

**Faculty Association of the
School of Education**

CONSTITUTION

AND

BYLAWS

**Amended and Approved by the Faculty of the School of Education
2005**

ARTICLE I

NAME OF THE ORGANIZATION

The name of the organization shall be “The Faculty Association of the Virginia Tech School of Education,” hereinafter referred to as the Faculty Association.

ARTICLE II

PURPOSE

The twofold purpose of the Faculty Association shall be to provide for effective participation by School of Education faculty members in the determination, formulation, implementation, and evaluation of policies and procedures of the School of Education, the College of Liberal Arts and Human Sciences, and the University and to promote effective engagement of School of Education faculty members in the tripartite missions of the university—teaching, research, and service.

ARTICLE III

MEMBERSHIP

Section 3.1 Voting Membership

Members entitled to vote shall include all faculty members and administrators of the School of Education holding full-time appointments as professors, associate professors, assistant professors, or instructors.

Section 3.2 Joint Appointment Membership

Faculty with joint appointments involving the School of Education and at least one other college or departmental unit must be assigned at least 50 percent to the School of Education and must choose the School of Education for personnel action to hold voting membership.

Section 3.3 Non-Voting Membership

Non-voting members of the Faculty Association include (a) School of Education faculty with joint appointments involving at least 50 percent appointment to the School of Education who have chosen to hold personnel action membership in another college or departmental unit, (b) School of Education faculty with joint appointments involving less than 50 percent appointment to the School of Education, and (c) part-time faculty of the School of Education.

ARTICLE IV

THE OFFICERS AND THEIR FUNCTIONS

Section 4.1 Officers and Terms

The officers of the Faculty Association of the School of Education shall be a President, a Vice-President, and a Secretary. The President shall be elected for one year, but may serve three consecutive terms. The Vice-President shall be elected for one year, but may serve three consecutive terms. The Secretary shall be elected for one year, but may serve three consecutive terms. Elections shall be conducted at least three weeks before the last day of classes in the spring semester, and terms of office shall begin on August 15 of that year.

Section 4.2 Functions

- a. President. The President shall preside at regular and special meetings of the Faculty Association, work with the Director of the School of Education to plan and conduct at least one faculty meeting, oversee all elections of Faculty Association officers and representatives to College and University governance roles, chair the Executive Committee of the Faculty Association, serve as voting member of the School of Education Leadership team and as an elected member of the College of Liberal Arts and Human Sciences Faculty Council, represent the School of Education on the Faculty Senate Steering Committee, and perform other duties pertaining to the office. The regular assignments in teaching shall be reduced by one course per semester to carry out the responsibilities of the office in recognition of the high expectations for leadership associated with the position.
- b. Vice-President. The Vice-President shall perform the duties of the President in his or her absence and shall complete the term of the President's office should he or she leave office.
- c. Secretary. The Secretary shall give written notice of each meeting of the Faculty Association and its agenda, record and distribute minutes of the meetings of the Executive Committee and of the Faculty Association, conduct correspondence, and perform other duties pertaining to the office.

ARTICLE V

STANDING COMMITTEES

Section 5.1 Executive Committee

- a. Purpose. The purpose of the Executive Committee shall be to conduct the business of the Faculty Association and to represent the Faculty Association in administrative decisions of the School of Education, the College of Liberal Arts and Human Sciences, and the University.
- b. Membership. The Executive Committee shall be composed of the three officers of the Faculty Association and the departmental unit representatives to the University Faculty Senate. The President of the Faculty Association of the School of Education shall serve as the chair of the Executive Committee.

Section 5.2 Curriculum Committee

- a. Purpose. The purpose of the Curriculum Committee shall be to critique curriculum proposals constructively in relationship to scope, clarity of purpose, content, and format and to approve policies regarding courses and curriculum. It shall make recommendations to authors for revising course or curriculum proposals. All proposals for new degree authorization, new or redirected program emphases, program termination, new or revised courses, or adoption of faculty authored/edited textbooks used for courses shall be submitted to the Curriculum Committee through the appropriate program leader.
- b. Procedures. Recommendations of the Curriculum Committee shall be forwarded to the Associate Director for Academic Programs of the School of Education with a recommendation that the proposal be submitted to the appropriate College Curriculum Committee, the College of Liberal Arts and Human Sciences Dean, and to the appropriate University curriculum committee and commission. Recommendations for policy changes shall be submitted to the Executive Committee for approval prior to submission to the Associate Director for Academic Programs who will notify and consult with the Director of the School of Education and the Dean of the College of Liberal Arts and Human Sciences. If the

Executive Committee, Associate Director, Director, or Dean desires changes to the recommendations of the Curriculum Committee, their critique shall be returned to the Curriculum Committee for further consideration. The Secretary shall provide liaison and coordination to ensure that the proposal approved by the Committee is expeditiously processed and shall make regular reports to the Committee on the status of all proposals.

- c. Membership. The Curriculum Committee shall be composed of two representatives from each departmental unit, one representative from off-campus faculty, and one representative from the graduate students of the School of Education.

Section 5.3 Faculty Elections Committee

- a. Purpose. The purposes of the Faculty Elections Committee shall be to (a) assist in the determination of voting members of the Faculty Association for each elective position, (b) conduct elections for Faculty Association positions, and (c) implement appropriate procedures for selection of members of the Faculty Association for non-elective positions. In addition, it shall, upon request, render advisory assistance to the President, Director of the School of Education, or other non-School of Education committees desiring School of Education representation and/or input. The Faculty Elections Committee shall notify each departmental unit of the elections for representatives to standing committees. The departmental representatives to the Faculty Elections Committee shall conduct departmental elections.
- b. Membership. The Faculty Elections Committee shall be composed of one representative from each departmental unit and one representative from off-campus faculty.

Section 5.4 Awards Committee

- a. Purpose. The purpose of the Awards Committee shall be to coordinate all awards and honors within the School of Education and between the School of Education, College of Liberal Arts and Human Sciences, and University.
- b. Membership. The Awards Committee shall be composed of one representative from each departmental unit, one representative from off-campus faculty, and one representative from the graduate students of the School of Education.

Section 5.5 Promotion and Tenure Committees

There shall be one Promotion and Tenure Committee for each departmental unit of the School of Education. All Promotion and Tenure Committees shall function according to the policy guidelines published in the University Faculty Handbook.

- a. Purpose. The purpose of the departmental unit Promotion and Tenure Committee shall be to review the qualifications of each candidate for promotion and/or tenure and to make a recommendation, in writing. In addition, the Director of the School of Education and the relevant Departmental Unit Chair will also review each candidate and make a joint recommendation, in writing, signed by both the Director and the Departmental Unit Chair. The written recommendations of the Promotion and Tenure Committee and the Director/Departmental Unit Chair shall be forwarded to the Promotion and Tenure Committee of the College of Liberal Arts and Human Sciences as part of the candidate's dossier for further review. The departmental unit Promotion and Tenure Committee also shall review all candidates for reappointment during their probation period in accordance with the requirements of the University Faculty Handbook and submit their written recommendations to the Director of the School of Education for each probationary faculty member under review.
- b. Membership. Each Departmental Unit shall constitute its own Promotion and Tenure Committee. Each Departmental Unit Promotion and Tenure Committee shall be composed of five tenured representatives. These representatives shall be elected from within the appropriate Departmental Unit through an election process to be determined by the appropriate Departmental Unit. The committee shall be elected by the date specified by the Director of the School of Education. Membership shall be for a two-year term and shall be limited to two consecutive terms, except where the number of tenured representatives does not permit membership limitations. In addition, these two-year terms shall be staggered with the term length of membership adjusted, when necessary, from two years to one year to assure this stagger.
- c. Section Expiration. The language of Article V, Section 5.5: Promotion and Tenure Committees will expire on June 1, 2006.

Section 5.6 Grievance Procedures

Grievances of faculty members shall be handled according to established policies and procedures as detailed in the University Faculty Handbook. Grievances shall be submitted to the Director of the School of Education who shall consult with the program leader and departmental unit chair of the grieving faculty member.

Section 5.7 Terms of Office on All Committees

Membership to all committees identified within Article V: Standing Committees of the School of Education Constitution and Bylaws shall be limited to Faculty Association voting members and shall be for two-year terms, except as otherwise specified. Each committee will elect from within its membership a Chairperson and a Secretary to serve one-year terms, except as otherwise specified. The Faculty Elections Committee shall determine the selection process for all Standing Committees, except as otherwise specified. For committees requiring graduate student representation, graduate student representation will be for one-year terms and elected through the School of Education Graduate Student Association. There shall be no limitation on the number of consecutive terms served except as otherwise specified. Terms shall be staggered to ensure experienced membership on each committee.

Section 5.8 Unanticipated Vacancies

Departmental Unit Chairs shall fill any vacancies that may arise during an academic year, on new or existing committees, by whatever means he or she chooses.

Section 5.9 Quorum for Committee Action

A quorum shall consist of a simple majority of the members of the committee, and action shall require a majority of those present in any legitimate manner, such as by phone conference, email correspondence, or physical presence.

Section 5.10 Meetings of Committees

Committees shall meet as needed. The President or the officers of the committee may call meetings. Each committee shall make provision for new business from the floor.

Section 5.11 Committee Reports

The minutes of all committees shall be submitted to the Executive Committee for review. A written report of all committee activities shall be submitted to the Executive Committee and the Faculty Association at the conclusion of their work or at the end of the academic year.

Section 5.12 *Ad Hoc* Committees

The Executive Committee, the Faculty Association, or the Director may appoint additional *ad hoc* committees as deemed necessary. The method of selection and the function of the committee shall be determined by the body appointing the committee.

ARTICLE VI

MEETINGS OF THE FACULTY

Section 6.1 Regular and Special Meetings

At least one regular meeting of the faculty shall be held during each academic year. Special meetings of the faculty may be called by the President, by the Director of the School of Education, or by the faculty at large upon petition of 15 percent or more of the Faculty Association membership. Special meetings shall be called to address matters of general and imperative concern that cannot reasonably be deferred until a regular meeting. The President must convene such meetings within ten days of the petition.

Section 6.2 Notice

Except in unusual circumstances, the Secretary shall furnish members of the Faculty Association a written notice and an agenda of each regular or special meeting at least one week before the meeting.

Section 6.3 Agenda

The Executive Committee shall have the authority to place items on the agenda for meetings. Regular meetings shall provide for new business from the floor. The agenda for each special meeting shall be limited to items for which the meeting was called.

Section 6.4 Presiding Officer

The President shall preside at meetings of the Faculty Association.

Section 6.5 Quorum for Meetings of the Faculty Association

A quorum shall consist of a simple majority of the members entitled to vote, and action shall require a majority of those present. The procedure of business at meetings shall be according to Robert's Rules of Order, Newly Revised. A parliamentarian shall be appointed by the President to advise on questions of parliamentary procedure.

ARTICLE VII

NOMINATION, ELECTION, AND APPOINTMENT PROCEDURES

Section 7.1 Election of Officers

The election of officers of the Faculty Association shall be by electronic ballot not later than three weeks before the last day of classes of each academic year, and terms of office shall begin on August 15 of that year.

The Faculty Elections Committee shall present to the Faculty Association a slate of candidates for each elected position to be filled. Faculty members shall be accorded an opportunity prior to the election each year to make nominations for each vacant position, but no one shall be included on the ballot without his or her consent, except on the Promotion and Tenure Committee. The Faculty Elections Committee shall prepare a ballot listing the nominees and shall distribute the ballot to the voting membership at least five weeks prior to the last day of classes in the academic year. The voting membership shall have at least 10 days in which to cast their ballot. A majority of the votes cast shall be necessary for election. If no nominee receives a majority, the Faculty Elections Committee shall prepare a second ballot listing the two nominees with the highest number of votes for the office.

Section 7.2 Standing Committees

Standing committees of departmental units shall be constituted by election.

Section 7.3 Representatives in University Governance

Members of the Faculty shall be elected in accordance with procedures adopted by the Faculty Elections Committee to the following representative roles:

The College of Liberal Arts and Human Sciences Faculty Association Council and Committees—One representative from each departmental unit shall be elected to serve a three-year term on the College Faculty Council, College Undergraduate Curriculum Committee, College Graduate Curriculum Committee, and the College Awards Committee. Terms will be staggered according to the procedures of the College of Liberal Arts and Human Sciences Faculty Association.

Representatives to University Faculty Senate—One member of each departmental unit numbering 30 or fewer faculty and two members of any departmental unit numbering greater than 30 faculty shall be elected according to the University Faculty Senate procedures.

Section 7.3 Vacancies

The President, in consultation with the Faculty Elections Committee, shall make interim appointments, except where elections are expressly required by the constitutions and bylaws of the College of Liberal Arts and Human Sciences, the University Council, or the Faculty Senate. A vacancy in any other elective position that occurs with more than six months of the term remaining shall be filled by a special election.

ARTICLE VIII

SELECTION OF DEPARTMENTAL UNIT CHAIRS AND PROGRAM LEADERS

Section 8.1 Procedures and Terms

Departmental unit chairs shall be elected by faculty members in the affected departmental unit to serve 3-year terms unless three-quarters (75%) of faculty members of the affected department vote to have the departmental unit chair appointed for a 3-year term. If faculty members of the affected department decide for appointment of their chair, such appointment shall be made by the Director of the School of Education in consultation with the Dean of the College of Liberal Arts and Human Sciences. Departmental unit chairs may serve multiple terms.

Each program within departmental units shall have a program leader who is elected by voting faculty members within that program or appointed by the departmental unit chair with the consent of the faculty members in the program for a three year term. Program leaders may serve multiple terms.

ARTICLE IX

AMENDMENTS AND REVISIONS

Section 9.1 Procedure

Amendments to this constitution shall be decided by electronic ballot after discussion of the proposed amendments at any meeting of the Faculty Association. Written notice and the text of proposed amendments shall be sent to members at least two weeks prior to the Faculty Association meeting at which they will be discussed. Passage of amendments shall require approval of two-thirds of those casting ballots.