



COLLEGE OF EDUCATION FACULTY BYLAWS

ADOPTION: MARCH 31, 2022

PURDUE UNIVERSITY
COLLEGE OF EDUCATION



College of Education

The College of Education acknowledges that Purdue University is located in the traditional homelands of the Woodland People. We honor and appreciate these indigenous caretakers which include the Bodéwadmik (Potawatomi), Lenape (Delaware), Myaamia (Miami), and the Shawnee people.

CONTENTS

ARTICLE I - ADMINISTRATORS AND OFFICERS	3
1.0 The overall administrative responsibilities of the College shall be vested in the Dean.	3
ARTICLE II - THE FACULTY	3
2.00 Composition of the Faculty	3
2.01 Voting Faculty	4
2.02 Responsibilities of the Faculty	4
2.03 Faculty Meetings	4
ARTICLE III - COMMITTEES	5
3.0 Establishment of Committees	5
3.02 Committee Functioning and Reporting	6
3.03 Committee Website/Repository	7
3.04 Standing Committees	7
ARTICLE IV	9
4.00 College Strategic Plan	9
ARTICLE V	10
5.0 Purpose and Powers of the Teacher Education Council (TEC)	10
ARTICLE VI	10
6.00 Senate Responsibilities	10
ARTICLE VII	11
ARTICLE VIII	11

The faculty of the College of Education of Purdue University adopts the following bylaws 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.

1.1 The Dean shall appoint the associate and/or assistant deans, department heads, and other administrative officers, subject to university regulations. These officers shall have administrative authority and responsibility as delegated by the Dean. They shall serve as advisors to the Dean in developing policies and procedures and in long-range planning. When making such appointments, the Dean shall convene an ad hoc committee comprised of faculty and staff from both departments to provide feedback regarding candidates. The ad hoc committee will advise the Dean in establishing procedures for soliciting input from the broader COE faculty and staff.

1.2 The associate and/or assistant deans and academic department heads shall be evaluated by procedures consistent with university policy. As part of this review, a performance feedback review shall be provided by faculty and staff in the third year for new associate deans and heads and at least once every five years thereafter. The Dean can commence a review at any time. The Faculty Affairs Committee may request a review of an associate dean or department head at any time. This request must be made in writing to the Dean, indicating the reason for the request. The Dean will make the final decision regarding whether a review will be conducted.

ARTICLE II – THE FACULTY



2.00 COMPOSITION OF THE FACULTY

The faculty of the College of Education shall be comprised of its Dean, associate deans, the heads of the departments, all tenure-track, clinical, and research faculty and all who hold a lecturer or senior lecturer appointment (including those with at least 25% appointment in the College of Education). 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 as defined above may vote with the following stipulations:

2.01.1 Faculty members on leave or unable to attend in person may attend virtually and vote when the question is called. As an alternative, faculty members scheduled to teach a class at the time of the scheduled meeting may select a proxy to vote in their stead.

2.01.2 Faculty members with visiting, courtesy, 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 25% 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, retention, and graduation requirements, and nominate candidates for degrees.

2.02.2 The faculty shall advise the Dean on matters of educational policy and planning that affect faculty responsibilities.

2.02.3 The faculty shall advise the Dean on matters concerning 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 for review. Minutes shall be approved by a vote of the faculty at the subsequent faculty meeting

2.03.2 Meetings shall be held at least once during each semester of the academic year. Regular meetings shall be called by the Dean or designee and announced twenty days in advance. Special meetings may be held upon the call of the Dean or designee or by petition of 25% of the voting 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 a majority of the voting members present. At the beginning of each meeting, following the approval of the minutes, the Dean or designee shall call for additional items to be added to the agenda. Items may be added to the agenda with a majority vote. The agenda shall be approved by vote prior to proceeding. Once the

agenda is approved, items may be added pursuant to a vote in which two-thirds of the voting faculty approve the addition.

2.03.4 In a regularly announced or special meeting, the presence of more than 50% of eligible voting faculty shall be required to constitute a quorum.

2.03.5 Decisions of the faculty shall be reached by a simple majority of members present and voting at any regular or special meeting. Abstentions are not official votes, and thus members who abstain are not 'present and voting'.

2.03.6 An electronic vote by the voting faculty shall be conducted on any issue if requested by a voting member of the faculty and approved by a majority vote. All electronic ballots shall be decided by a majority of the votes cast by the end of the respective meeting.

2.03.7 A secret ballot shall be held upon request of a voting member of the faculty present at the meeting with majority approval. Secret ballots will be done via written ballot or confidential electronic poll.

2.03.8 If choosing a proxy, the faculty member must submit the name of their proxy to the chair of the meeting. The name shall be submitted within 48 hours before the scheduled meeting.

ARTICLE III - COMMITTEES

3.0 ESTABLISHMENT OF COMMITTEES

Additional standing committees not described in the bylaws shall be established by the Dean in consultation with and approved by vote of the faculty. A list of all committees and their membership shall be distributed to the faculty at the beginning of each academic year.

3.01.1 Committee membership may be comprised of faculty, staff, and/or students as appropriate to fulfill the committee's mission; however, both departments shall have equal representation of faculty, on each committee. Ideally, membership will include gender representation proportional to the college faculty, and as much as possible, representation of faculty of different ranks.

3.01.2 Membership

The Nominations and Elections Committee, in consultation with the Dean, shall establish the faculty membership of each college-level committee.

3.01.3. Elections shall be held each year during the spring semester and be communicated to the faculty before the end of the spring semester. Each election cycle, faculty will be asked to self-

nominate for committee openings. The faculty shall elect committee members from the pool of eligible faculty who have been nominated or expressed interest in serving on the committee. In the event no self-nominations are received for open committee seats, the committee member will be selected by a vote of the faculty. The Nominations Committee will create a ballot that includes all eligible members. The elected members of the committee, as established by the nomination committee, will then invite any additional members, including students and/or staff, following the processes established by each committee (e.g., appointed, vote of a student organization, vote of COESAC) and outlined in the individual committees' procedures.

3.01.4. Each tenured faculty member or non-tenured faculty at the rank of Associate or Professor will serve on a minimum of 1 college and/or department level committees annually, not including the department Primary Committee. Assistant Professors (tenure-track and non-tenure-track) who have served at least two years at rank will serve on a minimum of 1 committee. Guidelines regarding faculty service load on committees may vary based on other responsibilities (e.g., percentage of appointment in the college, serving on more than the minimum of Department level, membership on university-level committees, national committees, other service work) and availability of committee slots.

3.01.5 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.

3.01.6 Each committee shall meet in the spring, after the election results are known, with the continuing and new members to ensure a smooth transition in leadership and to elect the committee chair for the next academic year.

3.01.7 The chair of each committee shall be a voting faculty member nominated from among the continuing members and elected by a majority vote of the committee's continuing and new voting faculty members, unless otherwise stipulated in these bylaws.

3.02 COMMITTEE FUNCTIONING AND REPORTING

Committees shall act in accordance with these bylaws and University regulations. More detailed descriptions of the purpose, membership, and operational procedures are outlined in the policy and procedures for each committee in accordance with the COE Bylaws and they will be available on the COE Committees Website/Repository (see Article 3.03). Committee policies can be developed and/or revised by the majority approval of committee members. Each committee, except for committees who engage in confidential proceedings (e.g., Area Committee), shall keep records to ensure yearly continuity. Additionally, each committee shall submit an annual written report to the Dean and the faculty. Each outgoing committee chair shall pass on all working papers and historical committee documents to the incoming chair via the COE Committee Website/Repository. Updated policy and procedures and annual reports shall be published.

3.03 COMMITTEE WEBSITE/REPOSITORY

The COE Committee Website/Repository shall contain the following for each committee: description, mission/purpose, policies and procedures, current membership, past membership by year, and annual reports.

3.04 STANDING COMMITTEES

Standing committees shall deal with policies or activities of continuing importance to the faculty and professional staff. Membership shall include equal representation from both departments. Each standing committee shall create and/or revise policies and processes that dictate purpose, procedures for voting, additional membership beyond these bylaws (e.g., staff, students, administration), and operating procedures pursuant to these bylaws. The policies and procedures shall be available to college faculty and staff. Policies and procedures shall be reviewed each year and updated as needed, but at least every 5 years.

3.04.1 The Area Committee for Promotion and Tenure: Members of this committee shall include four tenured faculty at the rank of professor from each department. A Clinical and/or Research Professor from each department shall be elected pursuant to Article 3.01.1 and will participate in the Area P&T deliberations when clinical and/or research faculty respectively are being reviewed for promotion. The Dean shall serve as chair of this committee but shall not vote pursuant to University Policy. Department heads shall be voting members of this committee. Associate deans shall serve as ex-officio members but shall not have voting rights. The committee shall be constituted within the requirements of university policy and regulations. The Area Promotion and Tenure Committee shall serve to review and recommend faculty members for tenure and promotion in accordance with university regulations. Promotion and review committees required at the department or other unit level must be in accordance with university policy. Dates for Review and Promotion shall be scheduled by the Dean or department heads for the Area and Department Primary Committees, respectively.

3.04.2 The Awards Committee: Members of this committee shall include a minimum of two faculty from each department. The committee shall publicize, solicit nominations, and administer College-level awards. The COE Awards Committee shall make final selections of the recipients of the College faculty, staff, and student awards. The Committee will develop rubrics to ensure objective and equitable standards for evaluating nominations and choosing awardees. In addition, the committee will suggest improvements in existing awards and award procedures and promote COE faculty nominations for university, state, and national awards.

3.04.3 The Curriculum Committee: Members of this committee shall include three faculty from each department. The Committee shall review and approve degree and curriculum additions and/or revisions, and articulation agreements with outside agencies, as proposed for approval by departments pursuant to each department's policies and procedures for curriculum changes. This committee will then report any approved curriculum proposals to the COE faculty for approval

via voting procedures. Additional duties shall include addressing honors programs; general education policy; core requirements; and admissions, retention, and graduation requirements. Cross-departmental proposals (e.g., graduate writing course) will be reviewed and approved by this committee before a COE faculty vote.

3.04.4 The Faculty Affairs Committee Members of the committee shall include a tenured/tenure-track assistant, associate, and full professor as well as a clinical faculty member from each department. The chair, elected pursuant to Article 3.01.6, must be tenured. The committee shall serve as a liaison between the faculty and COE leadership, including the Dean and leadership team. To this end, the chair will also meet regularly with the leadership team to share faculty concerns, advise the council on issues pertaining to faculty, and facilitate collaboration and shared decision-making. The committee shall be concerned with any and all matters that affect the responsibilities, rights, privileges, opportunities, and welfare of the College's faculty (e.g., academic organization, interdepartmental research and education programs, faculty development and mentoring, tenure, procedures for academic promotion, academic responsibilities, faculty governance, and faculty compensation policies). The committee shall:

- a) Advise the Dean and Administrative Council on issues of faculty affairs.
- b) Suggest mechanisms for effective and efficient communication among the faculty.
- c) Conducts assessments of faculty needs and satisfaction. This assessment which might include various methods such as surveys and focus groups, will be developed by the committee in consultation with the faculty, administration, and appropriate university level assessment units. Results shall be aggregated and disseminated to college administration and faculty. Results will assess the progress of the strategic plan and guide the agenda of the committee.
- d) Review and affirm or propose revisions to the COE Bylaws at a minimum of every five years. This committee shall review questions and/or concerns regarding adherence to the Bylaws.
- e) Serve in other capacities, as requested by the faculty or the Dean, that are not within the purview of other established college or university committees.

3.04.5 The Grade Appeals Committee: Members of this committee shall be constituted per university policy, with membership evenly split between both departments. This committee shall hear and act upon appeals governing academic grades according to university policy and policy procedures. The committee shall convene and hear grade grievances and appeals in accordance with university policy.

3.04.6 The International Education Committee shall include three faculty from each department. The committee shall advance the international goals of the strategic plan of the college.

3.04.7 The Diversity and Equity Committee: Members of this committee shall include three faculty from each department. The Committee addresses matters pertaining to the construction and effective maintenance of programming, recruitment, and organizational climate that are hospitable to equity in the context of diversity and inclusion. The committee supports the

commitment of the College of Education and Purdue University in preparing students for effective participation in diverse professional and civic environments while also recognizing and promoting the value of diversity among leadership, faculty, staff, and students in fulfilling this goal.

3.04.8 The Nominations and Elections Committee: Members of this committee shall include two faculty members from each department; at least one must be tenured, and at least one must be clinical. The Nominations and Elections Committee will oversee the nominations and elections within the College.

3.05 Ad Hoc Committees and/or Task Forces

Ad hoc committees and/or Task Forces shall be activated by the Dean, in consultation with the faculty, to deal with such matters that cannot be delegated logically to an established standing committee and are unlikely to require continuing attention.

3.06 Search Committees shall be established to provide faculty the opportunity to participate in the hiring of new faculty. Such committees will function in accordance with university search and screen procedures and must be approved by the Dean. A majority of committee membership will be comprised of faculty from the program area and representative of the impacted departments.

ARTICLE IV

4.00 COLLEGE STRATEGIC PLAN

4.00 The mission, vision, values, and strategic goals of the college will be recorded in a strategic plan. A new strategic plan shall be developed and adopted by faculty and staff in accordance with university requirements at a minimum of every five years.

4.01 The college strategic plan will be developed by the Dean and a Dean-appointed special committee, with broad-based input from college stakeholders and approved by a majority vote of the faculty before forwarding to the Provost's Office for approval.

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

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

ARTICLE V

5.0 PURPOSE AND POWERS OF THE TEACHER EDUCATION COUNCIL (TEC)

The purpose of TEC is to represent the University faculty in the establishment of academic standards for all students pursuing curricula leading to educator licensure. 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 preparing licensed P-12 personnel, community stakeholders, and representatives of students in professional education.

5.02 Apportionment, Terms, and Appointments

TEC shall determine the apportionment of its 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 the nomination of the Dean.

5.03 The Dean or the Dean's designee shall serve as chair of the Council.

ARTICLE VI

6.00 SENATE 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

Tenured, tenure-track or clinical faculty, except for the Dean and associate/assistant deans, shall be eligible for election to the Senate pursuant to University Senate Bylaws. Per Senate Bylaws, a

senator can serve no more than two consecutive, 3-year terms.

6.02 Election Procedure

The faculty shall elect the number of senators apportioned to the College of Education in accordance with university policy, with equal representation from each department. If the number of senators apportioned to the College does not permit equal department representation, then at-large senators shall be elected. 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



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 in matters not covered by the COE Bylaws.

ARTICLE VIII



8.00 Adoption of these revised bylaws and subsequent amendments shall require a two-thirds affirmative vote by eligible, voting faculty. Copies of the proposed amendment shall be distributed at least twenty days before a faculty meeting at which the bylaws are discussed. Procedures for voting on the bylaws shall be in accordance with procedures established in Article II of the Bylaws