ARTICLE I – MEMBERSHIP and MEETINGS - RULES OF ORDER

SECTION 1. The faculty of the School of Education shall consist of:
   a. the following Officers of the College, as ex-officio non-voting members: The President, the Provost, the Vice-President for Student Affairs, the full-Deans of the College of Liberal Arts and Sciences, the Librarian, and the Registrar.
   b. all members of faculty rank tenured or on tenure-bearing lines of the constituent departments of the School of Education, namely, the Department of Teaching, Learning, & Culture; the Department of Secondary Education; and the Department of Leadership and Special Education, and any other department which may be added hereafter to the School of Education, and the Dean and Associate Dean of the School of Education (if they hold faculty rank).
   c. one representative from each of the Divisions of the College of Liberal Arts and Sciences. The three CLAS representatives shall be elected by the CLAS Faculty Council and shall serve for three-year staggered terms.
   d. one student selected annually by the Department Executive Committee and/or Advisory Committee from each of the constituent departments of the School of Education, as non-voting members.

SECTION 2. Regular meetings of the faculty 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 members of the faculty 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 faculty of the School of Education.

SECTION 5 The Dean of the School of Education shall preside at all meetings of the faculty. 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. The conduct of meetings of the faculty shall follow 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

SECTION 8. The minutes of each meeting of the faculty of the School of Education shall be transmitted to the Secretary of the Faculty Senate and to the members of the faculty. Whenever practicable, committee reports shall be transmitted to the members of the faculty prior to the meeting at which action is proposed, except curricular changes which shall be circulated to the faculty 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 faculty (or otherwise intended to put the faculty 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 faculty, 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 faculty of the School of Education shall be elected for a term of three years. The Secretary of the faculty shall be elected for a term of one year.

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 faculty members of that department, and three members elected, at large, by the voting members of 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 Executive Committee shall act for the faculty 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 faculty in between meetings, this Committee shall nominate candidates for the elective offices of the faculty. It shall also consider proposals for the amendment of the Bylaws of the School of Education and shall report thereon to the faculty. 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 faculty for its approval. This Committee may recommend directly to the Dean the adoption of experimental programs related to teacher 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 COURSE AND STANDING: consisting of the Assistant Dean, Office of Student Services, non-voting, ex-officio, one faculty member elected by each department of the School of Education, and two 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.

c. COMMITTEE ON CURRICULUM: chaired by the Dean, non-voting ex officio, or by his or her designee, and consisting of the Departmental Chairs or their designees, as voting members ex-officio, one faculty member elected by each department of the School of Education, one member (at large) to be elected by the faculty of the School of Education, and three members to be selected by the Executive Committee of the Council of the College of Liberal Arts and Science (CCLAS), one from each of the three divisions of the College of Liberal Arts and Science. All elected terms are for two years. At large members are elected in odd years. Departments will elect members in even years. Committee on Curriculum meetings shall be open to all other School of Education faculty members, without vote. The Committee on Curriculum shall be concerned with such matters as: 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.

d. COMMITTEE ON STUDENT SERVICES: consisting of the Assistant Dean, Office of Student Services, and Director, Office of Clinical Practice, ex-officio, and three members of the faculty 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 their progress through such programs. The Committee shall advise on policy making and implement policies, as ratified by the faculty, relating to student teaching, cooperating schools, and the various forms of field experiences provided for students in teacher education programs.

e. COMMITTEE ON TECHNOLOGY AND INSTRUCTIONAL RESOURCES: consisting of one faculty member from each department, elected by the department, and one faculty member elected at large; and the Director of the Learning Resource Center, the Director of
the Multimedia Center, and the Director of Technology, Ex officio, with vote. All terms are for
two years. At large members are elected in odd years. Departments shall elect members in
even years. The committee shall establish systemic structures to ensure:
i. Faculty and candidates have access to relevant instructional and scholarly materials and
resources acquired for the School of Education.
ii. Faculty and candidates are supported in implementation of those resources.

f. COMMITTEE ON PERSONNEL AND BUDGET: consisting of the Dean of the School of
Education, ex-officio without vote, and the Chairpersons of the constituent departments of the
School of Education, ex-officio but with votes. This Committee shall review recommendations
from within the School of Education regarding full-time appointments and reappointment to a
teaching rank, promotion and tenure, and to forward it together with its recommendations, to
the Review Committee. This Committee shall also advise the Dean concerning matters of
policy and procedure related to personnel, budget request and budget allocations as they
affect the School of Education.

g. COMMITTEE ON PROFESSIONAL DEVELOPMENT: consisting of the Associate Dean,
ex-officio, and one member of the faculty of each department, elected by the department, the
Committee shall be concerned with policies and procedures that support the professional
development and advancement of faculty in the School of Education. These include but are
not limited to providing opportunities for faculty 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 development.

h. COMMITTEE ON ASSESSMENT: consisting of the Dean of the School of Education, or
his or her designee, ex-officio without vote; three members elected in odd number years by
the faculty at large, each for a two-year term; one member elected by each Department of the
School of Education for a two-year term in even years; the Director of Office of Clinical
Practice, ex officio and with vote; and, ex officio with vote, any staff member with a significant
role in assessment, appointed, with the committee’s approval, by the Dean. 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, 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 faculty, 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. SCHOLARSHIP AND AWARDS COMMITTEE: Consisting of the Assistant Dean of
Student Services, ex officio with vote, 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 by each Department of the School of Education
for a two-year term in even years. The committee is responsible for meeting with
administration appointed by The Dean of the School of Education to participate in the
scholarship application selection processes. This committee works with School administration
to determine just processes and practices for granting scholarships and awards under the
committee’s purview. This committee 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 also assist School administration in planning Scholarship and Award celebrations as needed. This committee also 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 that undergraduate and that 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 of the School of Education may authorize the Associate Dean to act in his/her stead in all committees of which the Dean is a member ex-officio.

SECTION 5. Other ad-hoc committees of the faculty of the School of Education 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 of the faculty.

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

ARTICLE III – AMMENDMENTS 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 members of the entire faculty, and provided further that notice of the proposed change has been included in the notice of the meeting, provided further, that an announcement of intent for such changes has been made in a previous meeting. Any changes in those bylaws giving statutory representation to CLAS or a Division of CLAS must also be approved by the CLAS Faculty Council.

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 entire faculty. No Bylaw affecting the composition of committees or their mandates can at any time be suspended.