bylaw affecting the composition of committees or their mandates can at any time be suspended.