

Effective date September 1, 2008
approved by faculty action April 2008

The University of Michigan
School of Education

BYLAWS

1. Faculty Organization

The faculty of the School of Education shall be organized as described in the Bylaws of the Board of Regents, Sections 5.01 through 5.24.

Section 1.01 Faculty of the School of Education

The *faculty* of the School of Education shall consist of all persons with instructional titles in the School of Education during the regular academic year.

All members of the faculty may attend meetings of the faculty, may take part in discussions at faculty meetings, and may serve on faculty committees, subject to conditions stated in the several School of Education bylaws concerning composition and terms of such committees.

Section 1.02 Governing Faculty of the School of Education

The *professorial staff* of the School of Education shall include all professors, associate professors, and assistant professors with a tenure-track appointment in the School.

The *governing faculty* shall include the professorial staff of the School of Education. In addition, within the first 45 days of each academic year, the governing faculty may grant membership in the governing faculty and voting privileges for that year to: (a) non-tenure track instructors, assistant, associate, or full professors, (b) lecturers, (c) clinical faculty, or (d) research scientists. Individuals in these four categories with appointments of one-half time or more in the School of Education and two or more years standing are eligible to be awarded voting rights. Voting privileges can be granted to each category of appointment separately or as a group. Annual extension of voting rights requires approval by a majority vote of the professorial staff.

An individual with a tenure-track appointment in a unit other than the School of Education is presumed to have voting rights in that unit and is not a member of the governing faculty of the School, unless the individual also holds a tenure-track appointment in the School.

The governing faculty shall be in charge of the affairs of the School, except as delegated to the Executive Committee (Regents Bylaws 5.02).

Situations not explicitly addressed in the bylaws concerning membership in the governing faculty shall be resolved by the Dean and the Executive Committee.

Section 1.03 Program Faculty

The faculty shall be organized as one instructional unit with programs as defined in Section 7. Members of the governing faculty shall have primary affiliation with one program. Voting rights within a program shall be granted only to those members of the governing faculty with primary affiliation in the program.

2. School of Education Faculty Meetings

Section 2.01 Regularly Scheduled Meetings

Meetings of the faculty of the School of Education shall be held at regularly scheduled times at least twice during each fall and winter term. The Dean of the School shall have the responsibility of scheduling the meetings.

Section 2.02 Special Meetings

Special meetings may be called by the Dean, the Executive Committee, or ten members of the faculty. The purpose shall be stated in the notice for such meetings, and only those items specified may be considered at those meetings.

Section 2.03 Quorum

A quorum to conduct business at meetings of the faculty of the School of Education shall consist of one-third of the governing faculty. A quorum is also required as the level of participation required to have valid results in cases of electronic balloting.

Section 2.04 Presiding

The Dean of the School of Education shall preside at the meetings of the faculty. In the absence of the Dean, an Associate Dean or the Dean's designee shall preside.

Section 2.05 Secretary of the Faculty

The Dean shall appoint the secretary of the faculty, who shall be the recording officer of the faculty of the School of Education. The secretary's duties shall include the keeping of the minutes of the faculty meetings of the School of Education, responsibility for keeping the bylaws of the School of Education codified to date, and designating a parliamentarian. He/she shall perform such other duties as the governing faculty may see fit to prescribe.

3. Administrative Officers of the School

Section 3.01 The Dean

The Dean of the School of Education shall be appointed by the Board of Regents on the recommendation of the President to act as executive officer of the School.

Section 3.02 Administrative Officers

The Dean, after consultation with the School of Education Executive Committee, may initiate and recommend to the President for Regents approval the appointment of administrative officers with the rank of assistant or associate dean.

Section 3.03 Associate/Assistant Deans

The Associate and Assistant Deans of the School shall assist the Dean in performing the executive functions of the School and shall act for the Dean as designated.

4. Committees of the School of Education

Section 4.01 Executive Committee

The Executive Committee, in addition to assisting the Dean, shall be charged with the duties of investigating and formulating educational, research, and instructional policies for consideration by the faculty and shall act for the faculty in matters of budgets, promotions, and appointments (Regents Bylaws 5.06). The Committee shall also act for the faculty on matters related to academic programs and curriculum, including the review and approval of proposals for new academic programs or major curriculum changes. The Committee shall seek the advice and approval of the faculty as needed.

Section 4.02 Other Standing Committees

In addition to the Executive Committee, there shall be two standing committees of the School of Education: the Graduate Affairs Committee and the Promotion and Tenure Committee.

Section 4.021 Graduate Affairs Committee

The Graduate Affairs Committee shall supervise school-wide competitive grants and awards programs at master's and doctoral levels, including conducting school-level reviews to recommend candidates for competitions sponsored by the Horace H. Rackham School of Graduate Studies. In addition, the committee shall advise the dean and Executive Committee as needed on policy and procedural matters that affect the quality of graduate education programs in the School.

Section 4.022 The Promotion and Tenure Committee

The Promotion and Tenure Committee shall evaluate credentials of tenure-track faculty, clinical faculty, and research scientists for reappointment, tenure and promotion to higher ranks and submit the evaluations to the Dean and Executive Committee. In addition, the Promotion and Tenure Committee may be asked to make recommendations on matters of initial faculty appointment, especially when tenure or advanced rank is involved. The Dean and Executive Committee shall consider the evaluations of the Promotion and Tenure Committee and recommend candidates to the President and Board of Regents. Procedures formulated by the Promotion and Tenure Committee shall be approved by the Dean and the Executive Committee and reviewed periodically.

Section 4.03 Other Committees

Other *ad hoc* committees may be formed when necessary as determined by the Dean with advice and consent from the Executive Committee. The Dean, with advice from the Executive Committee or the faculty at large, shall develop a charge for and provide a charge to each *ad hoc* committee. The Executive Committee shall review the charges annually.

All committee actions shall be open to review by the Dean, the Executive Committee, and the governing faculty. All *ad hoc* committees shall report in writing or verbally once each year to the Executive Committee and faculty.

5. Committee Composition, Chairperson, and Term of Membership

Section 5.01 Executive Committee Composition

The Executive Committee shall consist of the Dean (*ex officio*), six members of the faculty elected by the governing faculty and appointed by the Board of Regents on recommendation by the President, and three students selected by the Dean in consultation with the Graduate Student Community Organization. The dean (*ex officio*) shall serve as chair of the Executive Committee (Regents Bylaws 5.06).

All members of the professorial staff of the School of Education (see sec. 1.02) are eligible to serve on the Executive Committee. Membership shall be determined through an election by the governing faculty in accord with established procedures (see sec. 6). Upon election and appointment by the Board of Regents, faculty members of the Executive Committee shall serve a term of three years and shall not be eligible for reappointment until after the lapse of one year. The terms shall be so adjusted that two shall expire each year. One member from each of the two programs -- Center for the Study of Higher and Postsecondary Education and Educational Studies -- shall be elected by the Program and the remaining four Executive Committee shall be elected as at-large members.

Appointed student members shall serve a term of one year and shall be able to succeed themselves for one additional year. The students serve as non-voting members, but their opinions shall be reflected in the records of committee deliberations. Student members of the Executive Committee shall be excused from those portions of the Executive Committee meetings during which personnel matters are being determined but may participate in the determination of policy concerning promotion and salary related matters.

Chairs of Programs and Associate/Assistant Deans are not eligible for election to the Executive Committee, but shall serve as *ex officio* members without vote.

Section 5.02 Graduate Affairs Committee Composition

The Graduate Affairs Committee shall consist of four faculty members selected by the dean, in consultation with the program chairs, and four students selected by the dean in consultation with the Graduate Student Community Organization, and an Associate Dean (*ex officio*). The Associate Dean shall chair the Graduate Affairs Committee.

Appointed faculty members shall serve a term of two years and shall not be eligible for reappointments until after the lapse of one year. The terms shall be so adjusted that two shall expire each year. At least one member from each of the two programs, Center for the Study of Higher and Postsecondary Education and Educational Studies, shall be selected.

Appointed student members shall serve a term of one year and shall not be able to succeed themselves. The students serve as voting members whose judgments and opinions weigh equally with those of faculty in committee deliberations and decisions

Section 5.03 The Promotion and Tenure Committee Composition

Service on the Promotion and Tenure Committee is limited to full-time faculty who are tenured in the School of Education. The Promotion and Tenure Committee shall consist of five tenured faculty members: three from Educational Studies one from Center for the Study of Higher and Postsecondary Education, and one member elected at large. Each elected faculty member shall serve a two-year term. The end dates for members' terms shall be staggered to ensure continuity. The Dean and Executive Committee shall appoint a chairperson, selected from a list of three names submitted by the Promotion and Tenure Committee. The chairperson shall serve as a non-voting member. If the chairperson is a member of the Committee when chosen, he/she shall be replaced according to established election procedures.

Section 5.04 Special Committee Composition

The dean, in consultation with the Executive Committee and program chairs, shall appoint faculty and student members to special committees as needed.

6. Committee Elections

Elections for the Executive Committee shall be held before April 30 of each year. Terms of office shall begin on July 1. It is understood that persons elected shall serve until the end of their term or until replaced.

Section 6.01 Executive Committee Election Procedures

New members of the Executive Committee to be recommended annually to the President for membership on the Executive Committee shall be nominated and elected by mailed ballot by the members of the governing faculty no later than April of each year. To select the at-large members of the Committee, each eligible voter shall name two persons on a nominating ballot according to a preferential system. Each person shall indicate a first and second choice by order of preference. The nominating ballot shall be accompanied by a list of those eligible to serve and those who have served on the Committee in the past.

Tellers shall report in order a panel of the four candidates securing the highest number of votes based on the weighted totals. In case of ties for fourth place, all tied candidates shall be included. At least two weeks shall elapse between a report of the results from the nominating ballot and a collection of the final ballot. Each eligible voter shall then select two names from the panel nominated and cast a final ballot, again indicating a first and second choice among the candidates presented. The tellers shall report the results of the final ballot to the Dean. The names (twice the number of open positions to be filled) to be recommended to the President shall be reported to the faculty in rank order. In the case of a tie, inclusion and ordinal placement shall be determined by lot.

In years when a new program representative is needed on the Executive Committee, the program shall use procedures similar to those provided above to conduct a two-stage democratic process to nominate and then select its program representative.

Section 6.011 Executive Committee Student Members

The student members of the Executive Committee shall be determined by the dean in consultation with the Graduate Student Community Organization . This selection shall take place no later than April 30 each year. Student selection shall include a democratic process of nomination.

Section 6.02 Promotion and Tenure Committee Election Procedures

Following completion of the nomination/election process for faculty members of the Executive Committee, new members of the Promotion and Tenure Committee shall be nominated and elected by the members of the professorial staff no later than April 30 each year. Annual elections shall be held to select representative/s from Educational Studies. Biannual elections shall be held to select the at-large representative and the representative from the Center for the Study of Higher and Postsecondary Education. In years when the at-large member is elected, this selection shall precede that of any program representatives.

To select the at-large member of the Committee, each eligible voter shall name two persons on a nominating ballot according to a preferential system. Each person shall indicate a first and second choice by order of preference. The nominating ballot shall be accompanied by a list of those eligible to serve and those who have served on the Committee in the past.

Tellers shall report in order the two candidates securing the highest number of votes based on the weighted totals. In case of ties, all tied candidates shall be included. At least two weeks shall elapse between a report of the results from the nominating ballot and collection of the final ballot.

Each eligible voter shall then cast a final ballot, again indicating a first and second choice among the candidates presented. The tellers shall report the results of the final ballot to the Dean. In the case of a tie, inclusion and ordinal placement shall be determined by lot.

In years when a new program representative is needed on the Promotion and Tenure Committee, the program shall use procedures similar to those provided above to conduct a two-stage democratic process to nominate and then select its program representative.

7. Instructional Programs

The education profession is comprised of many practice domains, each informed/characterized by distinct areas of academic study and research. The organization of the School of Education accounts for these differences by grouping faculty members who share common teaching, research and service interests into programs that correspond to distinct areas of professional practice.

The program with which a faculty member is affiliated shall be determined by the Dean in consultation with the program chair and Executive Committee, as needed, on the basis of the faculty member's major teaching, research, and service responsibilities.

A faculty member who wishes to change his/her program affiliation shall notify the Dean in writing. The transfer is subject to approval by the dean in consultation with the chairs of the affected programs.

The academic programs of the School are Educational Studies and the Center for the Study of Higher and Postsecondary Education. In addition, the School is home to two Rackham Interdepartmental Degree Programs (IDPs) – the Combined Program in Education and Psychology and the Joint Program in English and Education; the IDPs independently admit students but the education faculty associated with the IDPs hold affiliation within Educational Studies or the Center for the Study of Higher and Postsecondary Education. The names of the programs may from time to time be adjusted to reflect changing needs by petition by the faculty to the Dean and Executive Committee.

Section 7.01 Organization of the Programs

The Dean in consultation with the Executive Committee shall identify individuals to undertake administrative responsibility for each program. The program chair or director and affiliated faculty shall create organizational structures and procedures that are consistent with school-wide policies and practices and that enable them to effectively carry out designated responsibilities.

Each program shall conduct its affairs in a way that optimizes the contributions of all affiliated faculty. Large programs shall have the option to organize into sub-units with an appropriate committee structure.

Section 7.02 Affairs of the Programs

The curricular, research, and professional service responsibilities of each program shall be developed and approved by the program faculty in keeping with the mission and objectives of the School. Decisions related to the maintenance of areas of academic study that do not have School-wide implications shall be made by program faculty. Program faculty may undertake new curricular initiatives and changes with school-wide implications, subject to approval by the School of Education Executive Committee and the School's governing faculty.

The program faculty shall approve admission to undergraduate and graduate programs and to the teacher education programs, and they shall set degree requirements and certify their completion. The program faculty in Educational Studies shall supervise the teacher certification/endorsement and administrator certification programs, provide liaison with other University of Michigan units, and liaise with the Michigan Department of Education.

Program faculty shall make themselves available to serve, if elected or selected, on the School's Executive Committee, the Promotion and Tenure Committee, the Graduate Affairs Committee, and other committees and task forces as shall be constituted from time to time.

Section 7.03 Program Review

The Dean, as part of the annual resource allocation process, shall examine the extent to which each program is meeting its stated goals and is working effectively and cooperatively within and outside the School. The Dean shall confer with the program chairs and Executive Committee as needed.

8. Amendments to Bylaws

Section 8.01 Procedures to Amend Bylaws

To amend the bylaws of the School of Education, a faculty member or committee shall introduce the suggested language in written format at a regularly scheduled faculty meeting. The proposed bylaw may be discussed, but action must be deferred to either the next regular meeting or to a special meeting called no earlier than two weeks following the meeting at which the matter was introduced. Should the faculty decide to use electronic balloting, adequate opportunity and time to discuss the proposal must be provided.

Section 8.02 Majority Vote

If the requirements of a quorum are met (see section 2.03 a simple majority of those present, or those voting via paper or electronic ballot shall be sufficient to amend the bylaws.