

Bylaws for the College of Education

These are the current bylaws for the College of Education. These bylaws were last approved on March 25, 2022, by a majority of the applicable voting members of the college and on April 6, 2022, by the Office of Faculty Development and Advancement.

Preamble

Florida State University's College of Education advances society and enriches our community through the support and advocacy of education as a public good, while enhancing the quality of life of all our students, faculty, and staff.

We are among the nation's most comprehensive colleges of education, but our distinctiveness results not simply from broad scope, but from three approaches fundamental to how we work:

- Meaningful collaborations through continuous interaction of students, faculty, and staff across our numerous programs; between the COE and FSU's other colleges and centers; and with our public, private, and not-for-profit partners outside the University.
- Deep commitment to public scholarship—the dissemination of COE ideas in ways that make them broadly accessible, widely discussed, and powerful catalysts for theory, research, and practice. In this way, we extend the impact of our work well beyond the College's walls.
- The intentional integration of research, evidence-based practice, and policy formulation. We confront challenges in education from this nexus, asking of every endeavor: How does it impact communities of practice, expand knowledge, and shape educational policy?

These three forces—collaboration, public scholarship, and integration—allow us to address America's urgent education challenges in the innovative manner characteristic of FSU: We translate ideas rapidly from theory into practice, assess them rigorously, and view challenges as an opportunity to redesign and improve. It is our innovative mindset that enhances the COE's impact on people, communities, and institutions beyond the College and campus. And ultimately, impact—the improvement we make in individual lives and communities—is the measure of our success and the powerful return we offer our students and the people of Florida for their continued support and trust.

I. Bylaws

- A. *Adherence with Other Governing Documents.* At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Promotion and Tenure Letter.
- B. *Bylaws Revision.*
1. Bylaw revision can result by petition of any 10% of the voting faculty of the College of Education (as defined in II.C).
 2. By petition of a simple majority of the Faculty Advisory Board such proposal shall be circulated at least two weeks in advance of a vote deadline. The amendment(s) become(s) part of the bylaws when approved by two-thirds of the faculty voting in an online survey ballot. The election by an online survey ballot shall be conducted by the Faculty Advisory Board.
 3. In order for an amendment to pass, a majority of the voting faculty (as defined in II.C) must participate in the election and a simple majority of voters must be in favor of the amendments.
- C. *Sunset Provision.* These bylaws shall cease to apply after the May 2027 faculty meeting unless they are approved again a vote as described in I.B.2. Bylaw Revision process.
- D. *Substantive Change Statement.* 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 <https://sacs.fsu.edu/>.

II. Membership and Voting Rights

- A. *Faculty Membership.* The faculty of the College of Education shall include:
1. tenured and tenure-earning College faculty who have at least a 25% appointment within a department/school of the College,
 2. specialized faculty who are full-time and who have 100% appointment with a department/school of the College.
- B. *Faculty Voting Rights.* All faculty members of the College of Education, as defined in II.A, shall be considered to have voting rights in the College.

III. College Organization and Governance

A. Jurisdiction.

1. The full faculty shall be the basic legislative body of the College, in the sense that the Faculty Senate is the basic legislative body of the University under the University's Constitution. Subject to the Constitution of the University and the regulations of the Board of Governors, it shall determine the various degrees that can be granted, and shall determine and define college-wide policies on academic matters, including curriculum, admissions, grading standards and degree requirements.
2. The full faculty may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.
3. Faculty governance within the College of Education will include the following Faculty committees: the Faculty Advisory Board (FAB), the Curriculum Committee, the Technology Committee, the Committee on Research in Education (CORE), the Student Life Committee, the Promotion and Tenure Committee, and the University Faculty Senate Representatives.
4. As the elected bodies of the College of Education faculty, the faculty committees may formulate an opinion on any subject of interest to the College faculty and may formally adopt resolutions for consideration and timely response by the Dean and the Associate and/or Assistant Deans.
5. The Dean of the College retains the right to veto any action taken by Faculty Committees. Reasons for any veto shall be delivered in writing to the Faculty Advisory Board Chair and relevant Committee Chair prior to the next meeting of Faculty Committees. The Dean may follow the written reasons by a verbal presentation of his/her reasons for a veto during a meeting of the Faculty Advisory Board. The Faculty Advisory Board may appeal any veto to the appropriate university administrator with a vote of two-thirds or more of the membership in support of the appeal.
6. Once established, no Faculty Committee may be dissolved or changed except by following procedures specified in the Bylaws of the College, or by a two-thirds vote of voting faculty.
7. Minutes will be taken at all COE meetings and made available to all of COE faculty.

B. College Faculty Meetings.

1. The College of Education faculty shall meet at least once annually in regular session.
2. The Chair of the Faculty Advisory Board or his/her designee and the Dean of the College of Education shall co-preside at the annual meeting.
3. The agenda of each College of Education faculty meeting, as established by the person or persons calling the meeting, shall be proposed and distributed to all faculty at least two days prior to the meeting.
4. The primary purpose of the faculty meeting shall be for the Dean to offer a State of the College address.

C. College Leadership.

The Office of the Dean provides leadership and support to the College's students, faculty, and staff across the areas of academic affairs, student affairs, faculty development, development, human resources, budget, and facilities. Office administrators and staff work directly with the four departments' leadership, staff, faculty, and students to support the daily operations of the College's various undergraduate and graduate academic programs. Additionally, there are multiple support offices associated with the Office of the Dean; each are explained below.

1. *Office of Academic Services and Intern Supports.* The Office of Academic Services and Intern Support (OASIS) is the representative office for the academic dean of the College of Education. OASIS strives to provide students, staff, and faculty, with the tools and support needed for student success. OASIS serves as the central repository for all student records, monitors required academic milestones, provides academic advising and support for undergraduate students, collaborates with academic departments to provide academic support for graduate students, and serves as the primary liaison between current students and the Office of the Registrar, the Division of Undergraduate Studies, and The Graduate School. OASIS directly manages the undergraduate admission process and provides support to academic departments in the admission of graduate students. Additionally, OASIS works with educator preparation programs throughout the University to coordinate internship placements and field-based experiences with PK-12 schools and students.

2. *Office of Quality Assurance and Reporting.* The Office of Quality Assurance and Reporting coordinates the data collection, analysis, and reporting for all College of Education nationally accredited and Florida state approved programs. This office assists in the creation, implementation, monitoring, and documentation of the academic requirements and procedures for these programs. The Office of Quality Assurance and Reporting designs, implements, and evaluates the various student learning outcome assessment systems for accredited and state approved programs. A key role of this office is the review and analysis of Florida statutory changes pertaining to educator preparation programs and changes in national accreditation standards.
3. *Office of Research.* The Office of Research provides service to College of Education faculty seeking to obtain grants and support to faculty who have received grants. The Office offers a wide variety of pre- and post-award services. Pre-award services include helping faculty find funding opportunities, assisting faculty in formulating research plans and writing and editing grant proposals, and preparing budgets and other paperwork that must accompany grant proposals. Post-award services include budget monitoring, budget reporting, processing requests related to purchasing, travel, and personnel appointments, ensuring compliance with sponsor and university policies.
4. *Office of Communication and Recruitment.* The Office of Communications & Recruitment connects media with experts within the College. They also publicize accomplishments of faculty, staff, students, and alumni through various outlets. As the public face of the College of Education, they maintain the COE website, social media channels, and marketing materials. The Office also coordinates student recruitment activities and serves as a liaison between prospective students and academic programs within the college and the university to ensure students find the information they need.
5. *Office of Information and Instructional Technologies.* The Office of Information and Instructional Technologies (OIIT) supports the College through the development and oversight of an integrated technological environment that facilitates learning, teaching, research, and operational efficiencies. The unit coordinates instructional, research, administrative, and promotional information resources for students, staff, and faculty while providing academic and administrative computing, IT procurement, and networking services. OIIT creates educational environments conducive to the development and application of knowledge through technology-

enhanced facilities, state-of-the-art classrooms and learning spaces, instructional technologies, and continuous innovation.

D. College Committees.

Unless mandated by university policy, each **College Committee** listed below will have one departmental representative elected for a two-year term. Terms will be staggered with half of the members (those from STE and SM) elected in even years and half of the members (those from EPLS and ELPS) elected in odd years. Each department should have a designated alternate who will act as a substitute should the duly elected representative be unable to attend meetings or not fulfill their term.

The purpose and governing processes for COE **Advisory Committees** (i.e., Faculty Advisory Board, Staff Advisory Board, Student Leadership Council) listed below will be outlined in each instance because of their unique mandates.

1. The *Curriculum Committee* is responsible for all matters that relate to curriculum and curricular issues as mandated by university committees.
 - a) The committee will report directly to the Associate Dean for Academic Affairs and work closely with the appropriate staff members with assigned duties aligned with the intent of the Curriculum Committee.
 - b) The Committee will post their minutes to the COE Faculty Committee SharePoint site after each meeting.
2. The COE Promotion and Tenure Committee is responsible for all matters relating to tenure and/or promotion as mandated in university policy.
 - a) The COE will follow the rules and procedures established by the University for Promotion and Tenure Committee in all matters related to Promotion and Tenure.
 - b) Each unit shall be entitled to representation on the COE Tenure and Promotion Committee according to the following:

- (1) The elected chair of the Promotion and Tenure Committee from each unit in the year will automatically become a member of the College Tenure and Promotion Committee. The co-chair from the School of Teacher Education's committee will also be a member of the committee.
 - (2) The remaining four members of the committee will be elected in the elections of each unit, and elections will be conducted under the direction of the Associate Dean for Faculty Development.
3. The *Committee on Research in Education (CORE)*. The purpose of CORE is to raise and address issues related to research and grant possibilities within the College, and to facilitate the collaboration within and across departments, colleges, and schools in order to promote research initiatives.
 - a) The committee will report directly to the Associate Dean for Research to make known to faculty the research initiatives and grant opportunities within the College that may be of interest to faculty in the College. It will arrange for and facilitate the meetings of interdisciplinary groups of faculty members to pursue such research and grant opportunities.
 - b) All units within the College of Education will be equitably represented on CORE. The committee will post their minutes to the COE Faculty Committee SharePoint site at least twice each academic year.
4. The *Technology Committee* will be responsive to the technology needs of the College and advise the Dean on a technology plan and purchases as related to the faculty welfare.
 - a) The committee will report directly to the Dean's Office.
 - b) The committee will post their minutes to the COE Faculty Committee SharePoint site at least twice each academic year.
5. The *Student Life Committee* will be responsible for promoting a culture of high standards for students in all programs within the College of Education.
 - a) The committee will report directly to the Associate Dean for Academic Affairs.

- b) The committee will post their minutes to the COE Faculty Committee SharePoint site at least twice each academic year.
 - c) The Student Life Committee will participate in the selection of students for College- and University-wide scholarships, fellowships and awards.
 - d) The Student Life Committee may actively participate in the identification of students for both internal and external awards and recognitions.
 - e) The Student Life Committee shall, when needed, consider and advise the Dean regarding policies and matters regarding student recruitment, admission, re-admission, and retention.
6. The *Faculty Advisory Board* (FAB) consists of elected faculty representatives who promulgate and advise the Dean and Dean's staff on policies, procedures and issues affecting the College of Education. The FAB will advance policies relevant to academic life, broadly conceived, and faculty and student issues and concerns in particular. This group will represent faculty to the Dean's Office through a different channel from department chairs.
7. The *Staff Advisory Board* (SAB) serves as an advisory board to the College of Education Dean and the COE Faculty Advisory Board by maintaining an active and participatory line of communication with the COE community; to provide a forum through which COE staff can raise, discuss, and make recommendations; and to support the College and University's mission. The SAB is comprised of elected members representing academic departments and non-academic units in the College.
8. The *Student Leadership Council* (SLC) was established to provide for the mutual exchange of ideas and open dialogue between undergraduate and graduate students and the College of Education's Office of the Dean. Monthly meetings during the academic year offer an opportunity to solicit advice and perspectives on decisions affecting matters of importance to students. By serving on the SLC, students will gain a valuable network with College administration, faculty, staff, and other students while making a significant impact on the College of Education and Florida State University.

E. Faculty Senators.

1. Each COE unit will have at least one elected representative to the University Faculty Senate to serve for two-year terms. Units may also select an alternative to serve in the event that the elected senator is unable to attend a meeting.
2. Additional at-large members will be elected to serve a two-year term by eligible (tenured and tenure-track) COE faculty in the Spring of the preceding academic year in which they will serve. The ballot of eligible faculty will be developed by the Dean's Office representative. The number of at-large members to be elected will be determined upon notification from the Faculty Senate Coordinator as to the number of representatives to which the COE is entitled (per the FSU Constitution). The required number of faculty members receiving the most votes will be COE Faculty Senators and the next two will serve as alternates.
3. As senator positions become available, the following process will be used to replace senators until compliance has been achieved. If a COE unit is not represented on the Faculty Senate with the current members, then that unit will elect a senator. If all COE units are represented, then an at-large senator will be elected. When compliance has been reached, unit representatives for: (a) SM and STE will be elected in even years and (b) EPLS and ELPS in odd years. At-large senators will be elected each year to serve for two-year terms to reach the number of representatives to which the College of Education is entitled.

F. Unit Reorganization.

In the event of the occurrence of an alteration or modification to the structure, arrangement, or organization of a recognized administrative or organizational entity of the College, involvement by faculty within the specific implicated unit will occur with full notice of proposed changes being provided, as well as opportunities to voice advisory nonbinding opinions, concerns, and suggestions on the matter.

IV. Degree Approval

The procedure for approving candidates for graduation in the College of Education shall be as follows:

1. After the University online application to graduate closes each semester, the Office of Academic Services and Intern Support (OASIS) shall circulate for approval the names of candidates for

degrees and the response date to the appropriate department chairs/program directors of the College who shall inform their faculties.

2. If there is objection to any candidate, that candidate shall be informed of the nature of the objections and shall have the opportunity to appeal his/her case to the Associate Dean of Academic Affairs, via OASIS.
3. After the posting of final grades each term, the OASIS staff confirms, for each candidate on the list, completion of major, College, and University requirements for graduation. Names of students cleared for graduation or deleted from the graduation list are forwarded to both the Registrar's Office, via the Registrar's Graduation Tracking system, and the appropriate department/program representatives.