

School of Teacher Education Bylaws
Last updated on 2/25/2009

| Major Category | Issues | School of Teacher Education |
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| Name and Mission of the Organization | | <p>Article I</p> <p>Section 1. The name of this organization is the School of Teacher Education (STE) of the College of Education at Florida State University. "School" hereafter will refer to the School of Teacher Education.</p> <p>Section 2. Our mission is to provide exemplary leadership both within and beyond traditional school settings. The School supports scholarship, professional practice, and professional development of its faculty members as they engage in scholarship, teaching and learning, and service.</p> |
| Purpose of bylaw | | <p>Article II</p> <p>Section 1. These bylaws are created to assist in the effective and efficient governance of the School of Teacher Education at The Florida State University. These bylaws are subject to the higher authority of regulations adopted by The Florida State University, and statutes adopted by the Florida legislature. These bylaws shall be in accord with the bylaws of the College of Education.</p> |
| Definitions | | <p>Section 2a. Definitions:</p> <p>Voting Faculty - Tenure-earning and tenured faculty [add—and all those jwith an appointment of 50% or more in one of the programs in STE.</p> <p>Tenured Voting Faculty - STE faculty holding tenure with a 50% or more appointment in one of the programs in STE.</p> <p>Clinical faculty - Assistant-in, Associate-in, and Teaching Professor, non-tenure earning faculty</p> <p>School Faculty - Voting and Clinical faculty with an appointment of 50% or more in one of the programs in STE</p> <p>Program coordinators - A faculty member selected by the program faculty to represent the program on the advisory committee.</p> <p>Advisory committee - A committee consisting of program coordinators to advise the Assistant</p> |

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| <p>Implementation of bylaw</p> | <p>Dean/Director of policy, budget, academic, personnel, curriculum, student, or staffing issues, Vice-Director of STE - A member of the voting faculty elected by the School Faculty to serve in the absence of the director when needed. The Vice-Director will serve as an ad hoc member of the advisory council. Chair of the advisory committee - A member of the advisory committee voted on by School Faculty. Quorum. A quorum shall consist of a majority of the School Faculty. A majority is more than half of the School Faculty. Section 2b. These bylaws shall become effective when approved by a two-thirds vote of the School Faculty. This vote will occur through a blind paper ballot. Each member of the Faculty shall be given a copy of the bylaws. All pages shall be numbered and dated. A current copy of the by-laws will also be posted on the School Blackboard site.</p> |
| <p>Amending the bylaws</p> | <p>Section 3a. In every year ending in a 5 or 0 a committee of three shall be elected by the School Faculty. This committee will review and update the bylaws of the School. Proposed amendments shall be presented at regular or special sessions of the School meeting for information and preliminary discussion following which the proposed amendments shall be placed on the agenda of the next School meeting for debate. The vote shall be by secret ballot and shall come at least one week after introduction and preliminary discussion. A two-thirds vote of the School Faculty is needed in order to adopt the amendment. 3.b. In unusual situations, or emergency, an amendment may be proposed at any time, but discussion of the same must be approved by a majority of the School Faculty. Such vote must be preceded by open debate and discussions in the School meeting, but may include written absentee ballots submitted to the School Advisory Board (Elections Committee) by members unable to be present. A two-thirds vote of the School Faculty is needed in order to adopt the amendment. Section 4. Copies of all approved amendments to the bylaws shall be given to all members of the</p> |

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| | | School Faculty. Each amendment shall be in the form of an entire replacement page, which is numbered and dated. Current copies of the bylaws shall be kept in the School office by the Assistant Dean/Director of the School and posted on the School Blackboard site. |
| Parliamentary Authority | | Section 5. In all cases not covered by these Bylaws, the parliamentary authority shall be Robert's Rules of Order, latest edition. |
| Business of the Organization | | <p>Article III</p> <p>Section 1. The business of the School shall include, but shall not be limited to the following:</p> <ul style="list-style-type: none"> • To approve amendments to School bylaws; • To adopt, delete, and/or modify policies which will become part of the Policy Book under the General Policy section; and, • To receive and discuss reports from representatives on School, College, and University committees and to take appropriate actions. |
| Membership of the Organization | | <p>Section 2.a. Voting Faculty - Tenure-earning and tenured faculty with an appointment of 50% or more in one of the programs in STE.</p> <p>Tenured Voting Faculty - STE faculty holding tenure with a 50% or more appointment in one of</p> |

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| | | <p>the programs in STE.</p> <p>Clinical faculty - Assistant-in, Associate-in, and Teaching Professor, non-tenure earning faculty</p> <p>School Faculty - Voting and Clinical faculty with an appointment of 50% or more in one of the programs in STE</p> <p>The Voting Faculty of the appropriate program shall vote upon courtesy appointments annually. Courtesy appointments are approved by a majority vote of the School Faculty.</p> <p>2.b. The following exceptions apply: (1) only Tenured Voting Faculty may vote on tenure; (2) only tenured and tenure-track members of the School may vote in granting or denying doctoral directive status (DDS); (3) only members with DDS status may vote in granting or denying Masters Directive Status (MDS).</p> <p>Section 3. The Assistant Dean/Director of the School shall encourage organization of an Undergraduate Student Advisory Council (USAC) and Graduate Student Advisory Council (GSAC). The USAC and GSAC may, by processes described in its constitution and approved by the School Assistant Dean/Director, select a student to participate in deliberations of the School without the right to vote.</p> |
| <p>Meetings of the Organization and frequency</p> <p>Call for special meetings</p> | | <p>Section 4. Meetings of the School Faculty will be scheduled for the academic year within the first two weeks of the Fall semester. The School shall meet in sessions at least twice each semester during the academic year.</p> <p>Section 5. Call for special meetings shall be made directly by the Assistant Dean/Director of the School or by the submission of a written request by five or more School Faculty. Upon receipt of a written request, the Assistant Dean/Director shall arrange for the special meeting.</p> |
| <p>Emergency decisions</p> | | <p>Section 6. Emergency decisions may be made by the faculty during the summer term on the condition that one fourth of the voting faculty are available to meet. Decisions made during the summer will be terminated at the end of the summer and will be introduced for reconsideration by</p> |

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| | | <p>the full voting faculty at the first faculty meeting of the subsequent fall semester. Within two weeks of the emergency meeting, the Assistant Dean/Director will inform all faculty of emergency issues as well as any temporary decisions.</p> |
| <p>Minutes of meetings</p> | | <p>Section 7. The Assistant Dean/Director will designate someone from the staff to serve as the Recording Secretary at all School meetings. The Recording Secretary, or a designee, shall post them on the school org site. "COE School of Teacher Education." and announce availability by e-mail within two weeks of the meeting.</p> <p>Section 8. The first order of business at each meeting shall be the disposition of the minutes of the preceding meeting.</p> |
| <p>Officers of the meetings Preparation for meetings</p> | | <p>Section 9. During the first meeting of an academic year, the School Faculty shall elect a member from the School to preside at all School meetings, as well as a Parliamentarian. Both will serve during the entire academic year. The elected presider shall not be the Assistant Dean/Director of STE. In the event that the presider or parliamentarian will be absent from a School meeting, the Assistant Dean/Director or his/her designee will conduct the meetings.</p> <p>Section 10. The presider shall announce meetings by memo and/or e-mail at least two weeks in advance to solicit agenda items. A tentative agenda will be sent out one week before the meeting and further agenda items will be solicited from the faculty before the final agenda is sent out at least 24 hours before the meeting. Items may be added to the agenda at the meeting by a request of any member of the School Faculty and approved by a quorum of the School Faculty.</p> |

Duties of Assistant
Dean/Director

Article IV

Article IV

Section 1. The Assistant Dean/Director shall be the executive officer of the School. As consistent with the College of Education requirements, he/she serves as the School's principal financial officer, authorizing all regular expenditures, preparing an annual operating budget, and submitting a financial report to the faculty of the School at faculty meetings early in the fall and spring semesters.

Section 2. The Assistant Dean/Director's term of office is three years, renewable upon two-thirds vote of confidence by the School Faculty. If the Assistant Dean/Director does not receive the necessary two-thirds vote for continuation, then the procedure for selecting an Assistant Dean/Director will be initiated. The current Assistant Dean/Director may be a candidate for the position.

Section 3. The Assistant Dean/Director shall be concerned with faculty development, coordinate the academic programs of the School, and equitably allocate resources (assistantships, adjunct appointment, capital outlay, and expense funds) after conferring with the Advisory Committee and affected program area faculty. The Assistant Dean/Director shall serve as liaison officer and School representative (or shall designate such representatives from Voting Faculty) to officers and bodies outside the School. The Assistant Dean/Director shall maintain a Policy Book including the bylaws and policies of the STE, enforce the policies therein, and shall publish a list each year of faculty and their committee or/and organization responsibilities.

Section 4. The School Assistant Dean/Director, in consultation with the Advisory Board and the Faculty member concerned, shall appoint for one year, faculty to all standing School Committees (except Promotion and Tenure Committee (P&T) and the Advisory Board), and designate a temporary committee Chair from the School Faculty. Each School Faculty member should serve on a minimum of one standing committee each year. Equity in these appointments is to be sought. When necessary, the Assistant Dean/Director appoints ad hoc committee membership and designates the Chair. The Assistant Dean/Director may remove inactive committee members. If the committee refuses to elect a Chair, then the Assistant Dean/Director will appoint a Chair. Standing Committee meeting minutes will be posted on the School Blackboard site within two weeks after the meeting. In addition, committee chairs will give an oral report at the faculty meeting directly following the meeting.

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| Vacancies of the Assistant Dean/ Director | | Section 4. Vacancies. When a vacancy of the Assistant Dean/Director position occurs or is anticipated the Advisory committee will meet with the Dean to determine if the vacancy will be filled from an external or internal search. The Dean will task the Advisory committee and the current Assistant Dean/Director with forwarding suggestions for the search committee. On both internal and external searches, the committee should include an outside committee member and a student representative. |
| Recall of the Assistant Dean/ Director | | Section 5. Recall. Upon certification of a two-thirds vote of Voting Faculty expressing no confidence in the Assistant Dean/ Director administrative performance has occurred, the Dean is informed by the faculty via an emergency meeting and requested to relieve the Assistant Dean/ Director of administrative duties and appoint an acting Assistant Dean/ Director after consultation with the Advisory Board. A search committee will be selected as specified in Article IV, Section 4. |
| Vote of No Confidence in the Assistant Dean/ Director | | Section 6. Any five members of the School Faculty may at any time initiate a petition asking for a vote of confidence for the Assistant Dean/ Director, after a meeting with the Assistant Dean/Director has not resolved issues of difference. The petition will be forwarded to the School Advisory Committee. Upon receipt of the petition, the Advisory Committee is required to submit a ballot to the voting Faculty during a meeting of the School. Two-thirds of the Voting faculty must participate in a secret ballot vote of confidence. |
| Committees and Boards/Committee Membership | | Article V. Section 1. Members of standing committees of the School are appointed or elected to one year terms in the Spring semester with the terms beginning in the following Fall semester. Standing committees and their subcommittees may invite, to any or all of their meetings, any person with expertise needed to facilitate informed discussion. Standing committees shall include but not be |

The Promotion and Tenure Committee

limited to the following: Appeals Committee, Curriculum Committee, International Studies Committee, and the Promotion and Tenure Committee (P&T). Should a standing committee or designated subcommittee pursue a matter, which relates to a particular group of faculty, that committee shall invite, to all of its meetings, representatives of the potentially affected group.

Section 2. Each committee shall have one representative from each program in the School, except when the number of members in any program is insufficient to allow membership on all committees. Each committee shall choose a Chair.

Section 3. The majority of the members of the P&T Committee shall be tenured faculty and elected by Voting Faculty members of the School. The P&T Committee will have a separate election to determine who the Chair and Co-Chair will be. They will be elected by the Voting Faculty. The membership of the P&T Committee will equal to one faculty member for each ten Voting Faculty members. This number is exclusive of the Chair and Co-Chair.

Section 4. The Chair and Co-Chair of the School's P&T Committee shall serve as the representative on the College Promotion and Tenure Committee.

Section 5. The P&T Committee shall carry out promotion and tenure deliberations in accordance with College and University guidelines. The committee is responsible for reviewing and considering candidates for tenure and promotion. The votes from Committee members are recorded in the candidate's folder and forwarded to the Assistant Dean/Director of the School. Only tenured faculty shall vote on promotion and tenure.

Section 6. The P&T Committee shall establish with input from the faculty, and the AOR, criteria for evaluation of School Faculty. The evaluation process will result in recommendations for merit pay, and/or discretionary pay decisions and to inform the Assistant Dean/Director of the P&T Committee's perspective of a member's contributions to STE. Criteria for evaluation established by the Committee shall be in accord with University policies and will evaluate teaching, service, and scholarly activity, weighted by the Assignment Of Responsibilities (AOR) percentages in each area.

Section 7. The P&T Committee will schedule and conduct annual evaluations of all members. Evaluation data will be forwarded to the Assistant Dean/Director and included as part of the required annual faculty evaluation. The P&T Committee Chair and Co-Chair shall monitor the

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| | | <p>process of the Assistant Dean/Director's annual evaluations of the School Faculty.</p> <p>Section 8. The P&T Committee will serve in a mentoring function for the faculty, providing an annual forum for informal evaluation conversations for all faculty members.</p> <p>Section 9. The P&T Committee will provide guidance and assistance to tenure-earning faculty through careful mentoring, and annual review of evaluations and binders documenting their accomplishments. Feedback from the P&T committee will be provided to each tenure earning faculty member.</p> <p>Section 10. The P&T Committee will review and update, if necessary, the STE Promotion and Tenure guidelines each year. A majority vote of the Voting Faculty shall be required for changes in the P&T criteria. Members of the Voting Faculty who cannot attend the meeting may be allowed to vote within the time frame identified by the committee Chair.</p> |
| <p>The Advisory Board</p> | | <p>Section 11. The Advisory Board shall include the coordinators of all Programs. The Advisory Board shall function as an advisory body, and shall make recommendations for STE policy to the School Faculty. It shall have as its charge the welfare of the School. All members must be tenured or in tenure earning positions. The Chair of the Advisory Board or the School Assistant Dean/Director may call meetings; however, it is the responsibility of the Chair of the Advisory Board to call a minimum of two meetings per semester. Minutes of the Advisory Board meetings shall be posted to the STE org site within 2 weeks of the meeting. The role of the Advisory Board is to recommend guidelines and resolve issues regarding the welfare of the School as a whole. The Advisory Board shall also serve as the Elections Committee; in this function, they shall organize School wide elections, tabulate votes, and report voting results to the School Assistant Dean/Director.</p> |

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| Appointment of Program Coordinator | | Section 12. Each program in the School will elect a coordinator. The coordinator will represent the program to the Assistant Dean/Director of the School and the School. The coordinator's duties will include, but not be restricted to, arranging for program faculty to make decisions about courses offered, course schedules, field experience supervision, and publicizing activities that will interest and benefit students and faculty within the program. |

Policy and
Procedures Book

Article VI. Policy and Procedures Book

Section 1. A current copy of the Policy and Procedures book will be posted to the Blackboard. In addition, one copy of the School Policy and Procedures Book will be kept in the offices of the School's Assistant Dean/Director.

Section 2. STE Policies and procedures may be added, deleted, modified by two groups - (1) General School section by a majority vote of the School Faculty and (2) Program Area section(s) by a majority vote of Faculty in that program.

Section 3. The School Assistant Dean/Director will review the Policy and Procedures Book annually to insure that all material is current.