**COE BYLAWS**

**ARTICLE I.  PURPOSE**

These by laws shall govern the operation of the College of Education faculty of Georgia College as established under article IV, Section 8, of the Georgia College & State University Statutes.  Nothing in these by laws shall be in conflict with the Georgia College & State University Statutes or the Policies of the Board of Regents.

**ARTICLE II.  MEMBERSHIPS AND MEETINGS**

1.  All individuals with full-time faculty status within the College of Education shall be governed by these by laws and the provisions for revision of them.  They also shall be entitled to vote on College matters brought before them.

2.   The College body designated above shall meet minimally twice a semester and in addition at the discretion of the dean.  An agenda shall be electronically published two days before each meeting.   Proxy votes will be accepted on announced agenda items.

3.  Provision will be made for electronic or manuscript recording of the minutes of each meeting, these to be duly distributed.

4.  As defined in this document, departments shall include the following administrative entities:

**ARTICLE III.  OFFICERS**

The Dean, or his/her designee, shall preside at all the meetings of the faculty.

**ARTICLE IV.  COMMITTEES**

The operations of many aspects of the College of Education will transpire with the assistance of standing and ad hoc committees.  The standing committees will be elected in the spring of the year preceding their operation.  Agenda items may be sent to the Chairperson of any standing committee by any faculty member in the College or by the Dean.  Requests for the formation of ad hoc committees may be sent to the Dean.

Each standing committee will meet initially at the beginning of the academic year in order to
1) elect a chairperson and secretary
2) plan possible meeting times noting governance calendar dates, and
3) discuss the year's assignments.
Meetings will be called by the chairpersons as required to fulfill the committee's charge.

Committees will post minutes electronically on the web after each meeting; the Dean’s Advisory Committee and the Promotion and Tenure Committee have limited minutes posted.  In the minutes for the final meeting of the year, the annual report for the committee will be posted in this format:

**COMMITTEE WORK John H. Lounsbury College of Education Annual Year \_\_\_\_\_\_\_\_\_\_**

Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Charge(s)** | **Expected Outcomes** | **Timeline** | **Dates Met** | **Results/Next Steps** |
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Members:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Awards Committee**

Purpose:
The Awards Committee shall advise, coordinate and evaluate procedures, policies and issues related to COE student, faculty, alumni, and partner awards.

Membership:
he committee shall consist of Junior and M.A.T. Mentor Leaders and one faculty member familiar with the Awards Procedures.  The Dean’s Administrative Assistant is ex-officio.

Responsibilities:
Specifically the committee shall be responsible for activities and events that provide interaction among members of the College of Education and that acknowledge outstanding achievements of College of Education students. The committee shall:

1.         Review and monitor the College of Education awards procedures.

2.         Respond to various requests for student, faculty, staff, alumni,
            and partnership award nominations.

3.         Perform other tasks dealing with awards as assigned by the Dean.

**Dean's Advisory Committee**

Purpose:
The Dean’s Advisory Committee shall serve as a liaison group from the COE with the Dean. The committee shall conduct annual elections and oversee committee minute postings.

Membership:
The Committee shall consist of one member from each department elected by their respective departments and one at-large member.  Department Chairpersons or Area Coordinators are ineligible to serve on this committee.  Members serve staggered terms of three years.

Responsibilities:
Specifically the committee shall:

1. Act as the liaison between the faculty of the COE and the Dean.

2. Monitor and provide support to COE committees for operation within by laws and completion of  committee responsibilities including monthly reports at COE faculty meetings and posting of minutes.

3. Coordinate the nomination/election process by which faculty members are selected for each college committee, promoting an equitable membership distribution on college committees across the faculty and departments in the COE.

4. Oversee Electoral Procedures:

a. Distribute in the first half of the Spring Semester a committee preference and nomination sheet to each faculty member in the COE.

b. Check eligibility of all nominees and formulate a ballot from the returned committee preference sheets.

c. Organize and implement an orderly election process that is completed by the end of the Spring Semester.

d. Report the results of the election in writing to the Dean and faculty.

e. Perform other assignments dealing with the nominations/election process as requested by the Dean.

5. Post Dean’s Advisory Committee minutes related to committee issues only.

**Diversity in Curriculum and Programming Committee**

**Purpose:**
The purpose of this committee is to foster dialogue among faculty members, creating an atmosphere in which issues of race, class, gender, sexual orientation and social class are discussed freely among ourselves, in classes, and by the COE community. Our goal is that the College of Education truly fulfill its goal of fostering Architects of Change. We look to understand diversity as more than tolerance, but as an issue of access to power for all individuals.

**Membership:**
The committee shall consist of one faculty member from each department serving staggered terms of three years and members at-large.

**Responsibilities:**

1. Collect data on ESL curriculum experienced by all COE students.

2. Initiate two faculty development days per semester on issues of diversity.

3. Invite guest lecturers on diversity issues.

4.Work on diversity issues for upcoming NCATE visit.

5.Other tasks as requested by the Dean.

**Faculty and Alumni Development Committee:**

Purpose:
The Faculty and Alumni Development Committee shall be responsible for
         1) policies, procedures and initiatives related to alumni development and relations
         with College of Education Alumni, and
         2) policies, procedures and initiatives related to faculty development.

Membership:
The committee shall consist of one faculty member from each department
serving staggered terms of three years and one alumnus from the COE.

Responsibilities:
Specifically the committee shall:

1.  Work cooperatively with the Georgia College Alumni Office to increase alumni participation, giving, and collaboration with COE.

2.  Advise the Dean and perform other tasks (as assigned) with matters on professional development and alumni relations relative to the College of Education.

4.  Assess needs through formal and informal surveys, plan and promote College of Education faculty development opportunities and activities.

**Graduate Committee**

Purpose:
The Graduate Committee shall be responsible for matters relating to the graduate curriculum of the College of Education, including but not limited to review of 1) new or changed programs, 2) new or revised  courses, 3) other graduate curricular issues and problems, and 4) nominations of graduate faculty from departmental chairs.

Membership:
The committee shall consist of one departmental representative from each department who meets any of the following qualifications:  regularly teaches graduate courses, is a member of the graduate faculty, or is a graduate program advisor.  The Graduate Admissions Coordinator and the Assistant/Associate Dean shall serve as ex-officios.

Responsibilities:
Specifically the committee shall:

1. Act in an advisory manner to graduate level concerns across programs;
2. Serve as liaisons who report committee concerns to and from the departments;
3. Review all graduate curriculum matters;
4. Review all graduate admission / retention policy matters;
5. Serve as a forum to promote discourse across programs;
6. Review documents and processes for continuous improvement of graduate programs;
7. Issue meeting invitations and/or establish hearings as needed for clarification and feedback on issues and drafts;
8. Hold sufficient workshops, meetings and/or hearings to review accumulated issues, identify others, agree on authored revisions and policy structure;
9. Recommend changes in graduate program policies to the COE Faculty.
10. All items for the following academic year must be submitted to the committee no later than the February meeting
11. Facilitate faculty requests for Graduate Assistants

                           Call for requests:                                 October
                           Deadline for requests:                          November
                           Graduate Committee decisions:             Third week in November
                           Dissemination of awards:                      Third week in November
                           Choosing GAs:                                     As soon as notified of award

Operating Procedures:

1.   Receipt of agenda items.

2.   Schedule meeting.  Electronic agenda with documents accompanying (example, revised programs or new courses for consideration) and time, date and place of meeting sent to all College of Education faculty.

3.   Presentation of agenda item at meeting by person initiating such item.

4.   Discussion and written recommendation of item to Dean. Such recommendation should include information of all perspectives.

5.   If recommendation is not acceptable to the Dean, he or she will meet with the committee to discuss the matter.

All committee decisions will be made by consensus.  The committee promotes a shared sense of purpose among the faculty by seeking positive, growth-oriented resolutions to matters before the committee.

**School-Community Partnership Committee**

Purpose:
The School-Community Partnership Committee shall be responsible for policies, procedures, and issues related to community partnership with emphasis on P-12.

Membership:
The committee shall consist of one faculty member from each department serving staggered terms of three years and the COE Liaison.  The Dean’s Administrative Assistant shall serve as ex-officio.

Responsibilities:
Specifically the committee shall oversee all partnership activities and be held responsible for matters relating to, but not limited to:

1. Examining the role and responsibility of COE in meeting community and state goals in P-16 education.

2.  Promoting COE, school and community collaboration.

3.  Pursuing mutually beneficial partnerships.

4.  Planning and evaluating of the induction of new teachers.

5.  Performing other tasks dealing with partnerships as assigned by the Dean.

**Social Committee**

Purpose:
The Social Committee shall be responsible for creating a collegial social climate in the COE.

Membership:
The committee shall consist of the COE Liaison and four at-large members including one staff member.

Responsibilities:
Specifically the committee shall:

1.      Create at least one social event for COE each semester.

2.      Plan and execute recognition for any retiring faculty/staff

3.      Plan for recognizing promoted and tenured faculty each year.

4.      Plan for receptions such as graduation

5.      Evaluate and assess collegiality and college climate

6.      Oversee Sunshine Fund

**Tenure and Promotion Committee**

Purpose:
The Tenure and Promotion Committee shall responsible for policies and procedures dealing with the tenure and promotion in academic rank of the John H. Lounsbury College of Education faculty.  The Committee serves as the organizing body for individuals seeking tenure or promotion and submitting peer recommendations to the Dean. This committee assigns secretaries and schedules reviews overseeing written recommendations.

Membership:
The committee shall consist of one faculty member from each department serving staggered terms of three years. Any committee member who is eligible for tenure or promotion during his/her term must be excused during consideration of his/her documentation but may serve otherwise.  Faculty members in administrative positions are ineligible to serve on this committee.

Responsibilities:
Specifically the committee shall:

1.  Orient faculty to the processes related to tenure and promotion;

2.  Receive from the Dean the departmental recommendations and all supporting documentation for tenure and/or promotion of individual faculty members.

3.  Review the documentation for thoroughness and timelines according to University policy.

4. Coordinate a written peer review concerning tenure and/or promotion with supporting evidence including eligible COE faculty recommendations; give to the Dean.

5.  Meet with the Dean following the submission of written recommendation should any substantive differences exist related to the tenure or promotion being considered.

6.  Make recommendations related to possible revisions/additions/deletions of tenure and promotion procedures and documentation to the faculty to their consideration for approval.

7.  Advise the Dean on matters relative to tenure and promotion.

8.  Provide updated documentation to the COE web administrator on procedures and policies.

**AD HOC COMMITTEES**
Ad hoc committees may be created by any standing committee or by the Dean.  Such committees are given specific charges in writing and are comprised of a membership determined by the party creating them with the advice of the Dean’s Advisory Committee.  Persons outside the College of Education may serve on these committees.  When the tasks assigned to the committee are completed, the committees are dissolved.   Faculty will be informed of the creation of each ad hoc committee and the ultimate disbanding thereof.\

**ARTICLE VI.   RULES OF PROCEDURE**

1.  The order of business at each faculty meeting shall be as follows:

     a.   Call to order by the presiding officer.
     b.   Disposition of minutes of previous meeting
     c.   Announcement of communications to the faculty.
     d.   Disposition of business as listed on the agenda including reports from Standing Committee.
     e.   Presentation of new business.
     f.   Adjournment.

2. Additions or alterations to the agenda may be made with the consent of the assembled faculty.

3. Should a question of parliamentary procedure arise, Robert's Rules of Order shall govern.  Amendments to these bylaws may be proposed by any voting member.  An amendment must be submitted to the faculty at least one week before the meeting at which final action may be taken.

4. Each member of the faculty shall be provided a copy of these bylaws.

*Approved by the faculty of The John H. Lounsbury College of Education January 22, 1998
Rev. 4-03; 11-05; 8-09; 9-09*