

College of Education Bylaws

1. THE FACULTY

1.1. Composition of the faculty.

1.1.1. The regular faculty shall consist of all persons in the College who were appointed under the rules of tenure and hold the rank of professor, associate professor, or assistant professor, and all persons appointed as librarians.

1.1.2. The fixed-term faculty shall consist of all persons in the College holding the rank of professor, associate professor, assistant professor, or instructor but not appointed under the rules of tenure.

1.1.3. The academic specialists shall consist of all persons in the College holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist.

1.1.4. The adjunct faculty shall consist of all persons whose professional position, qualifications, and interests make some relationship with the College desirable.

1.1.5. The honorary faculty shall consist of all persons designated as visiting professor or professor emeriti in the College.

1.2. Voting faculty.

1.2.1. The voting faculty shall consist of all regular faculty, full-time fixed term faculty, and full-time academic specialists.

1.2.1.1. Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent.

1.2.2. Departments shall determine voting privileges for matters limited to departments.

1.2.3. A faculty member jointly appointed to two or more units may vote only once in a College election or on a College matter. The faculty member shall vote in the unit which, has primary responsibility for initiating personnel action, with respect to that faculty member.

1.2.4. A regular faculty member may be elected to an academic governance body as a representative of any unit in which that faculty member holds faculty status.

1.2.5. A fixed-term faculty member or academic specialist may be elected to or hold a position on a College academic governance body with voting privileges, with the exception of the College Reappointment, Promotion, and Tenure Committee, as a representative of any unit in which the person currently holds faculty status at .75 full time equivalent or greater.

1.3. Faculty meetings.

1.3.1. Meetings of the faculty may be called by the Dean, by the Faculty Advisory Committee, or by a

minimum of 25 voting faculty.

1.3.2. Notice of faculty meetings shall be sent to all faculty at least two weeks in advance and such notice shall set forth the matters to be considered. The formal agenda will be made available by the College Faculty Advisory Committee at least one week in advance.

1.3.3. The Dean or designee shall preside at College faculty meetings. Robert's Rules of Order (most recent edition) shall guide meeting procedures.

1.3.4. A College faculty meeting may consider any matter related to the welfare of the faculty or the welfare of the College and any matter brought before it by a member of the faculty.

1.3.5. The agenda for College faculty meetings shall be prepared by the Dean and the Faculty Advisory Committee. Action items must be so labeled on the agenda, and no formal actions may be taken without advance notice.

1.4. Quorum Requirements.

1.4.1. A quorum of fifty percent plus one of voting members is required for conducting College Faculty Meetings and College committees. In the event of an absence of a quorum, informational items may be discussed.

2. THE STUDENTS

2.1. Student constituency of the College.

2.1.1. The student constituency of the College shall be all persons enrolled at Michigan State University who have declared a current major or major preference in an academic program of the College regardless of program level, full-time or part time status, credit, location, or mode of instruction. A person remains a student until graduation or completion of the program, permanent dismissal, or non-attendance for three full, consecutive semesters (including summer semester).

2.2. Student participation in academic governance.

2.2.1. Student participation in College academic governance bodies shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty. The matters reserved to faculty are:

2.2.1.1. Policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members.

2.2.1.2.1. Evidence from students regarding the teaching performance of faculty may, as relevant, be considered in decisions concerning the above matters.

2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

3. Modes of Participation

There are four modes of faculty and student participation identified for use in academic governance:

3.1. **Consultation** — A body of faculty or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.

3.2. **Advisory** — A deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

3.3. **Shared Responsibility** — A deliberative body of faculty or students makes recommendations to an administrator. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.

3.4. **Delegated Authority** — A deliberative body of faculty or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

4. Special Rules

4.1. Ex-officio membership.

4.1.1. Except as limited or prohibited in these *Bylaws*, ex-officio members of governance bodies — those who serve on the body by virtue of an office held — have both voice and vote.

4.2. Designees.

4.2.1. Except as limited or prohibited in these *Bylaws*, a designee may serve in the stead of a member of a governance body who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member and shall have the same rights and privileges as the member replaced. The attendance record of a member who provides a designee shall be unaffected.

4.3. Absences and Removal.

4.3.1. Members who fail to attend three meetings in a single academic year of a particular governance body designated in these *Bylaws* without providing designees in their absences become eligible to be removed from the governance body, reducing its quorum until the members are replaced by procedures specific to the body. This provision does not apply to administrators who are ex-officio members of governance bodies.

4.3.1.1. When a member becomes eligible for removal, the relevant committee chairperson will report the member's absences to the College Faculty Advisory Committee. The College Faculty Advisory Committee must decide whether to recall the member by majority vote. If a member is recalled, the constituency must select a replacement in the same manner as the removed member was selected; if a member is not recalled, each subsequent absence renders them eligible for removal again.

5. COLLEGE ORGANIZATION

5.1. Unit Academic Administrators.

5.1.1. Academic units are the departments of the College.

5.1.2. An academic administrator is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of a unit. Administrative officers of the major education and research units of the College shall be members of the regular faculty.

5.1.2.1. A department chairperson serves as the senior representative of the department within the university. The chairperson is responsible for the unit's educational, research, and service programs — including the outreach components of all three; budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the unit. The chairperson has a special obligation to build a department strong in scholarship, teaching capacity, and service.

5.1.2.2. The senior executive officer of the College is the Dean.

5.1.2.2.2 The Dean shall make available the College's written criteria and procedures for periodic merit-based salary adjustments.

5.1.3. Faculty and students shall advise or consult in the appointment of unit academic administrators.

5.1.3.1. The voting faculty of each department shall have shared responsibility with the Dean to determine procedures for the nomination of chairpersons and directors to be selected by the Provost.

5.1.3.2. The voting faculty of the College, as represented by the faculty members of the College of Education Faculty Advisory Committee, shall have shared responsibility with the Provost to determine procedures for the nomination of the Dean.

5.1.3.3. The nomination to the Provost of assistant and associate unit administrator shall be the responsibility of the academic administrator to whom they directly report, taking into account the advisory procedures of the unit.

5.1.4. Chairpersons, and associate deans, and deans shall be subject to regular review at intervals not to exceed five years.

5.1.4.1. The Faculty Advisory Committee shall have shared responsibility with the Provost to determine procedures for the review of the Dean.

5.1.4.2. At intervals not to exceed five years, the Dean shall review each chairperson or associate dean of the college.

5.1.4.3. Department faculty shall have shared responsibility with the Dean on procedures for

review of a chairperson or associate dean.

5.1.4.4. There is no limit on how long an individual may continue in the position of dean, chairperson, or director. The same rule applies to deans and directors of separately reporting units.

5.1.4.5. The appointment of a dean, chairperson, or associate dean, as such, may be terminated at any time by resignation or by action of the President upon the recommendation of the Provost.

5.1.5. Academic administrators shall participate in academic governance as part of their administrative responsibility.

5.1.5.1. Academic administrators shall inform faculty and students of administration policies through the academic governance system as well as through other channels they deem appropriate.

5.1.5.2. Academic administrators shall receive the views of faculty and students through the academic governance system as well as through other channels they deem appropriate, in determining policies and in advising other administrators of the university.

5.1.5.2.1. The mode of participation for faculty and students shall be consultation and/or advisory unless these Bylaws specify otherwise.

5.1.5.3. Academic administrators shall comply with these *Bylaws* and the bylaws of their academic units.

5.1.5.4. Academic administrators shall assist and encourage the efficient and effective operation of academic governance.

5.1.5.5. Academic administrators shall render necessary support, clerical and otherwise, to academic governance at the level of the administrative unit.

5.1.5.6. Academic administrators shall recognize a faculty member's participation in academic governance as an important and integral part of the individual's workload.

5.1.5.7. The Dean or the Dean's designee shall attend all meetings of the College's academic governance bodies. In these Bylaws, the term "Dean's designee" shall be understood to refer primarily to an Associate or an Assistant Dean and secondarily to another member of the faculty designated as the Dean's representative for a specific purpose.

5.2. Faculty Advisory Committee.

5.2.1. Composition.

5.2.1.1 The composition of the Faculty Advisory Committee shall be representative of the College's diverse academic interests.

5.2.1.1.1. Each department in the college shall elect at a minimum of two, and no more than three, representatives of the department to serve on the Faculty Advisory Committee.

5.2.1.1.1. At least one representative of the department shall be selected from the regular faculty in the unit.

5.2.1.1.2. At least one representative of the department shall be selected from among the voting fixed term faculty or voting academic specialists in the unit.

5.2.1.1.2. Up to two representatives shall be elected from among the voting fixed term faculty or voting academic specialists with primary appointments in the college that do not fall within the academic departments. Electors for these positions are restricted to the voting fixed term faculty or voting academic specialists with primary appointments in the college that do not fall within the academic departments.

5.2.1.1.3. A member from the Student Advisory Committee shall serve in a non-voting ex-officio capacity.

5.2.1.1.4. The Dean shall regularly participate in the Faculty Advisory Committee in a non-voting ex-officio capacity.

5.2.1.1.5. College Associate Deans or Associate Deans' designees may participate in the Faculty Advisory Committee in a non-voting ex-officio capacity.

5.2.1.2. Pursuant to section 3.3.1.2.1 of the University Bylaws for Academic Governance, the Faculty Advisory Committee shall ensure that at least two of its members (including its chairperson) are members of the Faculty Senate, selecting — if necessary — one person from among the college representatives to the Faculty Senate to serve as an ex-officio member, without vote, on the Faculty Advisory Committee.

5.2.1.3. The Faculty Advisory Committee shall designate one voting faculty member to represent issues of faculty opportunity, culture, unity and support. This advocate shall advise the Faculty Advisory Committee of issues concerning faculty opportunity, culture, unity and support, and attend at least one meeting of the Committee for FOCUS during an academic year.

5.2.2. Functions.

5.2.2.1. The Faculty Advisory Committee shall serve as a deliberative body for faculty to participate in the policy-making of the College.

5.2.2.2. The Faculty Advisory Committee shall advise and consult with the Dean on issues concerning the welfare of the College.

5.2.2.3. The Faculty Advisory Committee shall (a) serve as an open channel of communication between faculty and students and the Dean; (b) advise the Dean in the discharge of their responsibilities which bear upon educational, research, and service programs of the College; (c) receive and consider proposals, complaints and inquiries from the faculty and students and render advice to the Dean on these matters; (d) take under consideration and advise the Dean on all matters that the Dean submits to the committee.

5.2.2.4. The Faculty Advisory Committee shall advise the Dean regarding initiation and evaluation of, and decisions concerning, policies related to scholarship and professional conduct.

5.2.2.5. The Faculty Advisory Committee shall have shared responsibility with the Dean regarding development and revision of College guidelines and procedures for faculty re-appointment, promotion, tenure, and mentorship in accordance with University policies.

5.2.2.6. The Faculty Advisory Committee shall establish, as the need arises, a process of faculty review before any administrative action is taken to create, dissolve, discontinue, disband, or otherwise alter an academic Department or Center.

5.2.2.7. The Faculty Advisory Committee shall serve as the primary agency through which individual faculty or students may propose the initiation of action in the academic governance of the College. The Faculty Advisory Committee shall consider such proposals and make decisions on whether to act upon them. The Faculty Advisory Committee may refer the matter to an appropriate College committee and shall receive reports as necessary from representatives to College and University committees relevant to the matter.

5.2.2.8. The Faculty Advisory Committee has shared responsibility with the Dean in establishing college-wide subcommittees, working groups, and ad-hoc committees involving college faculty.

5.2.2.8.1. The terms of these committees shall not be more than one year, although they may be renewed more than once.

5.2.2.8.2. Except for committees dealing exclusively with faculty affairs, students shall be adequately represented on special committees where appropriate and practical.

5.2.2.9. The Faculty Advisory Committee shall consult with the Dean in the appointment and replacement of assistant and associate Deans, including interim appointments.

5.2.2.10. The Faculty Advisory Committee shall have shared responsibility with the Provost in determining procedures for the review of the Dean.

5.2.2.11. The Faculty Advisory Committee shall have the responsibility to supervise and conduct all faculty elections at the College level. The Faculty Advisory Committee may elect to delegate this responsibility in writing to a College level administrator.

5.2.2.12. The Faculty Advisory Committee shall name replacements to University governance bodies when the elected faculty representative is unable to serve for a period of one semester or more.

5.2.2.13. The Faculty Advisory Committee shall have shared responsibility with the Dean in determining the time, date, and place of all College faculty meetings.

5.2.2.14. The Faculty Advisory Committee shall have shared responsibility with the Dean in preparing the agenda and making arrangements for the faculty meetings.

5.2.2.15. The Faculty Advisory Committee will develop, maintain, and annually revise written guidelines for retention, storage, and public posting (when appropriate) of documents and records produced during or arising from all College level standing, special, or ad-hoc committee

business (excluding e-mail correspondence).

5.2.3. Procedures.

5.2.3.1. The Faculty Advisory Committee shall determine its own operating rules and procedures and elect a chair from its membership.

5.2.3.2. The elected chair of the Faculty Advisory Committee shall serve a one-year term of office.

5.2.3.2.1. The chairperson shall be elected as the first order of business at the first meeting of the Faculty Advisory Committee in each academic year.

5.2.3.2.1. The chairperson of the Faculty Advisory Committee is authorized to transact routine business on behalf of the Committee during times when the committee cannot be convened. The chairperson will promptly inform the Committee of such actions.

5.2.3.3. The Faculty Advisory Committee shall meet as often as needed to perform its duties, but no less than once a month during fall and spring semesters.

5.2.3.4. The minutes of the Faculty Advisory Committee shall be made publicly available.

5.2.3.5. The schedule of the Faculty Advisory Committee meetings shall be made publicly available.

5.2.3.6. Meetings of the Faculty Advisory Committee are open, except when the Committee votes to hold a closed meeting to discuss personnel matters. The Committee may also vote to close a meeting for other stated reasons. Such closures will be reflected in the meeting minutes.

5.2.4. Elections.

5.2.4.1. Department elections for the Faculty Advisory Committee will take place in the spring semester.

5.2.4.2. Any member of the voting faculty of the College is eligible for election to the Faculty Advisory Committee.

5.2.4.3. Representative members are elected to the Faculty Advisory Committee for a three-year term of office. No representative member shall serve more than two consecutive terms.

5.3. Standing Committees of the Faculty.

There shall be three standing committees of the faculty: a College Curriculum Committee, a Committee for FOCUS (Faculty Opportunity, Culture, Unity and Support), and a Reappointment, Promotion, and Tenure Committee.

5.3.1. College Curriculum Committee.

5.3.1.1. Composition.

5.3.1.1.1. The College Curriculum Committee will consist of two voting faculty elected from each of the College's departments, one voting undergraduate student, one voting graduate student, and two non-voting ex-officio members: the College of Education representative to the University Committee on Curriculum and a Dean's designee.

5.3.1.1.1. The College Curriculum Committee shall designate one voting faculty member to represent issues of faculty opportunity, culture, unity and support. This advocate shall advise the committee of issues concerning faculty opportunity, culture, unity and support, and attend at least one meeting of the Committee for FOCUS during an academic year.

5.3.1.2 Functions.

5.3.1.2.1. The College Curriculum Committee will have delegated authority in making recommendations to the University Committee on Curriculum regarding changes in academic programs.

5.3.1.2.2. The College Curriculum Committee shall advise the College faculty about major changes in courses and programs in the departments of the College.

5.3.1.2.3. The College Curriculum Committee shall consult and seek the advice of the affected units when deliberating on proposals for the development, elimination, or modification of courses, course sequences, program emphases, and programs affecting two or more departments of the College.

5.3.1.2.4. The College Curriculum Committee shall consult and seek the advice of the Faculty Advisory Committee and/or the College faculty when deliberating on major proposals affecting two or more units of the College or proposals to eliminate academic programs in the College or proposals to establish or change "all-college" programs.

5.3.1.3. Procedures.

5.3.1.3.1. The College Curriculum Committee will determine its operating rules and procedures and elect a chair from its voting membership.

5.3.1.3.2. The College Curriculum Committee will meet as often as required to perform its duties but no less often than once a semester during fall and spring semesters.

5.3.1.3.3. The minutes of the College Curriculum Committee shall be made publicly available.

5.3.1.3.4. Meetings of the College Curriculum Committee are open. The schedule of the College Curriculum Committee meetings shall be made publicly available.

5.3.1.4. Elections.

5.3.1.4.1. Department elections for the College Curriculum Committee will take place in the spring semester.

5.3.1.4.2. Any member of the voting faculty of the College is eligible for election to the College Curriculum Committee.

5.3.1.4.3. Faculty members are elected for a three-year term of office; student members, for a term of one year. No member will serve more than two consecutive terms.

5.3.2. Committee for Faculty Opportunity, Culture, Unity and Support (FOCUS).

5.3.2.1. The Committee for FOCUS will consist of two voting faculty elected from each of the College's departments and one ex-officio voting student member identified by the Student Advisory Committee. All other individuals on the committee will be non-voting ex-officio members. The committee may specify additional ex-officio non-voting members as needed to broaden the representation and expertise of the committee.

5.3.2.1.1. The College Faculty Excellence Advocate and one College level administrator (Dean or Dean's designee) will also serve as non-voting ex-officio members of FOCUS.

5.3.2.2. Functions.

5.3.2.2.1. FOCUS shall have shared responsibility with the Dean in determining procedures for assessing and improving persistent and systemic conditions concerning College climate regarding faculty access and opportunity.

5.3.2.2.1.1. The Committee for FOCUS shall advise the Dean regarding general policies and procedures regarding hiring, workload assignments, transparency of decision-making, and creating a supportive professional climate. The committee will not make decisions about individual personnel cases in any of the aforementioned domains.

5.3.2.2.2. The Committee for FOCUS shall serve in an advisory capacity for other issues related to access and opportunity that are not persistent and systemic.

5.3.2.2.3. Each member of the Committee for FOCUS will serve as liaison and facilitate connections between members of the College and resources or other bodies concerned with issues of access and opportunity in the Departments, College, or University.

5.3.2.2.4. Voting members of the Committee for FOCUS shall serve as an advisory and resource to faculty entities.

5.3.2.2.5. The Committee for FOCUS shall consult with the Office for Inclusive Excellence and Impact at least once per year.

5.3.2.3. Procedures.

5.3.2.3.1. The Committee for FOCUS shall determine its own operating rules and procedures and elect a Chair from its voting membership.

5.3.2.3.2. The elected chair of the Committee for FOCUS shall serve a one-year term of office.

5.3.2.3.3. The Committee for FOCUS shall meet as often as needed to perform its duties but no less than once a semester during fall and spring semesters.

5.3.2.3.4. Meetings of the Committee for FOCUS are open, and meeting minutes will be made publicly available. The schedule of the committee's meetings shall be made publicly available.

5.3.2.3.5. The Chair or designee of the Committee for FOCUS will attend a meeting of the College Faculty Advisory Committee, a meeting of the College Curriculum Committee, and a meeting of the College Reappointment, Promotion, and Tenure Committee at least once a year to report on its deliberations.

5.3.2.3.6. The Committee for FOCUS advocates from the College Faculty Advisory Committee, College Curriculum Committee, and College Reappointment, Promotion, and Tenure Committee shall attend a committee meeting at least once a year.

5.3.2.3.7. Each member of The Committee for FOCUS will report to the constituents they represent regularly, but at least once per year.

5.3.2.4. Elections.

5.3.2.4.1. Department elections for the Committee for FOCUS will take place in the spring semester.

5.3.2.4.2. Any member of the voting faculty of the College is eligible for election to the Committee for FOCUS.

5.3.2.4.3. Faculty members are elected for a three-year term of office. No member will serve more than two consecutive terms.

5.3.2.4.4. Committee members should have demonstrated a clear commitment to addressing issues of access and opportunity in teaching, research, or practice as determined by the Department.

5.3.3. Reappointment, Promotion, and Tenure Committee.

5.3.3.1. Composition.

5.3.3.1.1. The Reappointment, Promotion, and Tenure Committee will consist of two tenured faculty members (at the rank of Associate and/or Full Professor) elected from each of the College's departments.

5.3.3.1.1.1. One College-level administrator (Dean or Dean's designee) will also

serve as a non-voting ex-officio member of the College Reappointment, Promotion, and Tenure Committee.

5.3.3.1.2. The Reappointment Promotion, and Tenure Committee shall designate one voting faculty member to represent issues of faculty opportunity, culture, unity and support. This advocate shall advise the committee of issues concerning faculty opportunity, culture, unity and support, and attend at least one meeting of the Committee for FOCUS during an academic year.

5.3.3.2. Function.

3.3.3.2.1. The Reappointment, Promotion, and Tenure Committee shall advise the Dean regarding reappointment, promotion, and tenure procedures and decisions for regular faculty.

5.3.3.3. Procedures.

5.3.3.3.1. The Reappointment, Promotion, and Tenure Committee will determine its operating rules and procedures in accordance with the University Faculty Handbook and elect a chair from its membership.

5.3.3.3.2. The Reappointment, Promotion, and Tenure Committee will meet as often as required to perform its duties but no less often than once each semester.

5.3.3.3.3. In reviewing department recommendations, the Committee will consider department criteria for reappointment, promotion, and tenure as well as College and University guidelines, and then make recommendations to the Dean.

5.3.3.3.4. In making recommendations, Committee members will not review persons seeking promotion to rank higher than their own.

5.3.3.3.5. The minutes of the Reappointment, Promotion, and Tenure Committee, not including discussion of individual cases, shall be made publicly available.

5.3.3.3.6. Meetings of the Reappointment, Promotion, and Tenure Committee are open, except when reviewing and discussing specific candidates' materials. The schedule of the Reappointment, Promotion, and Tenure Committee meetings shall be made publicly available.

5.3.3.4. Elections.

5.3.3.4.1. Department elections for the Reappointment, Promotion, and Tenure Committee will take place in the spring semester.

5.3.3.4.2. Any tenured member of the tenure-stream faculty of the College will be eligible for election. Note that university policy does not allow Associate Professors to participate in discussions or votes on promotion to Full Professor.

5.3.3.4.3. Faculty members are elected for a three-year term of office. Consecutive terms are not permitted without prior written approval of the College Faculty Advisory Committee.

5.4. Student Advisory Committee.

5.4.1. Composition.

5.4.1.1. The Student Advisory Committee will consist of at least 12 members. Each department must have 3 student representatives, consisting of at least 1 Master's student and 1 PhD student. If the department has an undergraduate program, at least 1 student must be an undergraduate student. The chair of the Student Advisory Committee will serve as an ex-officio member of the College Faculty Advisory Committee.

5.4.2. Functions.

5.4.2.1. The Student Advisory Committee will advise and consult with the Dean and/or Dean's designee on matters concerning student welfare.

5.4.2.2. The Student Advisory Committee will appoint 1 undergraduate and 1 graduate ex-officio voting member (as permitted by University bylaws) to sit on the College Curriculum Committee. The Student Advisory Committee will also appoint 1 ex-officio voting member to the College Committee for FOCUS. The Chair of the Student Advisory Committee will serve as an ex-officio voting member of the College Faculty Advisory Committee.

5.4.3. Procedures.

5.4.3.1. The Student Advisory Committee will determine its own operating rules and procedures and elect a chairperson and a secretary from its voting membership during the fall semester.

5.4.3.2. The Student Advisory Committee will meet as often as required to perform its duties but no less often than once a semester during fall and spring semesters.

5.4.3.3. The minutes of the Student Advisory Committee meetings shall be made publicly available and distributed to all standing committees of the College.

5.4.3.4. Meetings of the Student Advisory Committee are open. The schedule of the Student Advisory Committee meetings shall be made publicly available.

5.4.4. Selection of Members.

5.4.4.1. The Student Advisory Committee will delegate responsibilities in writing to a College-level administrator, who will consult with department chairs, to select members to this committee in accordance to the Bylaws.

5.4.4.2. Graduate student members of the Student Advisory Committee will be nominated to and selected for the Committee by each department.

5.4.4.2. Undergraduate student members of the Student Advisory Committee will be nominated to and selected for the Committee by the undergraduate Student Affairs Office.

5.4.4.3. Selection of Student Advisory Committee members will take place in the spring semester, to be effective in the fall semester for one academic year.

5.4.4.4. Any member of the College's student constituency will be eligible for selection to the Student Advisory Committee.

5.4.4.5. Members of the Student Advisory Committee are selected for a one-year term of office. There is no restriction on the number of consecutive terms a student can be selected for the Student Advisory Committee.

5.5. Special Committees.

5.5.1. Special committees may be established by the Dean, by the College Faculty Advisory Committee, or by a majority vote of the College faculty.

5.6. Committee Record-Keeping.

5.6.1. The Faculty Advisory Committee will develop, maintain, and annually revise written guidelines for retention, storage, and public posting (when appropriate) of documents and records produced during or arising from all College level standing, special, or ad-hoc committee business (excluding e-mail correspondence).

5.6.2. All standing committees will develop, maintain, and annually revise written guidelines that describe committee processes (including voting) in order to ensure continuity in committee business and orderly transition between committee chairs and members. Such guidelines shall detail the committee rules and processes regarding the use of recording, generative artificial intelligence facilitated minutes, and cloud storage-retention of documents.

5.6.3. All standing committees will submit written guidelines developed, maintained, and revised in accordance with Bylaw 3.6.2. to the Chair of the College Faculty Advisory Committee annually, on or before April 1 of each year. The College Faculty Advisory Committee will submit its written guidelines to the Dean or Dean's designee.

5.6.3.1. The College Faculty Advisory Committee's, or Dean or Dean's designee's, singular role in accepting committee guidelines is to ensure compliance with record-keeping requirements.

5.6.4. All special or ad-hoc College committees are subject to the same record-keeping requirements as standing committees.

6. BYLAW AMENDMENT AND REVIEW

6.1. The voting faculty of the College shall have shared responsibility with the Dean to adopt and publish bylaws in conformity with academic governance.

6.2. Bylaw amendment and revision.

6.2.1. Proposed amendment/revisions to bylaws shall be published and electronically distributed by the College Faculty Advisory Committee to the college faculty at least two weeks in advance of conducting a vote. Materials shall clearly specify the content to be voted on and the specific voting process.

6.2.2. The College Faculty Advisory Committee shall hold at least one hearing open to the faculty and

students to introduce the proposed amendment/revisions to the bylaws and answer questions.

6.2.2.1. The hearing(s) shall occur at least one week in advance of the vote.

6.2.2.2. Any amendments/revisions to the proposed bylaws changes, which occur following being published and distributed shall restart the Bylaw amendment and revision process and require a new hearing.

6.2.3. College bylaws may be amended or revised by vote of the college faculty either in the context of Meetings of the Faculty of the College or through electronic procedures.

6.2.3.1. For voting conducted in the context of meetings of the faculty of the College, a quorum of fifty percent plus one of voting eligible members is required to conduct the vote. College bylaws may be amended or revised by a two-thirds vote of the faculty voting on the amendment/revision.

6.2.3.2. For voting conducted through electronic procedures, a minimum of one week will be provided for voting to occur. Quorum will be established as participation in the vote by no less than fifty percent plus one of voting eligible members. College bylaws may be amended or revised by a two-thirds vote of the faculty voting on the amendment/revision.

6.2.3.2.1. Participation in the vote shall be defined as a voting eligible member of the college submitting a ballot with at least one response option selected on at least one proposed amendment/revision.

6.2.4. The College Faculty Advisory Committee shall have the responsibility to supervise, conduct, and certify results of the bylaw amendment/revision vote.

6.3. Bylaw review.

6.3.1. College bylaws shall be reviewed at least every five years or at such time as the Dean, in consultation with the College Faculty Advisory Committee, deems it necessary. Procedures for the review will be set forth in accordance with university regulations, including participation in the five-year college bylaws review cycle performed by the University Committee on Academic Governance as specified in section 4.3.5 of the University Bylaws for Academic Governance.

6.4. Bylaw corrections.

6.4.1. Edits to the College Bylaws of a typographic or formatting nature, and references to external University documents, may be amended or revised by the College Faculty Advisory Committee without conducting a vote of the faculty so long as such edits do not constitute changes in the intent or interpretation of the language.

6.4.1.1. Notice of the corrections shall be made publicly available.

7. FACULTY GRIEVANCE PROCEDURES

7.1. The College of Education Faculty Grievance Procedures follow the University Faculty Grievance Policy detailed in the Faculty Handbook.

Revision certified by the College of Education Faculty Advisory Committee on May 12, 2026