

College of Education Bylaws

Approved by the Faculty – May 26, 2016

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 1905, 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, consistent with the *Statutes*, to further (I) define the rights and responsibilities of the dean, (II) define members, rights, and responsibilities of the faculty and specialized faculty, (III) guide the appointment/election of committees and other faculty groups, and (IV) establish roles and responsibilities of departments and units within the College.

MISSION OF THE COLLEGE

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

- (1) to be an international leader in basic, applied, translational, and policy research relevant to critical issues in education throughout the lifespan;
- (2) to disseminate knowledge and evidence relevant to educational theory, practices, and policies;
- (3) to stimulate dialogue about the nature of the educated person and the role of education in democratic society; to advocate for the value of civic pluralism and multicultural awareness; and to foster public interest in our common schools;

(4) to serve the State of Illinois and the nation through:

- (a) the preparation of leaders 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.bot.uillinois.edu/statutes>; Article 3, Section 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 will advise the Provost in this matter.
- C. The Dean shall consult the College Executive Committee concerning the appointment of Assistant or Associate Deans. On the recommendation of the Dean, the Provost, and the Chancellor, the President may appoint Assistant or Associate Deans as required. These members of the Dean's staff serve at the pleasure of the Dean.
- D. Among other responsibilities as defined in the Statutes (Article 3, Section 3d), the Dean shall recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. As described in Section IIIA below, the Dean shall decide on such recommendations in consultation with the College Executive Committee. If the Dean's recommendation is not approved by the Provost and Chancellor, the Dean may present the recommendation to the President, and if not approved by the President, the Dean with the

consent of the Board of Trustees may present the recommendation in person before the Board of Trustees.

- E. 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).
- 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 every five years. The review process begins with a discussion between the Dean and the Provost. This discussion can be used to raise any particular issues that the Dean and/or the Provost would like to explore during the review, and will also provide a forum for an overall survey of the process and timelines of the review. The Dean's Evaluation Committee (DEC) is constituted according to the College Bylaws and charged by the Provost, in consultation with the College Executive Committee. The DEC consists of six members selected by the College Executive Committee, all of whom are full professors. The DEC must be constituted such that it contains at least (a) one faculty member from every department, none of whom reports administratively to the Dean, and (b) one member from the College Executive Committee. The chair of the DEC shall be a faculty member whose primary appointment is outside of the College of Education and appointed by the Provost. The DEC is responsible for (a) identifying participants in the review process and for identifying optimal methods for engaging them in this process, (b) determining the methods of gathering information from the participants in the review process, and (c)

reporting its findings to the Provost in a written summary. The evaluation process and reporting should follow the guidelines in Provost Communication No. 24

(<http://www.provost.illinois.edu/communication/24/>).

II. Faculty and Specialized Faculty

A. Faculty

1. As recognized in the University Statutes, Art. IX, Section 3c, 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) who 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.
2. All members of the faculty as defined in paragraph A.1 shall be entitled to participate in meetings of the faculty by voice and by vote.
3. Retired faculty members and assistant or associate deans of the college who are not included within the definition of faculty members in paragraph A.1 may speak at meetings, but not vote.
4. All faculty appointments, reappointments, and non-reappointments shall be governed by the Statutes.
5. Powers, rights, and responsibilities
 - a. To carry out contractual and professional responsibilities ascribed to the faculty as specified in the Statutes.
 - b. To establish ad hoc committees to conduct the business of the faculty and to assign functions to such committees.

- c. 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>).

B. Specialized Faculty

1. Specialized faculty are academics who perform specialized functions with a scope of work that is more specific than faculty defined in paragraph A.1. Specialized faculty play integral roles in the College, and the College supports the University commitment, described in *Provost Communication No. 25*, to the academic citizenship, professional growth, and well-being of specialized faculty.
2. The attributes of specialized faculty and guiding principles regarding hiring and employment are defined in *Provost Communication No. 25*.
3. The powers, rights, and responsibilities of specialized faculty, including participation in departmental governance, are defined in the bylaws and supporting documents of individual departments.

C. Officers

1. The Dean of the College of Education shall serve as the chief executive officer of the College and is the agent of the faculty for execution of educational policy.
2. The faculty shall elect the secretary of the faculty every two years by electronic ballot. The secretary of the faculty shall act as election monitor and perform other secretarial duties as officially directed by the faculty. If needed, the secretary shall serve as parliamentarian.

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 member of the faculty or specialized faculty 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 defined in II.A.1 shall enjoy the privilege of voice and vote. Emeritus faculty, specialized faculty, staff, and students may speak at meetings but not vote.
3. Prior notice shall be given on any issue to be put to the faculty for a vote at least five working days before the meeting.
4. For meetings of the faculty at which a vote will be called, a simple majority of the voting faculty must be present, and a vote will carry based upon the majority vote of those present.
5. Voting also may be conducted by electronic ballot. A simple majority of the faculty must participate in the vote electronically, and a measure will carry based upon the majority vote of those participating. The sole exception is changes to these Bylaws, which require a 2/3 majority vote as outlined in Section V.
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, unless circumstances require that a special meeting occur earlier than five days. In such situations, the agenda for the special meeting shall be sent to each member of the faculty as early as reasonably possible.

2. Only items relevant to the petition(s) and/or Dean's or CEC's agenda, may be considered at a special meeting.
3. Voting may take place as described in Section D.

III. Committees and Other Faculty Groups

A. College Executive Committee (CEC)

The College Executive Committee will consist of seven faculty members, of which no more than three shall be from one department. Each department will elect a representative and the remaining CEC members will be elected at large through a College-wide vote. 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 twelve-month terms. The terms will be staggered to ensure that experienced members will serve on the College Executive Committee at all times. All voting faculty 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 alternates, starting with the alternate with the highest number of votes, for the period of the leave. 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 Provost/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 of the at-large members 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.
 - d. CEC shall hold regular meetings during the academic year. During the summer months, CEC will be available as needed to advise the Dean.
2. The Dean shall seek advice from CEC on all matters of importance to the College, including those related to policy, administration, management, and personnel (except those delegated to the College Promotion and Tenure Committee).
 3. The College Executive Committee may invite representatives of departments and units to participate in College Executive Committee meetings when issues warrant.

4. The College Executive Committee must consider an issue or question presented in a petition signed by ten members of the college community (i.e., faculty, specialized faculty, staff, and students).
5. All College Executive Committee meetings are open except when specific personnel matters are being considered.
6. 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

1. A College Grievance Committee (CGC) shall hear grievances submitted from faculty, specialized faculty, staff, and students, when all attempts at informal resolution and/or departmental level procedures are exhausted. The CGC will adhere to the procedures stated in the College's Grievance Policy and Procedures.
2. The Grievance Committee shall be elected annually, and consist of three members of the tenure-track faculty and two alternates (elected by the tenure-track faculty); one member of the specialized faculty and one alternate (elected by the specialized faculty); and two College-enrolled graduate students and one alternate (elected by the College-enrolled graduate students). Should a member of the CGC resign or have a conflict of interest with the potential grievance, he/she will be replaced by an alternate to serve in the adjudication of the particular grievance under consideration. The tenure track faculty member receiving the most votes shall serve as the Chair of the CGC, and the faculty members who receive the consecutive highest numbers of votes will serve as committee members and alternates.
3. Grievances are submitted to the Associate Dean for Academic Affairs, who forwards the grievance to the CGC per the College Grievance Policy and Procedures. The CGC will then determine whether a grievance submitted in writing falls under its jurisdiction. 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 for a final decision by the Dean. All College Grievance Committee deliberations shall be confidential.

C. Promotion and Tenure Committee

The College Promotion and Tenure Committee is an advisory committee to the Dean, which reviews and votes on the dossiers of tenure track and specialized faculty each year.

Promotion dossiers are prepared at the department level. The Dean will meet with the College Promotion and Tenure Committee as an ex officio member to listen to the conversations regarding promotion cases.

1. The College Promotion and Tenure Committee will consist of seven tenured full professors, of which no more than two shall be from any one department. Each department will select one representative and the three remaining members will be elected at large through a College-wide vote. One tenured full professor per College department will be appointed to the committee by each Department Head/Chair, in consultation with the department's faculty advisory committee. If no full professor is eligible in the Department, the Department may appoint a full professor from another appropriate Department. Additionally, three faculty members will be elected as member-at-large from the College's tenure-track full professors. Department Heads/Chairs and Associate Deans are not eligible to serve on the Promotion and Tenure Committee. Members on the Promotion and Tenure Committee will serve staggered terms of 2 years with no individual serving more than 2 consecutive terms. The Promotion and Tenure Committee will elect a chair from among its members.
2. Faculty members who serve on the College Promotion and Tenure Committee cannot vote at multiple levels. Therefore, members of the College Promotion and Tenure

Committee will be recused from cases from their home department, so they may participate at the departmental level in the preparation and evaluation of dossiers.

3. For third year evaluations of assistant professors that are conducted by departments, the College Promotion and Tenure Committee will review the department's evaluation and provide advice, on an as-needed basis.

D. 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.

E. 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. criteria and procedures for appointment, promotion, tenure, and periodic salary review of faculty, specialized faculty, and academic staff;
 - c. principles and procedures related to mentoring and professional development for faculty and specialized faculty;
 - d. principles and procedures for determining staff loads;
 - e. criteria and procedures used in carrying out the campus-mandated evaluation of the department chair or head;
 - f. criteria and procedures used in admitting and reviewing the progress of graduate students;
 - g. grievance procedures for faculty, specialized faculty, students, and staff.
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.

B. Units

1. On the recommendation of the College faculty or Dean, 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 electronic 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.