MICHAEL D. EISNER
COLLEGE OF EDUCATION

FACULTY GOVERNANCE MANUAL

REVISED BY THE FACULTY COUNCIL
AND APPROVED BY THE FACULTY

FALL, 2012
FACULTY GOVERNANCE MANUAL

PREAMBLE

Successful policy development in a democratic school organization demands continuing time and energy from all members of the faculty. Established policy development committees are largely autonomous and there is, therefore, some danger that non-members of these committees may abdicate their responsibility for participation in policy determination.

To insure optimum involvement by all, the individual faculty member not only participates in the selection of representatives to those bodies, but also must demand and carefully study detailed actions. Further, when concerned about any committee and/or council agenda items, the individual faculty member has an obligation to attend such a meeting and make known any concerns. This Manual provides for each faculty member the governance procedures, which assist in understanding policies and procedures.

MISSION STATEMENT

The primary mission of the Michael D. Eisner College of Education is to prepare teachers, counselors, administrators, and other professionals to serve the diverse educational needs of the region.

To fulfill this mission, faculty: design, deliver, and continually improve highly effective programs for pre-professionals through advanced graduate and professional levels; promote and are influenced by the reciprocal relationships between scholarship and practice; collaborate with colleagues across the campus and in other professional and community settings as partners in the mission; and provide leadership in teaching learning, assessment, and professional development for diverse community within and outside the University.

In all of these endeavors, creativity and excellence of practice is rewarded, the potential of all learners is recognized, and critical inquiry and reflection are valued.
SECTION 1  
FACULTY PRESIDENT, MICHAEL D. EISNER COLLEGE OF EDUCATION

SECTION 1.1  
Title: There shall be one officer of the Faculty known as the Faculty President of the Michael D. Eisner College of Education.

SECTION 1.2  
Qualifications

Full-time faculty member
Full professor

Individuals functioning in the management unit within the Michael D. Eisner College of Education are not eligible for nomination. Part-time faculty members, including individuals on partial retirement, are not eligible for nomination.

SECTION 1.3  
Nomination and Elections: Every 2nd April the Faculty Council shall call for nominations of the Faculty President of the Michael D. Eisner College of Education. Nominations shall be submitted to the Faculty Council by a petition signed by three members of the faculty with approval by the person nominated. A mail ballot listing all nominated candidates shall be conducted. If a candidate receives a majority of the votes cast, he/she shall be elected. If no candidate receives a majority of the votes cast, a second ballot with the two highest candidates shall be conducted (See Addendum I Nomination Form). The Faculty President shall assume the duties of office immediately after election results are announced.

SECTION 1.4  
Term of Office: The Faculty President shall be elected for a two-year term and not be nominated for a consecutive second term. During his/her term of office, the Faculty President may not serve on any standing committees of the Michael D. Eisner College of Education.

SECTION 1.5  
Duties of the Faculty President:
- Exercise leadership on behalf of the Michael D. Eisner College of Education
- Preside at Faculty Council meetings
- Preside at Faculty meetings
- Set time and place for meetings
- Assist the Dean in all matters pertaining to Faculty welfare
- Serve on the Dean’s Administrative Council
- Represent the College of Education Faculty at functions both on campus and within the community
- Cast a tie-breaking vote at Faculty Council
- Prepare agenda with input from Council members and the Dean of the Michael D. Eisner College of Education
- Appoint ad hoc committees with the approval of the Faculty Council
- Serve as spokesperson in matters pertaining to Faculty welfare
- Prepare and present to the Dean a list of the policy decisions approved by the Faculty during the year of his/her term of office
- The President shall conduct all college-wide elections
SECTION 2  THE FACULTY COUNCIL OF THE MICHAEL D. EISNER COLLEGE OF EDUCATION

The Faculty Council operates under the guidelines approved on October 8, 1984, and revised on October 23, 2003 by the faculty members of the Michael D. Eisner College of Education.

SECTION 2.1  Membership

SECTION 2.1.1. Voting Members: The Council shall be composed of the one member from each of the departments of the Michael D. Eisner College of Education; three representatives at large elected form the College of Education, and the Faculty President.

SECTION 2.1.2  Ex-officio, Non-voting: Dean of the Michael D. Eisner College of Education, Associate Dean of the Michael D. Eisner College of Education, director, Director of the Credential Office, and Director of the Educational Equity Office.

SECTION 2.2  Election of Council Members: Each department shall elect its representatives to the Council for a two-year term in May of the appropriate school year. If a Council member resigns or is unable to finish his/her term of office, the department left unrepresented by such resignation shall elect a new representative. The new member shall take his/her place on the Council at the next meeting, and complete the term.

Three representatives-at-large shall be elected for a one-year term. Nominations for the three representatives shall be solicited at the General Faculty meeting in May. Elections shall be held during orientation week of each fall semester. If a Council member resigns or is unable to finish his/her term of office, new elections shall be held within two weeks. The new member shall take his/her place on the Council at the next meeting, and complete the term.

SECTION 2.3  Eligibility for Council Membership: Members of policy recommending committees, except chairperson, shall not serve as Council members. Nominees for Council membership, if currently serving on policy recommending committees, shall resign from committee membership if elected to the Council or shall request a withdrawal from nomination to the Council.

SECTION 2.4  Council Officers

SECTION 2.4.1  President, Michael D. Eisner College of Education Faculty: There shall be an officer of the Council known as President, Michael D. Eisner College of Education Faculty.

SECTION 2.4.2  Recording Secretary: At the first Faculty Council meeting each Fall semester, the Council members shall elect a recording secretary to serve for that given school year.

SECTION 2.5  Council Functions: The Faculty council serves as the voice of the Faculty in the Michael D. Eisner College of Education. The Council’s mission addresses the following areas: 1) engages in policy development and oversight; 2) establishes and oversees how standing and ad hoc committees implement policy, and makes recommendations to the Dean about how a policy is to be implemented; and 3) provides advice and counsel to those working in an administrative capacity regarding the allocation of resources in the College and other matters as needed.
The Faculty Council is conceived as an integrating, coordinating and planning agency seeking to relate the work of the policy committees to the faculty as a whole. It is, on the one hand, an advisory body where conflicts and confusions about policies, their development, and their implementation may be studied. Policy is an agreed plan of action that serves as a guide for administrative decisions and procedures. Adequate policy formation should clarify appropriate administrative action without impairing efficient administrative function. Policy shall be reviewed and revised annually to the Faculty Governance Manual, and posted on the Michael D. Eisner College of Education web page.

SECTION 2.5.1 Policy Functions: Receive, initiate, formulate, recommend, and review policy at the college level for ultimate confirmation by the Faculty at large.

SECTION 2.5.1.1 Policy Initiation: Suggestions for new policy or revisions of policy may be presented to the Council by any individual, group or committee of the faculty in accordance with procedures outlined in the By-Laws.

SECTION 2.5.1.2 Action on Policy Submitted by Policy Committee: The Faculty Council has the responsibility of approving, referring, or rejecting policy proposals of policy developing committees and may:

a. Approve proposed policy for the faculty.
b. Refer policy to the submitting committee for further study and review.
c. Reject proposed policy.

If the Council rejects proposed policy, the submitting committee may request that the matter be determined by the total faculty. The President of the Faculty Council will submit the proposed policy to the faculty for majority a vote.

SECTION 2.5.1.3 Policy Approval: Major policy recommendations by Council shall be presented to the faculty in writing at least three working days prior to the day of the faculty meeting at which the decision regarding recommendations and procedural actions shall be announced to the faculty in the minutes of the Council meetings and shall become College of Education policy or procedure unless challenged at the next Faculty Council meeting.

SECTION 2.5.2 Be available for advice and counsel to those working in an administrative capacity.

SECTION 2.5.3 Evaluate and Refine the Process of Policy Development: A particular function of the Council is to be constantly concerned with promoting, refining and implementing the work of the policy committees. The role of the Council is to encourage the policy development committees to be responsible in thought and recommendations.

SECTION 2.5.4 Establish Committees: The Council shall recommend to the faculty those standing committees which are needed to conduct faculty business. The membership of such standing committees shall be elected by the faculty of the department on the basis of procedures established by the Council for each committee. Ad hoc committees, established to accomplish such a specific task, shall be appointed by the Council.

SECTION 2.5.5 Each Fall semester the chair of each standing committee shall come to the second Faculty Council meeting to present their plans for the second Faculty Council meeting
to present their plans for the academic year. Each spring semester the chair of each standing committee shall come to the last Faculty Council meeting to report their accomplishments for the year. This report shall be posted on the Michael D. Eisner College of Education website.

SECTION 2.5.6 Every five years the Faculty Council shall review the effectiveness of the standing committees and consider whether changes are needed in committee structure, procedures, or policies.

SECTION 2.5.7 The Faculty Council shall provide leadership and recommendations regarding the allocation of resources, use of facilities, program planning and review.

SECTION 2.5.7.1 The Council shall receive applications from the standing Committees regarding their resource needs, develop a budget, and make recommendations to the Dean.

SECTION 2.5.7.2 The Council shall review and recommend immediate and long-term budgetary goals to the Dean regarding the allocation of resources, use of facilities, the College's technology plan, and College's budget.

SECTION 2.5.7.3 The Council shall oversee strategic planning reflecting these recommendations.

SECTION 2.5.7.4 The Faculty Council shall review and revise as necessary, the Michael D. Eisner College of Education Strategic Plan and Strategic Goals at the end of each academic year.

SECTION 2.5.7.5 The Faculty Council shall conduct an annual assessment of progress and accomplishments of the strategic goals and objectives of the Michael D. Eisner College of Education.

SECTION 2.6 The Council shall carry out such other functions as may be directed by the faculty.

SECTION 2.7 Operating Procedures: Faculty Council procedures shall be established to enable the faculty to do its work in a manner that is both democratic and efficient. Reassigned time will be provided for each school year for the President, Michael D. Eisner College of Education Faculty.

SECTION 2.8 Meetings

SECTION 2.8.1 Regular Meetings: Meetings of the Council shall be scheduled at least twice per month on the first and third Tuesdays of the month. The Faculty Council meetings shall be open to all members of the Faculty who shall have the right to speak in any item of the agenda.

SECTION 2.8.2 Special Meetings: Special meeting of the Council shall be called by the President, Michael D. Eisner College of Education Faculty, Dean of the College, or quorum of the Council. For such special meetings procedures regarding prior publication of an agenda
shall be suspended. Notice of such meetings shall include an agenda.

SECTION 2.8.3 Quorum: Half plus one of the voting council members shall constitute a quorum.

SECTION 2.8.4 Voting: All decisions of the Council shall be made by a majority of those voting members present, provided a quorum is present.

SECTION 2.8.5 Agenda: The Council Agenda for all meetings shall be distributed at least five working days prior to the meeting to the following: all committee members, all department chairs, and the Dean's office. A copy shall also be emailed to all Faculty.

SECTION 2.8.6 Minutes: Minutes of committee meetings shall be distributed five working days after any regular or special meeting to all committee members, department chairs, the Dean's office, and the faculty. The minutes shall also be posted on the Michael D. Eisner College of Education website.

SECTION 2.9 Amendment of the Faculty Council By-Laws: Amendments to the By-Laws of the Council shall be considered major policy changes. Procedures for amending the By-Laws shall, therefore, follow procedures established above for initiating and approving major policy.

SECTION 3 STANDING COMMITTEES

SECTION 3.1 Resolution of Ties in the College-wide Elections. If a tie occurs in a college-wide election, the tie will be resolved by drawing lots.

SECTION 3.2 Subcommittees of Standing Committees: Each standing committee has the authority to establish its own subcommittees to fulfill its functions.

SECTION 3.3 Year of Election to Membership on Standing Committees: with the exception of the College Personnel Committee, members shall be elected to standing committees in such a way that each year at least two new or reelected members and not more than four shall be joined to each standing committee.

SECTION 3.4 Responsibilities of Chairs and Members: Chairs shall be responsible for 1) calling and holding regular meetings; 2) ensuring that minutes are kept of the meetings; 3) meeting with the Faculty Council at the beginning of each academic year to review that committee's mission and plans for the year; and 4) presenting written and oral reports of the committee's achievements and future plans to the Faculty Council at the end of each academic year.

Members shall be responsible for 1) regularly attending the meetings and ensuring that an alternate representative will attend in their absence; 2) reporting the committee's progress to their respective department; 3) actively contributing to the work of the committee.
SECTION 3.4.1 Committee Secretaries: Committee secretaries shall be elected each year by the majority of the voting members of the committee.

SECTION 3.5 Expenditure of Funds: Any standing Committee that has the expenditure of funds referred to it by any authority within the University must (1) notify the Faculty President of the amount and purpose and (2) submit its procedure(s) for spending moneys to the Faculty Council for approval.

SECTION 3.6 Special Meetings: Meetings may be called at the discretion of the chair or by a quorum of the committee; special meetings will be published in the normal manner.

SECTION 3.7 Quorum: One half plus one of the voting members shall constitute a quorum

SECTION 3.8 Minutes: Minutes of committee meetings shall be published and distributed electronically to all faculty members within five working days of any committee meeting.

SECTION 3.9 Voting: decisions are made by a simple majority. The Chair of the committee also votes.

SECTION 4 CURRICULUM AND ASSESSMENT COMMITTEE

SECTION 4.1 Membership: The committee shall be comprised of one voting member (full-time faculty on tenure-track) elected by each department and the Associate Dean (ex officio, non-voting). The term of office is two years. If a member resigns or is no longer able to perform his/her duties, the department left unrepresented by such resignation shall elect a new representative. The membership shall elect a committee chair at the first meeting.

SECTION 4.2 Functions: The committee has two functions: 1) to provide leadership and support in the development of programs and curricula; and 2) to provide leadership and support in the annual assessment of the programs.

SECTION 4.2.1 1) To provide leadership and support in the development of programs and curricula, the committee will engage in the following activities:

SECTION 4.2.1a Ensure that the University guidelines for the design and content of programs and courses are followed.

SECTION 4.2.1b Evaluate requests for newly proposed programs and courses related to all College of Education credential programs, certificate programs, and master's programs, making recommendations for needed revisions to the sponsoring departments.
SECTION 4.2.1c Evaluate curricular proposals against existing programs for the purpose of detecting potential duplication and ensuring the rigor of programs.

SECTION 4.2.1d Review and make recommendations related to the utilization and evaluation of instructional materials, resources, and services related to the programs of the College of Education.

SECTION 4.2.1e Review and recommend policies related to screening and examination of candidates working towards degrees, credentials, and certificates.

SECTION 4.2.2 2) To provide leadership and support in the annual assessment of the programs, the committee will engage in the following activities:

SECTION 4.2.2a Facilitate the implementation and continued refinement of a systematic approach for collecting, summarizing, analyzing, and disseminating data on candidates, courses, programs, faculty, and all aspects of unit functions for the purpose of assisting departments with annual program self-study and improvements and maintaining the information requested by NCATE and other accreditation agencies.

SECTION 4.2.2b Receive and review the annual self-study reports from individual departments and engage in discussions with department representatives.

SECTION 4.2.2c Help Faculty council disseminate summery information form the program self-studies conducted during the past academic year, the resulting improvement plans based on evidence, and the changes considered for the current academic year. Dissemination will be at a College-wide Meeting.

SECTION 4.2.2d Assist and encourage programs to comply with NCATE, CCTC, WASC, and/or CACREP as well as other appropriate accrediting agencies.

SECTION 4.3 Meetings

SECTION 4.3.a Regular Meeting: Meetings shall be held at least twice a month on the second and fourth Tuesdays. Faculty Council Chair shall be notified each semester of the days and time of meetings. Meetings shall be open to all members of the faculty, who shall have the right to speak on any item on the agenda.

SECTION 4.4 Procedures: All course and program requests must be submitted on the approved University form (available online). Materials for the review of the committee including course proposals, course modifications, program materials, etc. will be submitted to the chair of the committee at least one week in advance of the meeting with copies for all members (8). Curricular and program proposals and modification requests are read two times, once for discussion only; the second time as an action item requiring a vote. The Chair will inform the sponsoring department of the decision of the committee and provide assistance with recommended revisions. Once revisions have been made, the
Associate Dean forwards curriculum to the appropriate University committee.

SECTION 4.5 This committee will report to COE Faculty Council once each semester, after review and analysis have been conducted.

SECTION 5 PERSONNEL COMMITTEE

SECTION 5.1 Membership: The Personnel Committee shall be a wholly elected Committee of seven faculty members of professor rank. No more than two faculty members from any one department shall serve on the committee. A member of the Michael D. Eisner College of Education Personnel Committee may not concurrently serve on the University Personnel Promotion and Retention Committee or on a department personnel committee.

SECTION 5.2 Election: Regular elections shall be conducted in two phases during the Spring semester and shall include two alternates to serve only upon disqualification of elected members.

SECTION 5.2.1 A primary ballot shall be conducted to determine from a list of eligible professors, a minimum number of candidates equal to twice the number of vacancies to be filled.

SECTION 5.2.2 A run-off ballot shall be held to determine from the results of the primary ballot the highest scoring eligible candidates to fill vacancies.

SECTION 5.2.3 Special Election: A special election by the general faculty of the College of Education will be held to fill an unexpired term of any Personnel Committee member. The time of such election shall be held within five school days of the vacancy.

SECTION 5.4 Term of Office: The three faculty members receiving the highest numbers of voting have a two-year term. The faculty members receiving the next highest number of votes have a one-year term. The faculty members who are carried over from the previous year will continue service until their term expires. Faculty members elected during the year shall fill a vacancy year.

Any eligible faculty member elected to the College Personnel Committee shall be obligated to serve no more than two consecutive terms (4 years) after which he/she can be on furlough for two years. Faculty members have the option to continue to serve on the committee and not accept the two year furlough.

After a two year hiatus, a faculty member shall again become eligible to be elected to the College Personnel Committee and, if elected, may serve no more than two terms (4 years) after which the furlough again applies at the time of election.

SECTION 5.5 Committee Functions: Committee functions shall be in accordance with those outlined
in the current University Administrative Manual Section 612.

SECTION 6  

EQUITY AND FACULTY AFFAIRS COMMITTEE

SECTION 6.1  

Membership: The Equity and Faculty Affairs Committee shall be composed of the Dean (ex officio) and one full-time faculty member elected by each department. Each member shall serve a two-year term. In addition, the College representative to the University Research and Grants Committee shall serve as a regular, voting member. If a member resigns or is no longer able to perform duties, that member’s department will elect a new representative. The membership shall elect a committee chair at its first meeting.

SECTION 6.3  

Functions

SECTION 6.3.1  

Promote the quality of life of the faculty by addressing faculty issues and concerns not reserved for the college personnel committee, including issues of equality.

SECTION 6.3.1.1  

Facilitate communication among faculty and across departments regarding faculty concerns that are not reserved for the College personnel Committee.

SECTION 6.3.1.2  

Survey the faculty annually regarding quality-of-life and professional development issues and concerns, and report results to the faculty and administration.

SECTION 6.3.1.3  

Provide a variety of ways in which the faculty can raise and address concerns regarding quality-of-life issues for faculty in the College.

SECTION 6.3.2  

Ensure that the College has viable plans from the recruitment and retention of faculty of color, women, and underrepresented groups in the Michael D. Eisner College of Education.

SECTION 6.3.2.1  

Provide information and strategies to departments that would help them to recruit faculty of color, women, and underrepresented groups.

SECTION 6.3.2.2  

Establish a sustainable system of mentoring for all faculty, particularly faculty of color, women and other underrepresented groups, junior faculty and part-time faculty.

SECTION 6.3.2.3  

Support faculty in their endeavors regarding teaching effectiveness and service in areas that are not addressed by other committees or campus agencies.

SECTION 6.3.4  

Support the faculty in their professional responsibilities, including teaching effectiveness, service, research, and contributions to the field.
SECTION 6.3.4.1 Provide leadership in creating a supportive environment for research and professional activities in the college.

SECTION 6.3.4.2 Review faculty proposals and supporting documents, and select or recommend recipients of such awards, in accordance with the procedures approved by the Faculty Council for the purpose of awarding University funds and/or release time allocated to the Michael D. Eisner College of Education to support research or professional activities.

SECTION 6.3.4.3 Serve as a communication link between the College and the University Research and Grants Committee.

SECTION 6.3.4.4 Facilitate dissemination of information about available research opportunities.

SECTION 6.3.4.5 Facilitate regular forums providing opportunities for faculty to present their research and development efforts.

SECTION 6.3.5.1 Provide leadership for the Michael D. Eisner College of Education in the development and improvement of technology-based instruction and assessment.

SECTION 6.3.5.2 Establish a plan including immediate and long-term goals for improving the technology needs of the Michael D. Eisner College of Education.

SECTION 6.3.5.3 Develop policies to govern the purchasing, upgrading, use and maintenance of computer resources and other technologies at the Michael D. Eisner College of Education.

SECTION 6.3.5.4 Promote the training of faculty in the use of computer-based technologies.

SECTION 6.4 Meetings

SECTION 6.4.1 Regular Meetings: Meetings shall be held at least twice a month on the second and fourth Tuesdays. Committee meetings shall be open to all members of the faculty who shall have the right speak on any item of the agenda.

SECTION 6.4.2 Closed Meetings: Meetings where competing proposals or nominations are discussed and selection decisions are made shall be identified in advance as closed meetings by the Chair of the Committee to the Faculty Council.

SECTION 7 EQUITY AND STUDENT AFFAIRS COMMITTEE

SECTION 7.1 Membership: The committee shall be comprised of the Associate Dean (ex officio), one full-time tenure track faculty member selected by each department. In addition,
each department shall select one student representative. The term of office is two years
two faculty and one year for student. Although other faculty may serve on the
committee, each department shall have one vote only. If a faculty or student member
resigns or is no longer able to perform duties, that member’s department will elect a
new representative. The Chair of the committee must be a faculty member.

SECTION 7.2  Functions

SECTION 7.2.1 Improve the outreach, recruitment, and retention of students of color, women, and
students form other underrepresented groups in the Michael D. Eisner College of
Education.

SECTION 7.2.1.1 Collaborate with the College’s Education Equity Office in planning and monitoring
recruitment and retention strategies.

SECTION 7.2.1.2 Support a sustainable system of mentoring students, particularly students of color,
women, and students form other underrepresented groups.

SECTION 7.2.1.3 Assist the equity office in making students awards of their rights, responsibilities, and
resources with the College and University including but not limited to discrimination,
sexual harassment, and accommodations for special needs students

SECTION 7.2.1.4 Support policies and procedures to increase scholarships and financial aid.

SECTION 7.2.2 Create a forum where students can raise and discuss common student concerns.

SECTION 7.2.2.1 Establish a vehicle by which students can express their concerns either verbally or in
writing.

SECTION 7.2.3 Create methods to showcase and document student achievements.

SECTION 7.2.3.1 Establish a process and/or vehicle by which students can show their achievements. For
Example, the College may hold a yearly event in which students present their master’s
theses, graduate projects, service learning projects and other achievement in poster
sessions, formal presentations, or other methods.

SECTION 7.3  Regular Meetings: Meetings shall be held at least twice a month on the second and
fourth Tuesdays. Meetings shall be open to all members of the faculty, who shall have
the right to speak on any item on the agenda.
APPENDIX I

MICHAEL D. EISNER COLLEGE OF EDUCATION
BY-LAWS OF THE GENERAL FACULTY
APPROVED 1967

SECTION 1. Name: The name of this organization shall be the general Faculty of the Michael D. Eisner College of Education (hereafter referred to as the Faculty).

SECTION 2. Purposes: The purpose of this organization shall be to provide for the involvement of all Michael D. Eisner College of Education programs; to facilitate coordination of the departments of the College organization; to provide opportunity for members of the Faculty to express their opinions on matters of College policy; to review and act on policy recommendations; to delegate policy development; and to elect members of the College Personnel Committee and representatives to the Faculty Senate and the Personnel Planning and Review Committee.

SECTION 3. Membership: The membership shall include all full-time members of the teaching faculty. Membership shall also include faculty on the early retirement program, department chairpersons, the dean and associate deans.

SECTION 3.1 Membership: A member of the Faculty Council or any standing committee who cannot attend a meeting of the committee may select a proxy from the department or standing committee that the member represents. Such proxy shall have a voting power on issues which come before that committee. (Approved by College of Education mail ballot on March 15, 1977).

SECTION 3.2 Nominating Committee: Without prejudice to Section 1.2 of The Faculty Governance Manual, each March the Faculty Council shall constitute a Nominating Committee for obtaining candidates to college and university-wide offices. (Added May, 1991).

SECTION 4. Powers: The ultimate authority of this organization shall be vested in Meetings of the General Faculty. Specific or general powers delegated to the Faculty Council or to policy-developing committees shall be provisional in that ultimate decisions may be referred to the General Faculty.
SECTION 5  Officer: The Faculty President as provided in the guidelines of the Council shall chair meetings of the General Faculty. The Faculty President may designate a member of the Council to serve in his/her place in the event of his/her temporary absence, not to exceed thirty days. (March, 1984).

SECTION 5.4  Personnel Committee (Term of Office) Any eligible faculty member elected to the College Personnel Committee shall be obligated to serve no more than two consecutive terms (4 years) after which he/she can be on furlough for two years. Faculty members have the option to continue to serve on the committee and not accept the two year furlough.

After a two year hiatus, a faculty member shall again become eligible to be elected to the College Personnel Committee and, if elected, may serve no more than two terms (4 years) after which the furlough again applies at the time of election. (September 2009)

SECTION 6  Meetings: Regular General Faculty meetings shall be held as Determined by the Faculty Council. Additional meetings may be Called under any of the conditions listed below:

(1) at the request of the Dean of the College
(2) at the request of the Faculty President
(3) at the request of 10% of the members of the General Faculty, by written petition.

SECTION 6.1  Quorum: Fifty percent of the members of the General Faculty shall constitute a quorum.

SECTION 6.2  Notice: At least five regular school days' notice of meetings Shall be given in writing (hard copy or electronically) to each Member. Such notice shall include an agenda for the meeting Prepared by the Faculty President, with the assistance of the Faculty Council and the Dean of the College.

SECTION 6.3  Minutes: Minutes of all meetings shall be distributed Promptly to all members of the General Faculty and to the Vice- President for Academic Affairs.

SECTION 6.4  Voting: All decisions of the General Faculty at regular and additional meetings, except amendments to these By-Laws, shall be made by a majority of those present and voting, provided a quorum is present. Voting shall be by voice vote, provided that on request of any member the vote shall be by standing vote or by written ballot.

SECTION 6.5  Mail Ballot: Candidates will be nominated from the floor by The faculty of the College for each Faculty Senate or appropriate University committee vacancy. A minimum number of candidates totaling twice the number of vacancies will be selected by vote from among those nominated from the floor at a general meeting of the faculty. The final selection of representatives will be conducted by a mail ballot. For all other
purposes, a mail ballot among the General Faculty may be initiated by a two-thirds vote of the Faculty Council. (Approved by the College of Education Faculty, September 20, 1976).

SECTION 7

**Standing Committees:** The standing committees of the General Faculty shall be:

- the Personnel Committee
- the Curriculum and Assessment Committee
- the Equity and Faculty Affairs Committee
- the Equity and Student Affairs Committee (October 27, 2003)

SECTION 7.1 **Establishment of New Standing Committees:** Any standing committee proposed by Faculty Council shall submit its proposed by-laws to Faculty Council for approval and shall then use the approved by-laws on a trial basis for one semester before submitting them to the General Faculty for statutory approval. (Added May, 1991).

SECTION 7.2 **Membership in New Committee:** In view of Section 3.3 of the Faculty Governance manual the members of the newly approved standing committee at its first meeting shall determine Which half of the membership shall have a one-year term of office and Which shall have a full two-year term.

SECTION 8 **Amendment of the By-Laws:** These By-Laws may be amended by a two-thirds vote of the members present at any meetings, provided a quorum is present and provided all members are given notification of the proposed amendment at least ten school days in advance of the meeting.