

# College of Education Bylaws

## **PREAMBLE**

The college of education in a land grant institution carries a special commitment to fulfill educational needs within the local community, the state, the nation, and in the global arena. The College of Education at the University of Illinois at Urbana-Champaign, established in 1918, is dedicated to excellence in teaching, scholarship, and service, and to the principles of academic freedom, democratic governance, and embracing diversity in the formulation and implementation of educational policies.

Written as a supplement to the University of Illinois Statutes (hereafter, Statutes), these bylaws are intended to provide a framework for the effective conduct of College activities. Specifically the bylaws are written to (I) define the rights and responsibilities of the dean, (II) define members, rights, and responsibilities of the faculty, (III) guide the appointment/election of committees and other faculty groups, and (IV) establish the existence, roles, and responsibilities of departments and units within the College.

## **MISSION OF THE COLLEGE**

Building on a century of tradition in preparing new generations of citizens, learners, and workers, the College of Education has the mission:

- (1) to maintain and enhance our position as an international leader in basic, applied, translational, and policy research relevant to critical issues in education throughout the life span;
- (2) to disseminate knowledge and evidence relevant to educational theory, practices, and policies;
- (3) to serve the State of Illinois and the nation through
  - (a) the preparation of leaders at the doctoral level who will assume positions as faculty at universities, as administrators, and as policy makers;
  - (b) the preparation of teachers and educators in a variety of settings, based on the latest advances in educational research;
  - (c) the development of certification and professional development programs; and
  - (d) engagement with schools, government, institutions of higher education, community agencies, and the private sector.

### **I. The Dean of the College of Education**

- A. The Dean is the chief executive officer of the College and is responsible for its administration. The Dean is also the agent of the faculty and is responsible for the execution of College policies. The duties of the Dean are specified in the University Statutes (<http://www.uillinois.edu/trustees/statutes.cfm#sec3.3>) and in these bylaws.

- B. As defined by the Statutes, the Dean shall be reappointed annually by the Board of Trustees acting on the recommendation of the Provost, who is the Chancellor's designee in these matters. The College Executive Committee (CEC) will advise the Provost in this matter.
- C. The Dean is empowered to recommend to the Chancellor the appointment of Assistant and Associate Deans after consultation with the College Executive Committee. If the recommendation is turned down by the Chancellor, the Dean may present the recommendation to the President, or if rejected there, to the Board of Trustees, as specified in the Statutes. Members of the Dean's staff serve terms specified in the University Statutes and at the pleasure of the Dean.
- D. To carry out the business of the College, the Dean shall have the right to create, appoint, and dissolve standing and ad hoc committees after consultation with the College Executive Committee (see Appendix A for a list of these committees).
- E. The Dean shall serve as the chair of the Graduate Faculty of Education.
- F. The Dean shall meet regularly with department chairs and unit heads (a body referred to as the Committee of Department Executives (CoDE)) to expedite the administrative work of the College. The Dean may invite to such meetings other administrators, faculty, and students to discuss particular administrative problems or issues. The Dean shall set the agenda for each meeting and maintain a record of matters discussed.
- G. Any powers not delegated to the Dean in the Statutes and these bylaws are reserved to the faculty.
- H. The performance of the Dean shall be evaluated at least every five years in a manner to be determined by College faculty. The membership of the Dean Evaluation Committee (DEC) shall consist of at least one member from every department and at least one member from each rank (i.e., assistant, associate, full professor) plus one member from the College Executive Committee. The DEC should reflect the constitution of the faculty of the College, and CEC may also appoint staff, students, other faculty, and some executive officers of College units. The chair of the DEC should be a faculty member holding the rank of full professor and whose primary appointment is outside of the College of Education and should be appointed by the Provost. The evaluation process and reporting should follow the guidelines in Provost Communication No. 24 (<http://www.provost.uiuc.edu/communication/24/comm24.pdf>).

## II. The Faculty

### A. Membership

1. The following paragraphs define the faculty for purposes of college-wide elections and governance. Departments may adopt more inclusive definitions for purposes of departmental elections and governance.
2. The faculty consists of those members of the academic staff (a) with the rank or title in the College of professor, associate professor, or assistant professor; (b) who are tenured or receiving probationary credit toward tenure; (c) receive part or all of their salary from the College; and (d) may include the Dean, the President, the Chancellor, the Vice-Chancellor for Academic Affairs, directors of schools within the College, and such other members of the University faculty as the

Chancellor may assign thereto. Administrative staff are members of the faculty only if they also hold such faculty appointments.

3. All members of the faculty as defined in paragraph A.2 shall be entitled to participate in meetings of the faculty by voice and by vote.
4. The following non-faculty members may speak at meetings, but not vote: retired faculty members; those with a nonsalaried or nontenure-track appointment in the College or in any unit of the College having the rank or title of professor, associate professor, assistant professor, or instructor, including those with the modifier "clinical," "research," "adjunct," or "visiting"; or assistant or associate deans of the college who are not included within the definition of faculty members in paragraph A.1.
5. All faculty appointments, reappointments, and nonreappointments shall be governed by the Statutes.

**B. Powers, rights, and responsibilities**

1. To carry out contractual and professional responsibilities ascribed to the faculty of the College as specified in the Statutes.
2. To establish ad hoc committees to conduct the business of the faculty and to assign functions to such committees.
3. To enjoy professional autonomy and the rights of academic freedom. This means that faculty members are entitled to full freedom, within the law of inquiry, discourse, teaching, research, and publication. Faculty members who believe they do not enjoy such freedoms are entitled to the protection of the procedures outlined in the Statutes (<http://www.uillinois.edu/trustees/statutes.cfm#sec102>).

**C. Officers**

1. The Dean of the College of Education shall serve as chair of the faculty.
2. The faculty shall elect the secretary of the faculty every two years by electronic ballot. The secretary of the faculty shall record and distribute minutes of all regular and special faculty meetings, and shall perform other secretarial duties as officially directed by the faculty.
3. The Dean may appoint, after consultation with the College Executive Committee, a parliamentarian. The parliamentarian shall advise the chair on procedural issues that arise during the conduct of meetings and upon request from a department may similarly assist a department in the conduct of its meetings.

**D. Regular Meetings**

1. The Dean shall call at least two faculty meetings each academic year. The agenda for these meetings shall be set by the Dean in consultation with the College Executive Committee. Any item of business specifically requested by the Dean or College Executive Committee shall appear on the agenda. Any faculty member may request the College Executive Committee to

place specific items on the agenda. Omission of such an item from the agenda shall not prevent its introduction from the floor as new business.

2. All members of the faculty of the College as designated by the College of Education Bylaws and defined in II.A.1 (Membership) shall enjoy the privilege of voice and vote. Non-faculty may speak at meetings but not vote. Students may speak at meetings but not vote.
3. At regular meetings the quorum shall consist of those members present and entitled to vote.
4. Minutes of all meetings shall be taken, distributed promptly to the faculty, and formally approved by the College Executive Committee.
5. Proxies will not be permitted; however, individuals may call for an electronic ballot on the main motion(s).

#### **E. Special Meetings**

1. The Dean shall respond promptly to petitions submitted by faculty members that call for special meetings. Such petitions shall indicate the business to be discussed and shall be signed by at least ten faculty members. A special meeting of the faculty may also be called by the Dean or by the College Executive Committee to deal with matters that may arise between regular meetings and that require urgent action by the faculty of the College. Notice of the date, time, place, and agenda of the meeting shall be sent to each member of the faculty at least five working days before the meeting.
2. Only items relative to the petition(s) and/or Dean's or CEC's agenda, may be considered at a special meeting.
3. Any action taken will be by electronic ballot.

### **III. Committees and Other Faculty Groups**

#### **A. College Executive Committee (CEC)**

The College Executive Committee consists of seven members elected at large from the faculty of the College. The CEC represents the voices and concerns of the College of Education faculty in college deliberations. CEC is the primary advisory committee to the Dean of the College and shall transact such business as may be delegated to it by the faculty and the Statutes. At the beginning of each academic year, the CEC shall elect a moderator who will, with the agreement of the Dean, conduct CEC meetings and in consultation with the Dean, prepare its agenda. The Dean is an ex-officio member and chair of the College Executive Committee.

1. The new members of the Executive Committee of the College of Education and three alternate members to replace members who become ineligible for service shall be elected annually for two year terms. The terms will be staggered to ensure that experienced members will serve on the College Executive Committee at all times. All voting members shall be eligible for membership on the Committee. Service on CEC while on sabbatical or other leave of absence will not be permitted. If possible, the election will be held after the approval of the next year's sabbaticals. Members who go on leave will be replaced by an alternate, starting with the

alternate first elected. Should members go on leave or otherwise become ineligible for service in numbers that exceed available alternates, additional committee members will be elected in a separate election.

- a. All members of the administrative council and department heads and chairs shall be omitted from consideration since (1) they already serve in advisory positions and since (2) their exclusion gives a broader advisory base for staff not in administrative positions. The President, the Chancellor, and the Vice Chancellor for Academic Affairs also shall be omitted from consideration.
  - b. Service on the College Executive Committee shall be limited to two consecutive terms, with further service being possible after at least one year's absence from membership.
  - c. The ballot for election to membership on the College Executive Committee will include each eligible staff member's rank, departmental affiliation(s), administrative position (if any), and the number of consecutive years (if any) he/she has served, to the present date, on the College Executive Committee.
2. The faculty shall delegate to the College Executive Committee the following responsibilities:
    - a. To take formal advisory action on all recommendations for promotion, tenure, sabbatical leave, and non-re-appointment.
    - b. To advise the Dean on questions of:
      - i. budget allocations and planning;
      - ii. personnel policies including questions of tenure, promotion, and merit review and pay increase;
      - iii. faculty searches (consistent with COE Search Policy and Procedures) appointments, and re-appointments;
      - iv. space allocation;
      - v. academic programs and requirements;
      - vi. policies concerning students and student rights;
      - vii. policies designed to protect academic freedom;
      - viii. admission policies;
      - ix. organization of the College;
      - x. faculty appeals and grievances;
      - xi. department bylaws, and
      - xii. other policy issues of major importance.
    - c. To delegate to standing committees of the faculty any of the responsibilities assigned to the College Executive Committee by these bylaws or by subsequent action of the faculty.
  3. All other responsibilities not reserved for the College Executive Committee and the administrative officers as defined by the Statutes and the College Bylaws shall be assigned to the faculty.
  4. To invite representatives of departments and units to participate in College Executive Committee meetings when issues warrant.

5. The College Executive Committee must consider an issue or question presented in a petition signed by ten members of the college community (i.e., students, staff, and faculty).
6. All College Executive Committee meetings are open except when specific personnel matters are being considered.
7. The agenda and minutes of each College Executive Committee meeting shall be disseminated to the faculty electronically in a timely manner. Actions taken by the Executive Committee with regard to specific personnel decisions will be excluded.

B. College Grievance Committee and Procedures

The College of Education faculty shall elect annually three members of the tenure-track faculty, and graduate students shall annually elect two graduate students, to serve on the College Grievance Committee (CGC). The faculty member and graduate student receiving the next highest number of votes shall be designated as alternates to serve in case an elected member cannot serve or is determined to have a conflict of interest. While the CGC shall hear grievances submitted from both faculty and students, the procedures followed for the grievance process will differ. In the case of grievances brought forth by faculty and staff, only elected faculty CGC members shall participate. Should a member of the CGC resign, he/she will be replaced by the person who received the highest number of votes among those who failed to be elected in the most recent election. The replacing member will complete the term of the member being replaced.

1. College Grievance Committee Procedures for Graduate and Undergraduate Students
  - a. For student grievances, the College Grievance Committee shall elect a chair from among its members. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Associate Dean for Academic Affairs.
  - b. Deliberations of the College Grievance Committee apply to all graduate and undergraduate students in the College of Education. This policy also applies to former students, providing they meet the timeliness requirements specified in the College of Education Grievance Policy.
  - c. The Associate Dean for Academic Affairs shall define the subject matter and scope of the issues related to the grievance in a written charge to the College Grievance Committee. The primary involved parties shall receive a copy of the charge.
  - d. All College Grievance Committee deliberations shall be confidential.
  - e. Within 30 calendar days of the filing of the grievance, the chair of the College Grievance Committee shall report the committee's recommendations in writing to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may grant an extension of the time limit for good cause.
  - f. Within 7 calendar days of receipt of the committee's report, the Associate Dean for Academic Affairs shall determine the disposition of the case and communicate the decision to the involved individuals.
  - g. Within 10 calendar days of receipt of written notification of the Associate Dean for Academic Affairs determination, appeals may be made to the Graduate College as specified in the Graduate College Grievance Policy.

- h. After completion of a grievance review and all ensuing related actions, the Associate Dean for Academic Affairs shall return all original documents and materials to the persons who furnished them.
2. College Grievance Committee Procedures for Faculty and Staff
- a. Any faculty or staff member, current or retired, may submit a request for consideration of a grievance to the College Grievance Committee (CGC) chair. Faculty/staff also may request CGC consideration of any matter which is in the interest of the University and/or which is related to any grievance. In performing its functions, the CGC upon the request of the chancellor, the president, or any member of the academic staff, or upon its own initiative shall make investigations and hold consultations as it may deem to be in the best interest of the University.
- The CGC should only investigate a grievance after all other University avenues of appeal have been exhausted. Further, faculty/staff who submit a grievance must be informed of the inadvisability of concurrent investigations of his/her case by other University or external channels and the CGC. The CGC shall suspend the investigation of a complaint upon request of the grievant.
- b. The CGC distinguishes between consultations and cases:
- Consultations. Faculty/staff may request a meeting with the CGC. The initial consultation stage includes collecting information pertaining to a suggestion or grievance. After CGC review, the committee may advise the faculty/staff member (a) to pursue other options, (b) to exhaust other avenues of appeal, or (c) that the matter is outside of the CGC's purview.
- Cases. If the CGC determines the matter to be within its scope, the committee may assign case status and either (a) take up the matter with appropriate University authorities, or (b) investigate and report its findings and recommendations. When investigating the grievance, the CGC (a) arrange a meeting(s) of the committee with the parties concerned, (b) take up the matter with appropriate University authorities, (c) take any action it deems desirable in the best interest of the faculty/staff involved and of the University, (d) communicate its conclusions to the faculty/staff member and to appropriate administrators and others, or (e) dismiss the matter.
- c. Whenever the CGC recommends that administrative action be taken, appropriate parties to the grievance shall be notified promptly and given an opportunity to bring to the committee's attention, within a reasonable time, any misunderstandings which might have affected the committee's conclusions, or bring to the committee's attention any additional information relevant to the matter.
- d. A recommendation involving administrative action will be accompanied by the request that the matter be considered within 30 days.
- e. A member of the committee shall be disqualified, either by his/her own initiative or by a majority

vote of the committee, from voting on any matter with elements of conflicting interest. On those occasions when the chair might be deemed to have a conflict of interest, a chair pro tempore shall be designated to conduct official business of the committee. The alternate member shall then be appointed to serve as a CGC member.

- f. Any matter coming before the CGC shall be held confidential unless the grievant and the committee agree otherwise. All parties interviewed in connection with CGC cases shall be informed of this confidentiality policy.
- g. At the request of the CGC chair, and with the approval of the committee members, a former CGC member may be recalled to participate in current committee deliberations and actions involving a case in which he/she previously performed a principal role. During such deliberations, the former member shall be accorded the same rights and obligations of committee membership outlined in these procedures, except that he/she shall not have voting privileges.
- h. Committee minutes and records shall be considered confidential and open to inspection only for reasons satisfactory to the committee and authorized by it in writing, or by court order. The committee's records shall be kept on file in the Dean's Office for 20 years. After that time, the files shall be transferred to the University Archives where they will remain closed for an additional 10 years.
- i. The committee shall report to the Dean and CEC annually and at such other times, as it may deem appropriate.

**C. Standing Committees**

The standing committees of the College are classified as advisory committees or working committees. Advisory committees evaluate existing policies, propose new policies, advise the Dean or other administrative officers, and report their activities to appropriate groups as requested. Working committees are assigned specific duties or projects which are essential to the governance and administration of the College. Standing committees shall be appointed annually by the Dean, and responsibilities, duties, and outcomes shall be established by the Dean in consultation with CEC. A list of the standing committees is listed in Appendix A.

**D. Ad Hoc Committees**

Ad hoc committees are committees that may be appointed for a one-year period with the possibility of successive 1-year re-appointments. Such committees shall be charged with specific responsibilities by the appointing group. Ad hoc committees may be appointed by the Dean or formed by the College Executive Committee, and responsibilities, duties, and outcomes shall be established by the Dean or College Executive Committee.

## **IV. Departments and Units**

**A. Departments**

1. Departments are the primary units of education and administration within the College.

2. Each department shall establish a set of bylaws for its internal governance, including procedures for amendment.
3. Each department shall have written policy statements either in its bylaws or separately on the subject of:
  - a. mission statement;
  - b. procedures and criteria for appointment, promotion, tenure, and periodic salary review of faculty members and academic staff;
  - c. procedures for determining staff loads;
  - d. procedures used in carrying out the campus-mandated evaluation of the department chair or head; and
  - e. procedures used in admitting and reviewing the progress of graduate students, including grievance procedures.
4. Each department shall transmit its written bylaws and policy statements and any subsequent changes to the Dean and the College Executive Committee. Such documents shall be maintained in the Dean's office.
5. Except as permitted by the Statutes, department and/or unit bylaws and policies will not conflict with College bylaws and policies.

Where applicable, these policies shall be consistent with COE promotion and tenure guidelines, guidelines for annual reports, and guidelines for the review of faculty in the probationary period.

**B. Units**

1. Units may be created by the Board of Trustees to carry out particular programs of instruction, research, and public service of a long-standing nature within the College. The creation and administration of such units within the College shall be subject to the Statutes. Such units and their directors shall be reviewed by the College Executive Committee and the Dean at least every five years.
2. Other subdivisions may also be created by the College to carry out particular programs of instruction, research, and public service. Such subdivisions shall be created by the recommendation of the College Executive Committee and the approval of the Dean after discussion at a faculty meeting. Such subdivisions and their directors shall be reviewed by the Dean and the College Executive Committee at least every five years.
3. Units and other subdivisions will have updated mission statements which are transmitted to the Dean and CEC. These will be maintained in the Dean's office.
4. Units and other subdivisions created by the College may be dissolved by the Dean after consultation with the College Executive Committee.

**V. Amendments**

Any person entitled to vote at a faculty meeting may propose an amendment to these bylaws. Proposed amendments shall be distributed at least seven days prior to a faculty meeting, be discussed at the faculty meeting, and voted on by mail ballot. Passage shall require a  $2/3$  majority vote of the voting faculty. The dean shall initiate a review of the College of Education bylaws at least once every five years.

**Appendix A – List of Standing Committees (other than College Executive Committee and Grievance Committee) as of May 2009.**

- *Advancement Communications*
- *Capricious Grading Committee*
- *College Research Committee*
- *Committee of Department Executives*
- *Conflict of Interest*
- *Elections and Credentials*
- *Equal Employment Opportunity*
- *Facilities*
- *Faculty and Staff Awards Committee*
- *Graduate Awards Committee*
- *Graduate Programs Committee*
- *Human Subjects*
- *Internationalization*
- *Promotion and Tenure*
- *Undergraduate Awards*