

UNIVERSITY OF SOUTH CAROLINA COLLEGE OF EDUCATION BY-LAWS

AMENDED – FALL 1985
AMENDED–SPRING 1989
AMENDED – FALL 1989
AMENDED–SPRING 1995
AMENDED – FALL 2001
AMENDED – FALL 2003
AMENDED–SPRING 2005
AMENDED - SPRING 2007
AMENDED – FALL 2009
AMENDED – FALL 2012
AMENDED–SPRING 2013
AMENDED – SPRING 2017
AMENDED – FALL 2017

PREAMBLE

The Faculty of the College of Education is committed to a robust understanding of the principle of faculty governance. The following By-Laws serve as the operational manifestation of this commitment. The commitment is in accordance with the guidelines set forth in the Faculty Manual and respectful of the prerogatives of the University Administration and Board of Trustees. These duties shall include, but are not confined to, matters of teaching, research, admission, curriculum, academic requirements and standards, degree requirements, and student academic responsibility.

ARTICLE I - MEMBERSHIP

Section 1.1 - Membership Defined:

A. Undergraduate Faculty: The faculty of the College of Education shall consist of all its members having the rank of professor, associate professor, assistant professor (*whether tenure track or non-tenure track*), those holding full time non-tenure track positions and/or such other persons as the faculty sees fit to elect.

B. Graduate Faculty: Regular members of the graduate faculty shall be composed of the dean, associate deans, department chairs, and all tenured and tenure-track faculty who meet their department's criteria for graduate faculty status (as recommended by the appropriate department chair and academic dean and approved by the dean of The Graduate School). *Non-tenure track faculty, other faculty* and scholars may be recommended by the department for either term or associate appointments to the graduate faculty.

Section 1.2 - Voting Rights:

- A. Undergraduate Faculty: Undergraduate faculty as defined in 1.1 A shall have the right to vote.

- B. Graduate Faculty: Regular and associate faculty shall have the right to vote.

Section 1.3 - Election Procedures

In February, the Steering Committee will solicit self-nominations to run in the election for Faculty-Chair elect. The Chair-elect must be a member of a department different from that of the current Chair.

Faculty members who wish to run for Faculty Chair-elect should submit a platform statement to the Steering Committee by the Monday before spring break. The Steering Committee will assemble and distribute all received platforms before Spring Break. The faculty will have at least two weeks to review the candidates' platforms before the election. The election will be held at the following faculty meeting.

At that faculty meeting, the faculty will have the right to ask questions of the candidates at the faculty meeting. 10 minutes will be allocated to each candidate. Additional time may be permitted at the Faculty Chair's discretion.

Absentee ballots may be cast in advance of the meeting. They will be kept confidential and will be submitted in a signed envelope to the Secretary, who will bring them to the faculty meeting.

The faculty will vote on the faculty officer candidates using secure and confidential means, whether by an electronic or paper ballot. The results will be tabulated immediately and announced at that meeting.

Section 1.4 Election Procedures for Special Circumstances:

If both Faculty Chair and Faculty Chair Elect positions need to be filled, the faculty member who receives the most votes will become Faculty Chair-elect, and the runner-up will become Faculty Chair.

If only one candidate submits a platform, an additional two weeks will be provided to the faculty to recruit colleagues or to nominate themselves for the position. If only one applicant is ultimately identified, the faculty will vote up or down on the individual's candidacy. In the case of a "no" vote, the department that has gone the longest without a faculty chair will be responsible for providing one.

If a faculty chair or faculty chair elect must be replaced for any reason during the term, the position will be offered to the runner(s)-up from the previous election in order of finish. Should no one accept the position, the department that has gone the longest without a faculty chair will be responsible for providing the replacement.

ARTICLE II - OFFICERS

Section 2.1 - Elected Officers:

- A. The Faculty officers shall be the Faculty Chairperson and the Faculty Chairperson-Elect.
- B. Officers shall have the rank of professor or associate professor (tenured or non-tenure track)
- C. Said officers shall be named to one-year terms during the final spring meeting of the faculty. They shall begin their terms officially at the end of the Spring semester faculty meeting.
- D. Faculty Chairperson-Elect will become Faculty Chair the next year.

Section 2.2 - Appointed Officers:

- A. Officers appointed by the Faculty Chairperson are the Secretary, the Parliamentarian and any other officer deemed necessary by the Faculty Chairperson.
- B. An incumbent may be reappointed.

ARTICLE III - DUTIES OF OFFICERS

Section 3.1 - Faculty Chairperson:

Shall preside at all meetings of the Faculty, Graduate and Undergraduate, and send notices (agendas, minutes) of Faculty Meetings. The Chairperson shall have power to appoint such ad hoc committees as he or she may deem necessary for proper conduct of the Faculty's business. The Faculty Chairperson has responsibility for attending Steering and Executive Council meetings to communicate Steering Committee business to the Executive Council, and *vice versa*. Executive Council is comprised of the College of Education Dean, Assistant and Associate Deans and Department Chairs.

Section 3.2 - Faculty Chairperson-Elect:

Shall perform all duties of the Chairperson in the absence of the Chairperson, serve as Chairperson of the College of Education Steering Committee, and serve as COE Faculty Senator-at-Large.

Section 3.3 - Secretary:

Shall keep permanent minutes of faculty meetings and share those with the Faculty Chair within two weeks after meetings.

Section 3.4 - Parliamentarian:

Shall make rulings concerning parliamentary procedure when called upon by the Chairperson. The Parliamentarian shall be responsible for certifying any votes cast by the faculty. The Parliamentarian shall maintain the governing documents of the College.

ARTICLE IV – FACULTY MEETINGS

Section 4.1 - Frequency and Date:

- A. Regular meetings of the Faculty shall be held once in the fall and once in the spring semesters. Specific dates and times shall be determined by the Faculty Chairperson and the Dean of the College and announced prior to each semester.

- B. Special meetings for the transaction of urgent or emergency business may be called by the Faculty Chairperson, the Dean of the College, or upon petition by 20 percent of the voting members.

Section 4.2 - Required Notification:

- A. A schedule of regular meetings shall be announced prior to the beginning of each semester. An agenda and supporting materials shall be distributed to the membership at least 3 days prior to each regular faculty meeting.

- B. A written notice of the membership stating the purpose of the meeting is required 24 hours prior to a special (called) meeting.

Section 4.3 - Quorum:

A quorum for the transaction of business shall be a simple majority of the voting faculty on duty (or in residence) during the semester or summer session in which a meeting is called.

Section 4.4 - Amending the By-Laws:

Amending the By-Laws shall take place at Faculty Meetings and require a majority vote of eligible faculty present by voice vote or written ballot. Any changes must be presented to the faculty at least 30 days prior to a meeting to be considered.

ARTICLE V - COMMITTEES

Section 5.1

Committees of the Faculty shall consist of Standing Committees and Ad Hoc Committees.

A. Standing Committees:

College Steering Committee
College Student Affairs Committee
College Curriculum Committee
College Faculty Welfare Committee
College Diversity Committee

B. Ad Hoc Committees, Project Groups, Task Forces

Ad Hoc committees will be organized as the need arises in order to supplement the work of the Standing Committees. The Chair of the College of Education Faculty shall appoint such ad hoc committees deemed necessary for the proper conduct of the Faculty's business. Further, the Faculty or Graduate Faculty may elect Project Groups and the Dean may appoint Task Forces to pursue particular objectives. The Project Groups or Task Forces continue until the objectives are achieved or until the faculty decides by vote to dissolve the Project Group, or the Dean decides to dissolve the Task Force.

Duties of Standing Committees:

Section 5.2

In order to provide a smooth transition, all standing committees will meet directly after the Spring faculty meeting. Departments will arrange new committee assignments before the Spring Faculty Meeting. All members of the current year's and next year's committees should attend. (Members who switch committees will attend the new committee obligation.) Chairs for the subsequent year will be elected at that meeting. Chairs will then convene for the first meeting of the new Steering Committee.

Each committee shall submit a report to the Steering Committee not later than two weeks before the Spring faculty meeting for inclusion in the materials to be distributed with the Faculty Meeting Agenda.

Each committee shall submit a year-end report of activities not later than the Spring meeting of the College of Education Faculty. A schedule of regular meetings shall be

announced at the beginning of each semester. An agendum and supporting materials shall be posted to the faculty at least three days prior to each meeting.

A. **The College Steering Committee** shall:

- 1) Participate in organizing the faculty participation in strategic planning;
- 2) Advise the Dean on matters referred to it by the faculty, college committees, or the Dean;
- 3) Identify and refer issues, policy questions and other necessary business to the appropriate Departmental, College, or University committees for action;
- 4) Identify student representation for the College committees needing such representation, as requested by committees;
- 5) Receive and share records of the meetings of college committees with the Faculty Chair;
- 6) Recommend to the College Faculty Chairperson the formation of Ad Hoc Committees;
- 7) Draft proposals for revision of the College By-Laws as needed;
- 8) Establish guidelines for the selection of faculty officers.

B. **The College Faculty Welfare Committee** shall be responsible for matters affecting the welfare of College of Education faculty members individually and collectively. The work of the committee includes, but is not limited to:

- 1) Coordinating the evaluation of proposals for internal funding submitted by faculty members;
- 2) Considering faculty grievances regarding personnel matters when appropriate;
- 3) Developing faculty related policies;
- 4) Administering a system for faculty awards and honors.
- 5) The committee may, at times, carry out its work by means of ad hoc committees and with support from College resources.

C. **The College Student Affairs Committee** shall:

- 1) Hear student-initiated appeals including academic appeals and faculty related complaints and grievances;
- 2) Consider and act upon requests from students for relief from specific college or university rules and regulations pertaining to academic progress towards certification or degrees;
- 3) Adjudicate alleged infractions of the code of student academic responsibility;
- 4) Be responsible for the scholarship and awards processes delegated to it.
Included in its functions are:
 - a) the formulation and implementation of appropriate policies and procedures for the granting of designated award decisions,
 - b) overseeing the processes for awarding scholarships in the various program areas,
 - c) assisting with publicity regarding available scholarships and awards,
 - d) planning the annual awards recognition ceremony

D. **The College Curriculum Committee** shall:

- 1) Meet monthly, or as called by the Chairperson.
- 2) Review proposals from the departments and administrative personnel for deletion, new programs, new courses and changes.
- 3) Review proposal quality and ensure that new proposals do not duplicate existing programs of courses or conflict with current programs of courses.
- 4) Make recommendations to the Dean of the College of Education, appropriate University committees, and the Provost.

E. **The College Diversity Committee** shall:

- 1) Develop, monitor the implementation, and revise annually a strategic action plan for diversity for the College to be coordinated with Administrative Council
- 2) Provide leadership in the College's efforts to improve student, staff and faculty recruitment, retention, support and mentoring, and be informed by

- regular self-study research in the college,
- 3) Work cooperatively on diversity-related issues brought to the committee by department chairs, the deans, and other standing committees
 - 4) Recommend professional development activities
 - 5) Convene voluntary sub-groups around strategic goals involving both members and non-members of the standing committee

Section 5.3 - Committee Membership

The College Steering Committee shall be comprised of the chairs of all standing committees of the College, the Faculty Chairperson, and the Faculty Chairperson Elect. The Faculty Chairperson will have the responsibility to make up to three additional appointments to be certain that every department, college committee, and both tenure track and full time non-tenure track faculty is represented on the Steering Committee. To facilitate communication with the Executive Council, the Steering Committee Chair may invite representatives from the Dean's Office. *Ex officio* members of standing committees from the College administration shall not have voting privileges. Committee terms: one year.

Membership on Standing Committees: Any department with fewer than 20 full time faculty may choose to provide one or two members to the standing committees. Larger departments shall provide two members.

College Faculty Welfare Committee shall include:

- 1) Members from ITE, EDST, EDLP, and PE as described above;
- 2) A two-year term
- 3) Ex-officio: College of Education Faculty Chairperson

College Student Affairs Committee shall include:

- 1) Members from ITE, EDST, EDLP, and PE as described above;
- 2) Two students;
- 3) A two-year term for faculty, one-year term for students;
- 4) Ex-officio: Associate Dean, Academic Affairs,

College Curriculum Committee shall include:

- 1) ITE, EDST, EDLP and PE shall elect two members;
- 2) Two students: one undergraduate, one graduate;
- 3) A two-year term for faculty, one-year term for students;
- 4) Ex-officio: Associate Dean, Academic Affairs.

College Diversity Committee shall include:

- 1) Members from ITE, EDST, EDLP, and PE as described above;
- 2) A two-year term
- 3) The dean, or dean's designee, as ex-officio member.
- 4) Two students
- 5) The staff subcommittee will include one faculty member of the diversity committee, and at least three staff members, including at least one from the general College staff, by an open solicitation, for terms of two years.
- 6) The student subcommittee will include one faculty member of the diversity committee, and at least three graduate students, with up to one from each department by an open solicitation, and two undergraduate students, selected by faculty nomination.

7) All full-time faculty members may nominate themselves to serve on the committee.

Section 5.4 - Standing Committee Officers and Members

Duties of Committee Chair: The chair proposes and guides the work of each committee; facilitates the acquisition of student members; coordinates assignments within the committee; and solicits advice and suggestions from the dean's staff and the faculty. Chairs shall have the rank of professor or associate professor (tenured or non-tenure track)

Duties of Committee Secretary: The secretary prepares minutes of each meeting; provides electronic copies of minutes for posting to the College website; and distributes committee materials, as needed.

Duties of Faculty Committee Members: Committee members represent their departments and are responsible for communicating committee business to department faculty when appropriate and for bringing interests and concerns of their department faculty to the committee.

Duties of Student Committee Members: Student committee members represent the general interests and concerns of students.

Section 5.5 - Order

College Faculty Meetings will follow Robert's Rules of Order.