FACULTY BY-LAWS OF THE SCHOOL OF EDUCATION

Approved by the Faculty of the School of Education
19th May 1982
(Amended by Faculty on 16th March 1983, 16th May 1984, 19th December 1984,

ARTICLE I: THE FACULTY - DEFINITION, RESPONSIBILITIES, AND ORGANIZATION

Section 1. Name of Organization

The name of this organization shall be the School of Education of the University at Albany, State University of New York.

Section 2. The Faculty

The faculty shall consist of the Chancellor of SUNY, President of the University at Albany and the Dean of the School of Education, all members of the academic and professional staff and emeriti as defined in the policies of the Board of Trustees.

Section 3. The Graduate Faculty

The graduate faculty shall consist of the Dean and members of the academic staff who:

3.1 Hold a doctorate or a rank above that of Assistant Professor.

3.2 Are actively engaged in research and graduate instruction in one or more of the established major or minor subjects of study for a doctoral degree.

Section 4. Voting Faculty

Voting members of the School of Education faculty and professional staff shall be entitled to one vote in all matters coming before the group. Voting members shall consist of the faculty as defined above with the following exceptions:

4.1 Academic and professional staff holding appointments for less than one academic year.

4.2 Academic and professional staff enrolled in a graduate program.

4.3 Emeriti.

Section 5. Responsibilities of the Faculty

5.1 The faculty shall be responsible for the development of the educational program of the School of Education and for the conduct of the School’s instruction, research, and service programs subject to the provisions of University by-laws.

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5.2 The faculty shall exercise authority over the awarding of the degrees and certificates, both graduate and undergraduate, which the School of Education is authorized to award.

5.3 To help discharge these responsibilities, the faculty shall form such councils and committees and such ad hoc committees as are necessary. Ad hoc committees may be formed by the Dean of the School of Education and/or by any standing committee or council of the School of Education. An ad hoc committee shall not assume the function(s) of any standing council or committee of the School without the express approval of the Faculty Council.

5.4 The faculty (especially through the standing committees and councils) shall collaborate with the Dean of the School of Education in the accomplishment of its mission.

Section 6. The Presiding Officer

The Dean of the School of Education, or in the Dean’s absence the Associate Dean or the Dean’s designee, shall be the presiding officer of the faculty.

Section 7. Faculty Meetings

7.1 Regular Meetings

7.1.1 The faculty shall meet regularly at least once each semester during the academic year.

7.1.2 The Dean of the School of Education is responsible for calling faculty meetings mandated in Section 7.1.1, giving adequate notice to all members of the faculty.

7.1.3 Adequate notice shall include circulation of an agenda at least one week in advance of the meeting.

7.1.4 The Dean of the School of Education may call faculty meetings, giving adequate notice, whenever the Dean feels such meetings would be desirable.

7.1.5 The Faculty Council of the School of Education may call faculty meetings, giving adequate notice, whenever the Faculty Council feels such meetings would be desirable.

7.2 Special Meetings

7.2.1 The Dean shall be required to call a special meeting upon written petition by ten members of the faculty, which petition shall state the purpose of the special meeting. The purpose of such a meeting shall be stated in the call, and adequate notice shall be given.

7.3 Conduct of Meetings

7.3.1 The Dean of the School of Education shall conduct all regular faculty meetings. In the Dean’s absence he/she shall designate another member of the faculty to conduct the meeting.
7.3.2 The Dean of the School of Education shall provide that minutes be kept of all regular faculty meetings and filed in a place accessible to the Faculty of the School of Education.

7.3.3 Action of the faculty may be taken on any matter falling within its authority providing the item is listed on the agenda, adequate notice has been given, and a quorum is present.

7.3.3.1 A minimum of 25 percent of the faculty must be present at the time of voting in order for the faculty to take any official action.

7.3.3.2 Rules related to adequate notice of meeting may be suspended by the affirmative vote of a majority of the faculty of the School of Education. Any subsequent action taken by the faculty must also be affirmed by a majority of the faculty of the School of Education.

ARTICLE II: COMMITTEES AND COUNCILS OF THE SCHOOL OF EDUCATION

Section 1. The responsibilities of the faculty of the School of Education shall be furthered in part by committee and councils* named below and such ad hoc committees may be formed by the Dean and/or any committee or council.

*By definition—councils are comprised of members the majority of whom are elected. Committees are comprised of appointed members.

Section 2. The Faculty Council

2.1 Composition of the Faculty Council

2.1.1 The Council membership shall consist of one faculty member elected by each department (excluding department chairs) for a term of three years. In order to provide for continuity, those initially elected shall draw lots for one-, two-, and three-year terms. The Council chair shall be elected to a one-year term by the members.

2.2 The Functions of the Faculty Council are to:

2.2.1 Recommend to the faculty of the School of Education policies related to the development, approval, conduct and evaluation of the programs of instruction, research and service in the School of Education.

2.2.2 Coordinate the work of the standing councils and committees of the School of Education with respect to current programs, long range plans and policies.

2.2.3 Act for the faculty of the School of Education in communicating with the administration on matters brought before the Council (by faculty members, standing committees, ad hoc committees, or the Dean).
2.2.4 Review the functions, membership and relation amongst existing faculty committees and councils, and make recommendations to the faculty.

2.2.5 Ensure that departments appoint or elect the appropriate number of faculty members to maintain the standing committees of the School of Education.

2.2.6 Recommend to the faculty of the School of Education criteria [related to admissions and academic standing] which should be followed by the School of Education.

2.2.7 Arrange outside speakers, plan social events for faculty and staff, and take appropriate action on behalf of the School of Education in cases of illness, retirement, etc. Arrange the collections of faculty dues to support these activities.

2.2.8 Act for the faculty to appoint and establish appropriate ad hoc committees and conduct any necessary elections.

2.2.9 Inform the faculty on a regular basis of its activities and advice given.

2.2.10 Review and adjudicate violations of and deviations from the Faculty By-Laws of the School of Education.

2.3 Conduct of Meetings

2.3.1 Any member of the faculty, professional staff or students may propose items for the agenda of the Council.

2.3.2 The Council shall establish its own agenda taking into consideration:

2.3.2.1 Items it deems as priority matters.

2.3.2.2 Items the Dean would like the Council to consider.

2.3.3 The Council shall meet at least once each semester and more often as needed. Times for meetings shall be set by the Chair, who will inform the members of the time and place of the meeting, and as far as possible, of the agenda.

2.3.4 The Chair shall be empowered to call special meetings at his/her discretion.

2.3.5 One half of the members of the Council shall constitute the quorum for both regular and special meetings.

2.3.6 Unless otherwise specified, all meetings shall be conducted according to Robert’s Rules of Order.
Section 3. **The Academic Council**

3.1 Composition of the Academic Council

3.1.1 This Council shall consist of one elected member from each of the academic departments in the School of Education, a liaison from the Office of the Dean and two doctoral students elected by a School of Education graduate student association, or selected in accordance with Article III, Section 3.

3.2 The Functions of this Council are to:

3.2.1 Recommend to the faculty of the School of Education policies and procedures which should be followed related to all programs within the School of Education.

3.2.2 Implement the policies and procedures related to all programs, as approved by the faculty of the School of Education.

3.2.3 Recommend to the faculty new programs and major revisions of existing programs and make appropriate recommendations for change.

3.2.4 Refer to the Faculty Council any question of jurisdiction between it and any other committee, council, or department.

3.2.5 Approve new and revised course proposals.

Section 4. **The Appointments and Promotions Council**

4.1 Composition of the Appointments and Promotion Council

4.1.1 The Appointments and Promotion Council shall be comprised of one member elected from each of the academic departments.

4.1.2 Membership of the Council is restricted to full-time voting faculty, with continuing appointments.

4.2 The Functions of this Council are to:

4.2.1 Implement criteria for recommending continuing appointment within the School of Education.

4.2.2 Inform the various departments within the School of Education of data that are needed by the Council in making recommendations concerning continuing appointment.

4.2.3 Transmit, through the Dean of the School of Education, recommendations concerning continuing appointment to the President of the University via appropriate University governance and to the Chair of the initiating department.
(4.2.4) Implement criteria for recommending promotion within the School of Education.

(4.2.5) Inform the various departments within the School of Education of data that are needed by the Council in making recommendations concerning promotion.

(4.2.6) Transmit, through the Dean of the School of Education, recommendations concerning promotion and continuing appointment to the President of the University via appropriate University governance and to the Chair of the initiating department.

Section 5. The Academic Standing Committee

5.1 Composition of the Academic Standing Committee

5.1.1 The committee shall consist of a faculty member elected by each academic department, a liaison from the Office of the Dean, and two students elected by a School of Education graduate student association or selected in accordance with Article III, Section 3. The Dean’s Office liaison shall be the initial contact person for students.

5.2 The Functions of this Committee:

5.2.1 Review special cases relating to academic standards and waiver of courses, and recommend to the Dean of the School of Education the disposition of such cases.

5.2.2 Recommend to the faculty of the School of Education criteria which should be followed by the School of Education related to academic standing.

5.2.3 Review student grievances in accordance with the Guidelines for Student Admissions and Academic Grievances adopted by the School of Education faculty.

ARTICLE III. NOMINATION, ELECTIONS AND SELECTION OF STUDENTS
(Members of Councils and Committees)

Section 1. Students in School of Education programs who are named as members of standing committees and/or councils of the School of Education shall have the same rights of discussion and voting as do members of the faculty of the School of Education except that no student may vote concerning the granting of her or his own degree.

Section 2. A functioning school of education graduate student association is charged with conducting elections to select graduate students to serve on councils and committees. It is also expected to arrange for the selection of undergraduate students as specified, unless an undergraduate student group is organized to make the selections.
Section 3. In the absence of functioning graduate student association, the Faculty Council shall select student members of councils and committees from recommendations made by the School of Education Departments.

ARTICLE IV: GENERAL PROCEDURE FOR COMMITTEES AND COUNCILS OF THE SCHOOL OF EDUCATION

Section 1. Each committee and council shall elect as Chair one of its own members.

Section 2. The regular term of office for each member of a council or committee of the School of Education shall be three years, commencing on October 1, and expiring on September 30, of the last year of the term.

Section 3. Each committee shall arrange for minutes to be taken and for minutes to be provided to the Chair of the Faculty Council. A record of all specific actions taken shall be filed in a place designated by the Office of the Dean of the School of Education and shall be accessible to all members of the faculty.

Section 4. Committees and councils may meet and conduct business outside the regular academic year, including vacation periods.

Section 5. Committees and councils shall establish procedures and/or rules governing attendance and continuing membership.

ARTICLE V: DEPARTMENTS

Section 1. Programs of study in the School of Education are primarily the responsibility of the departments.

Section 2. To carry out its responsibilities, each department of the School of Education is expected to:

2.1 Transmit to the Dean of the School of Education estimates of the resources needed to carry out its responsibilities.

2.2 Administer resources allocated to the department in accord with regulations governing the use of such money.

2.3 Recruit and recommend for initial appointment faculty whom the department is authorized to employ.

2.4 Act according to the Policies of the Board of Trustees of the State University of New York and the By-Laws of the Senate of the University at Albany, State University of New York in making recommendations concerning term renewal, promotion and/or continuing appointment of faculty assigned to a Department.

2.5 Determine the assignment of each of its members for each academic semester and so inform the Dean.
2.6 Determine an individual to be recommended as chair of a department.

2.7 Recommend to appropriate Councils of the School of Education new courses, new programs, and program revisions.

2.8 Establish criteria for admission of students to Departmental programs and work cooperatively with the appropriate Admissions Office and the Dean to implement these criteria in admissions decisions.

2.9 Select the students to receive fellowships and assistantships from monies allocated to the department and inform the Dean of the School of Education of the action.

2.10 Elect representatives to the School of Education standing councils as required.

ARTICLE VI: DEPARTMENT CHAIRPERSONS

Section 1. The individual selected as chair by the Dean in consultation with the department shall be recommended to the President of the University at Albany, State University of New York for a term not to exceed three years. Chairpersons may be reappointed for additional terms.

Section 2. The department chair, in consultation with faculty and students in her/his department, is charged with assuring that the departmental responsibilities are carried out.

ARTICLE VII: DEAN OF THE SCHOOL OF EDUCATION

Section 1. The Dean of the School of Education has overall responsibility for assuring that the missions of the School of Education are carried out effectively and efficiently.

Section 2. The Dean of the School of Education is an *ex officio* member of any committee or council within the School of Education.

ARTICLE VIII: AMENDMENTS

Section 1. Proposed amendments to these By-Laws may be introduced in written form by any faculty member at any regularly scheduled faculty meeting. The proposed amendment to the By-Laws may be discussed, but action on the proposed amendment must be deferred until the next regular meeting or to a special meeting called no earlier than two weeks following the meeting at which the proposed amendment was introduced.

Section 2. An affirmative vote of two-thirds of the School of Education faculty present (and voting at the meeting) is necessary for passage of an amendment to the By-Laws.