

**School of Teacher Education Bylaws**  
**College of Education**  
**The Florida State University**

*Adopted April 3, 2015, by a quorum of voting Faculty*  
*Amended December 2, 2016 by a quorum of voting Faculty*  
*Amended December 11, 2019 by a quorum of voting Faculty*

Name and Mission of the Organization	<p><b>Article I: Name and Mission of the Organization</b></p> <p><u>Section I.1.</u> The name of this organization is the School of Teacher Education (STE) of the College of Education at Florida State University. "School" hereafter will refer to the School of Teacher Education.</p> <p><u>Section I.2.</u> Our mission is to provide exemplary leadership both within and beyond traditional school settings. The School supports scholarship, professional practice, and professional development of its Faculty members as they engage in scholarship, teaching and learning, and service.</p>
Purpose of the Bylaws	<p><b>Article II: Purpose of the Bylaws</b></p> <p>These Bylaws are created to assist in the effective and efficient Faculty governance of the School of Teacher Education at The Florida State University. These Bylaws are subject to the higher authority of regulations adopted by The Florida State University and statutes adopted by the Florida legislature. These Bylaws shall be in accord with the Bylaws of the College of Education.</p>
Definitions  Faculty  Voting Faculty  Advisory Committee  Chair of the Advisory	<p><b>Article III: Definitions</b></p> <p><u>Section III.1.</u> Faculty - All Faculty with an appointment of 50% or more in the School; inclusive of tenured, tenure-earning, and Specialized Faculty.</p> <p><u>Section III.2.</u> Voting Faculty - All Faculty in the bargaining unit with an appointment of 50% or more in the School; inclusive of tenured, tenure-earning, and Specialized Faculty with the following exception: only Faculty holding tenure will vote on issues concerning tenure and promotion. Faculty holding courtesy appointments are not a part of the Voting Faculty.</p> <p><u>Section III.3.</u> Advisory Committee - A Committee consisting of Faculty elected by the voting Faculty. Committee composition will be one (1) Specialized Faculty, one (1) Assistant Professor; one (1) Associate Professor, and two (2) full Professors. The Committee will advise the Assistant Dean and Director of the School in relation to issues of academic, budget, curriculum, personnel, policy, staffing, and/or student issues.</p> <p><u>Section III.4.</u> Chair of the Advisory Committee - A member of the Advisory Committee voted on by Voting Faculty. The election by secret paper ballot will take place during</p>

<p>Committee</p> <p>Director in Abstentia</p> <p>Quorum</p>	<p>the first Faculty Meeting of each Fall semester.</p> <p><u>Section III.5.</u> Director In Abstentia - the Chair of the Advisory Committee will serve as Director In Abstentia.</p> <p><u>Section III.6.</u> For all issues not involving an issue of tenure, a quorum will consist of the majority of Voting Faculty. For issues pertaining to tenure, a quorum will consist of the majority of tenured Voting Faculty. In either case, a majority is more than half of the Voting Faculty.</p>
<p>Implementation and Amend-ment of the By-laws</p> <p>Review of the Bylaws</p> <p>Amending the Bylaws</p>	<p><b>Article IV: Implementation and Amendment of the Bylaws</b></p> <p><u>Section IV.1.</u> Each member of the Faculty shall be given a copy of the Bylaws. All pages shall be numbered and dated. The Director shall ensure that a current copy of the Bylaws are posted on the School Blackboard site and provided to the Office of Faculty Development and Advancement.</p> <p><u>Section IV.2.</u> All Faculty associated with the School are professionally and ethically obligated to adhere to the spirit, policies, and procedures set forth in these Bylaws.</p> <p><u>Section IV.3.</u> In Fall Semester of every year ending in a 4 or a 9, an Ad Hoc Committee of at least three Faculty shall be formed by the Advisory Committee. This Committee will review and update the Bylaws of the School with input provided by Faculty. At the first Spring semester Faculty Meeting, proposed amendments shall be presented for discussion. Final voting on the proposed amendment(s) will be completed by secret ballot two weeks after the discussion. A two-thirds vote of the Voting Faculty is needed in order to adopt the amendment(s).</p> <p><u>Section IV.4.</u> An amendment to the Bylaws may be proposed at any time by placing it on the meeting agenda, but discussion of the same must be approved by a quorum of the Voting School Faculty. Notice of the discussion must be provided to Faculty at least seven calendar days prior to the meeting. This discussion may take place in a regularly-scheduled Faculty Meeting or in a Faculty Meeting called for the purpose of discussing the amendment. The vote shall be by secret ballot completed two weeks after the discussion.</p> <p><u>Section IV.5.</u> The Director shall ensure that a current copy of the amended Bylaws reflecting the dates of amendment are posted on the School Blackboard site and provided to the Office of Faculty Development and Advancement.</p>

Business of the Organization	<p><b>Article V: Business of the Organization</b></p> <p><u>Section V.1.</u> The business of the School Voting Faculty shall include, but shall not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• govern the School according to the School Bylaws;</li> <li>• approve amendments to School Bylaws;</li> <li>• adopt, delete, and/or modify policies which will become part of the Policy Book under Article X.2 of these Bylaws;</li> <li>• receive and discuss reports from representatives on School, College, and University Committees and to take appropriate actions;</li> <li>• receive and discuss reports from the Director and staff; and</li> <li>• participate in and make recommendations regarding School reorganization, realignment of programs, and other changes in the purpose and functioning of the School.</li> </ul>
Faculty Meetings	<p><u>Section V.2.</u> Meetings of the Faculty will be scheduled for the academic year within the first two weeks of the Fall semester. The first Meeting will be scheduled by the Director. The Advisory Committee will present a schedule for remaining Meetings throughout the year for approval by Faculty.</p>
Order of Business	<p><u>Section V.3.</u> The first order of business at each Meeting shall be the disposition of the minutes of the preceding Meeting. A report by the Director of all School-level budgets (School, SRAD, Foundation, Auxiliary) will occur at each Faculty Meeting. The budget reports will consist of a report of initial allocations, expenditures to date, and projected expenditures.</p>
Recording Secretary	<p><u>Section V.4.</u> The Director will designate someone from the staff to serve as the Recording Secretary at all School Meetings. The Recording Secretary, or a designee, shall post the minutes on the School Blackboard site within one week of the Faculty Meeting and announce their availability by e-mail immediately after the minutes have been posted.</p>
Presider and Parliamentarian	<p><u>Section V.5.</u> During the first Faculty Meeting of each academic year, the Voting Faculty shall elect a member from the Voting Faculty to serve as the Presider and another member of the Voting Faculty to serve as the Parliamentarian at all School Faculty Meetings. Both will serve during the Fall semester in which they were elected and the subsequent Spring and Summer semesters. The Presider and the Parliamentarian shall not be the Director. In the event that the Presider or Parliamentarian will be absent from a School Faculty Meeting, the Presider and/or Parliamentarian will appoint a substitute to assume their role at the Meeting they are unable to attend.</p>
Parliamentary Authority	<p><u>Section V.6.</u> The parliamentary authority shall be <i>Sturgis Rules of Order</i>, latest edition. The School shall provide the Parliamentarian and the Presider the latest edition of <i>Sturgis Rules of Order</i>.</p>

Announcement of Meetings	<p><u>Section V.7.</u> The Presider, or his/her designee, shall announce Meetings by memo and/or e-mail at least two weeks in advance to solicit agenda items. A tentative agenda will be sent out one week before the Meeting and further agenda items will be solicited from the Faculty before the final agenda is sent out at least 24 hours before the Meeting. Items may be added to the agenda at the Meeting by a request of any member of the Voting Faculty and approved by a quorum of the Faculty.</p>
Call for Special Meetings	<p><u>Section V.8.</u> Call for special Meetings shall be made directly by the Director by the submission of a written request from a member of the Voting Faculty to the Director. Upon receipt of a written request, the Director shall schedule the special Meeting within two weeks of the request.</p>
Emergency Decisions	<p><u>Section V.9.</u> Emergency decisions may be made by the Voting Faculty during the Summer term on the condition that all faculty are notified and one-fourth of the Voting Faculty are available to meet and discuss the issue. Decisions made during the Summer will be terminated at the end of the Summer and will be introduced for reconsideration by the full Voting Faculty at the first Faculty Meeting of the subsequent Fall semester. Within 24 hours of the emergency Summer Meeting, the Director will inform all Faculty of the decisions made in the emergency Meeting.</p>
Duties of the Assistant Dean and Director	<p><b>Article VI. Duties of the Director</b></p> <p><u>Section VI.1.</u> The Director shall serve in a leadership position facilitating the decisions made through Faculty governance, supporting Faculty development, coordinating the activities of the School, presenting Faculty ideas to college and university-level administration, and adhering to the School Bylaws. Additional duties include:</p> <ul style="list-style-type: none"> <li>• coordinating the School</li> <li>• assuring equity in assignments as specified on AORs</li> <li>• allocating resources (e.g., assistantships, adjunct appointments, capital outlay, expense funds) in an equitable and transparent manner across Majors, Programs and Faculty</li> <li>• acting as liaison officer and School representative (or shall ask the Faculty to serve as representative) to officers and bodies outside the School</li> <li>• maintaining the Bylaws and policies of the School on the School Blackboard site</li> <li>• enforcing policies and Bylaws therein</li> <li>• processing appointments for graduate Faculty status in accordance with the current FSU Faculty Handbook, Collective Bargaining Agreement between FSU Board of Trustees and the United Faculty of Florida, the College of Education Policies and Procedures Manual, and the School Policies and Procedures Book.</li> <li>• recruiting new Faculty in accordance with the current FSU Faculty Handbook, Collective Bargaining Agreement between FSU Board of Trustees and the United Faculty of Florida, the College of Education Policies and Procedures Manual, and the School Policies and Procedures Book.</li> <li>• publishing a list each year of Faculty and their Committee and/or organization responsibilities after the procedures established in the Bylaws to identify</li> </ul>

<p>Director's Term of Office</p> <p>Determination of Committee Membership</p>	<p>Committee membership have been followed</p> <ul style="list-style-type: none"> <li>• writing and distributing to Faculty an annual report. This report is to include a list of School accomplishments as related to goals established by Faculty and data to document: <ul style="list-style-type: none"> <li>○ equity in assignments across Faculty (including an explanation of the need for any differences in assignments on AORS)</li> <li>○ equitable distribution of resources</li> <li>○ Faculty development activities</li> <li>○ activities to promote teacher education and Faculty research activities</li> </ul> </li> </ul> <p><u>Section VI.2.</u> The Director's term of office is three years, renewable for three years by a vote of two-thirds of the Voting Faculty. If the Director does not receive the necessary two-thirds vote for continuation, then the procedure for selecting a Director as specified in the COE Bylaws will be initiated. The current Director may be a candidate for the position.</p> <p><u>Section VI.3.</u> The Director, prior to the development of the first Assignment of Responsibilities (AOR), shall solicit volunteers during a Faculty Meeting to serve on standing committees as identified in article IX.1.</p> <p>The Director will, by the end of April, inform Faculty of vacancies on Committees for which membership is determined by election as identified in Article IX.1.</p>
<p>Vacancies of the Director</p>	<p><b>Article VII: Vacancies of the Director</b></p> <p>When a vacancy of the Director position occurs or is anticipated, the Advisory Committee will meet with the Dean to determine if the vacancy will be filled from an external or internal search. The Dean will ask the Advisory Committee and the current Director to forward suggestions for membership of the Search Committee. On both internal and external searches, the Committee should include an outside Committee member and a graduate student representative.</p>
<p>Recall or Vote of No Confidence</p>	<p><b>Article VIII: Recall or Vote Of No Confidence</b></p> <p>Any five members of the Voting Faculty may at any time initiate a petition asking for a vote of no confidence for the Director. The petition will be forwarded to the Advisory Committee. Upon receipt of the petition, the Advisory Committee will submit a secret ballot to the Voting Faculty within two weeks of the request. Upon a two-thirds vote of no confidence in the School in the Director's administrative performance by Voting Faculty members in the School, a search shall be initiated under the provisions consistent with College of Education Bylaws. A recommendation to the Dean for the Interim Director will be made by Voting Faculty. A Search Committee for a new Director will be selected as specified in Article VII of the School Bylaws.</p>

<p>Committees</p> <p>Standing Committees</p> <p>Student Life and Scholarship Committee</p> <p>International Studies Committee</p> <p>Graduate Studies Committee</p>	<p><u>Section IX.1.</u> Standing Committees of the School are:</p> <ol style="list-style-type: none"> <li>1. Student Life and Scholarship Committee</li> <li>2. Recruitment Committee</li> <li>3. International Studies Committee</li> <li>4. Graduate Studies Committee</li> <li>5. Technology Committee</li> <li>6. Hospitality and Welfare Committee</li> <li>7. Advisory Committee</li> <li>8. Promotion and Tenure Committee</li> <li>9. Annual Evaluation and Merit Committee</li> <li>10. Curriculum Committee</li> <li>11. Community Relations Committee</li> </ol> <p>Members of the Technology, Hospitality and Welfare, Student Life and Scholarship, and Recruitment Committees shall be selected based on Section VI.3.</p> <p><u>Section IX.2.</u> Student Life and Scholarship Committee. The Student Life and Scholarship Committee will be responsible for promoting a culture of high standards for students within the School. The Student Life and Scholarship Committee will participate in the selection of students for School-wide scholarships, fellowships and awards; and may actively participate in the identification of students for both internal and external awards and recognitions (excluding doctoral support packages and graduate tuition waivers). Three members of the Committee will be selected to serve on the STE Grade Appeals Screening Committee as needed. The Student Life and Scholarship Committee shall, when needed, clarify standards and procedures concerning student academic achievement and professional conduct and advise the Director and college administrators regarding policies and matters related to student retention.</p> <p><u>Section IX.3.</u> The International Studies Committee will be responsible for advancing the College's internationalization and globalization of education efforts with respect to college-wide strategic goals on promoting gradual increase of sustainable international projects and learning opportunities for faculty and students participation and partnerships. These efforts include providing advice to the Director, as part of departmental programs, on coursework, promoting international awareness, student outreach, enrollment and support; intercultural exchange and scholar support; study abroad and international programs; supporting the internationalization of the curriculum; and faculty exchange.</p> <p><u>Section IX.4.</u> Graduate Studies Committee. The Graduate Committee will be responsible for curricular and student issues related to graduate programs. The Graduate Committee will, in coordination with program Faculty, develop admission procedures. The Committee will be responsible for doctoral admissions and for student appeals related to doctoral programs- In addition the Graduate Committee will be responsible for developing policies related to doctoral courses (scheduling and iden-</p>
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<p>Advisory Committee</p>	<p>tifying new courses), awarding STE graduate financial aid, and degree requirements.</p> <p><u>Section IX. 5.</u> Advisory Committee. Membership in the Advisory Committee is to be determined as specified in Section III.3. The vote for the Advisory Committee is to be completed by March 31 of each year. The Advisory Committee shall function as an advisory body, and make recommendations for School policy to the Director based on Faculty input. It shall have as its charge the welfare of the School.</p> <p>The Chair of the Advisory Committee or the Director may call Meetings; however, it is the responsibility of the Chair of the Advisory Committee to call a minimum of two Meetings per semester. Minutes of the Advisory Committee Meetings shall be posted to the School Blackboard site within 1 week of the Meeting.</p> <p>The Advisory Committee shall organize, monitor, and tabulate the results of all elections and shall report results of elections to the Faculty. The Advisory Committee will oversee staff and STE Director annual evaluations.</p>
<p>Promotion and Tenure Committee</p>	<p><u>Section IX.6.</u> Promotion and Tenure Committee. All members of the Promotion and Tenure (P &amp; T) Committee shall be tenured Faculty and elected by a quorum of Voting Faculty of the School by secret ballot. The membership of the P &amp; T Committee will be, at a minimum, equal to one Faculty member for each ten Voting Faculty members. This number is exclusive of the Director.</p> <p>The P &amp; T Committee shall choose a Chair and Co-Chair. The Chair and Co-Chair of the P &amp; T Committee shall serve as the representatives on the College Promotion and Tenure Committee.</p> <p>The P &amp; T Committee shall carry out promotion and tenure deliberations in accordance with College and University guidelines for tenure-earning and Specialized Faculty. The Committee is responsible for conducting third year reviews and for reviewing and considering candidates for tenure and/or promotion.</p> <p>The P &amp; T Committee will review and update, if necessary, the School Promotion and Tenure guidelines each year. A majority vote of a quorum of the Voting Faculty shall be required for changes in the P &amp; T criteria. The vote will be conducted by the Chair of the P &amp; T Committee and will be by secret ballot.</p> <p>The Assistant Director will assure that current promotion and tenure criteria are posted on the STE Blackboard site.</p>
<p>Promotion of Non-tenured Faculty</p>	<p><u>Section IX 7.</u> Promotion of non-tenured Faculty will be made in accordance with the current FSU Faculty Handbook, Collective Bargaining Agreement between FSU Board Of Trustees and the United Faculty of Florida, the College of Education Policies and Procedures Manual, and the School Policies and Procedures Book.</p>

Annual Evaluation and Merit Committee	<p><u>Section IX. 8.</u> Annual Evaluation and Merit Committee. Five members of the Voting Faculty (one of whom must be Specialized Faculty) will be elected by a quorum of the Voting Faculty by secret ballot to serve on the Annual Evaluation Committee. The election is to be conducted before the development of the first AOR of each year.</p> <p>The Annual Evaluation and Merit Committee shall establish criteria for evaluation of School Faculty (i.e., tenure-earning, tenured, and Specialized faculty) with input from the Voting Faculty. Criteria for evaluation established by the Committee shall be in accord with University policies and will evaluate teaching, service, and/or scholarly activity with consideration for the Assignment of Responsibilities (AOR) percentages in each area.</p> <p>The Annual Evaluation and Merit Committee will conduct annual evaluations of all Faculty. The evaluation process will result in recommendations for merit pay and/or discretionary pay decisions and will serve to inform the Director of the Committee's perspective of a member's contributions to the School.</p> <p>Each Faculty member will be informed in writing by the Annual Evaluation and Merit Committee of his/her scores on teaching, scholarship, and/or service and justification for the scores that are shared with the Director. Evaluation data will be forwarded in writing to the Director and included as part of the required annual Faculty evaluation process, including letters (i.e., progress toward promotion and/or tenure and annual evaluation).</p> <p>The Director will assure that procedures for conducting annual evaluations, including the process for merit pay recommendations are posted on the STE Blackboard site.</p>
Curriculum Committee	<p><u>Section IX.9.</u> Curriculum Committee. The Curriculum Committee is responsible for all matters in the School that relate to curriculum and curricular issues as mandated by university Committees (e.g. course approval, common course numbering, university curriculum issues, distance learning, library, honors programs).</p>
Technology Committee	<p><u>Section IX.10.</u> Technology Committee. The Technology Committee will be responsive to technology needs of STE and advise the Director on a technology plan and purchases as related to Faculty welfare. In addition, the Committee will organize and approve STE applications for technology fund use. The Chair will serve on the College Technology Committee.</p>
Hospitality and Welfare committee	<p><u>Section IX.11.</u> Hospitality and Welfare Committee. The Hospitality and Welfare Committee will organize STE academic events (e.g., colloquiums, showcases) and social events for faculty, students, and international scholars. In addition, the Committee will provide support for faculty and staff who experience life-changing events. The Committee will consist of a minimum of three members of the Faculty, one member of staff, and one doctoral student.</p>



Community Relations committee	<p><u>Section IX.12.</u> The Community Relations Committee will work to promote and maintain positive relations with public school systems and other educational programs in the areas surrounding Florida State University. Membership in the Committee will include three faculty members and one doctoral student. At least one faculty member will have expertise in elementary education, one with expertise in secondary education, and one with expertise teaching diverse populations. The goal is to increase opportunities for collaboration between the School of Teacher Education and local educational institutions in support of our mutual interests in teaching, service, and research.</p>
Recruitment Committee	<p><u>Section IX.13.</u> Recruitment Committee. The Recruitment Committee will assist the Director in the development and implementation of recruitment activities.</p>
Terms of Committee Assignment	<p><u>Section IX.14.</u> Committee members serve three year terms beginning in the Fall semester immediately following their appointment or election</p>
Committee Decisions	<p><u>Section IX.15.</u> Decisions of the Annual Evaluation and Curriculum Committees are the responsibility of faculty members.</p>
Committee Membership	<p><u>Section IX. 16.</u> Unless specified otherwise in these By-laws, each Committee shall have a minimum of five Committee members. Each Committee shall be representative of the academic diversity of the School. The Chair of each Committee will be determined by committee membership, unless otherwise specified in the By-laws.</p>
COE and University Committees	<p><u>Section IX. 17.</u> Assignments to COE and University level Committees, including Faculty Senate, will be made in accordance with COE and University policies and procedures.</p>
Mid-Term Committee Vacancies	<p><u>Section IX.18.</u> When a mid-term vacancy occurs in a committee whose members are elected, a faculty member will be elected by secret ballot to fill the vacancy for the remainder of the term. When a mid-term vacancy occurs in committees whose membership is appointed, a faculty member will be appointed to fill the vacancy for the remainder of the term according to Section VI.3. This policy will apply only if the committee will meet during the remainder of the term being filled.</p>
Policies and Procedures	<p><b>Article X. Policies and Procedures</b></p> <p><u>Section X.1.</u> The Director will ensure that current STE policies and procedures are posted to the School Blackboard site. Historical documents should be clearly identified and maintained in the same location for reference.</p> <p><u>Section X.2.</u> School policies and procedures may be added, deleted, modified by a majority vote of the Voting Faculty.</p>

	<p><u>Section X.3.</u> The Director will review the STE Blackboard annually to assure that all materials are current.</p> <p><u>Section X.4.</u> Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website <a href="http://provost.fsu.edu/sacs">http://provost.fsu.edu/sacs</a>.</p>
<p>Summer Ap- pointments</p>	<p><b>Article XI. Summer Appointments</b></p> <p>Summer assignments will be made in accordance with the current FSU Faculty Handbook, Collective Bargaining Agreement Between FSU Board Of Trustees and the United Faculty Of Florida, the College of Education Policies And Procedures Manual, and the School Policies and Procedures Book.</p>