ACADEMIC ALERT #2002-24

DATE: November, 2002

DECISION: Revised Constitution of the National College of Education

The National College of Education Constitution has been revised and approved. In June, 2002 the Faculty Senate determined that the newly revised NCE constitution, as ratified by the College, is aligned with the Faculty Association Constitution.

IMPLEMENTATION DATE: June 12, 2002

CONTACT: Dr. Elizabeth Hawthorne, Dean, National College of Education
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SIGNATURE:

Dr. John A. Brighton
Provost and Senior Vice President for Academic Affairs

Constitution and Bylaws of the National College of Education

Ratified: **Date: June 12, 2002**

EFFECTIVE DATE: June 12, 2002

National College Of Education Constitution

Preamble

This Constitution of the National College of Education is established to provide rules of governance for carrying on the educational responsibilities of the college within the institutional context of National-Louis University.

Article I - Name

The agent of governance within the National College of Education shall be known as the National College of Education faculty.

Article II - Jurisdiction and Powers

Section 1

The powers of the National College of Education faculty are delegated by the President of the University as the chief education officer of National-Louis University with the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association Constitution.

Section 2

The National College of Education faculty shall have general legislative power over all matters pertaining to its own departments, programs, meetings, councils and committees; to its admission requirements to the college, curricula, instruction, examination, grading and authorization of its degrees, and to the supervision and regulation of research, institutes and other educational programs sponsored or conducted under the aegis of the National College of Education.

The sub-unit for governance shall be the department. A department is a unit that brings together faculty members with common or related interests, background, and professional and scholarly activity in a particular field so that they can focus on areas of academic interest and represent faculty in decision making within academic governance structures.

The Departments of National College of Education are:

Baker Demonstration School	Interdisciplinary Studies
Curriculum and Instruction	Mathematics Education/Science Education
Early Childhood Education	Middle Level Education
Educational Leadership	Reading and Language
Educational Psychology	Secondary Education
Elementary Education	Special Education
Foundations and Research	Technology in Education

Each department will elect a chair who will meet regularly with other department chairs to represent departmental faculty voice and to provide leadership in coordinating various departmental responsibilities.

Faculty wishing to propose amending the constitution by establishing a new department bring to the faculty a rationale for becoming a department based on the criteria specified in Section 2.

Section 3

In pursuance of these powers the National College of Education faculty shall establish and maintain a current set of bylaws, or statements of continuing policy, regulating each aspect of its jurisdiction and all official actions taken in the name of the National College of Education faculty shall be governed by the Constitution and these Bylaws.

Section 4

Jurisdiction with regard to matters pertaining to faculty appointments, tenure, salaries and welfare is specifically reserved to the President of the University and/or by delegation, to the Faculty Association of National-Louis University.

Article III - Membership

Section 1

National College of Education voting privileges are granted to an individual who has been approved through a departmentally led and approved search process for a full time faculty position in one or more departments of National College of Education.

Section 2

The Foster G. McGaw graduate faculty with full voting privileges shall consist of voting faculty of the NCE Faculty Association who meet the following criteria:

A. A minimum of three (3) courses per year (or its equivalent as determined by the Graduate Council) of graduate school service.

B. Possession of an earned doctorate (or its reasonable equivalent as determined by the Graduate Council) in a field related to the individual's teaching and research.

C. Approval by the Graduate Council.

Article IV - Organization

Section 1

Meetings of the National College of Education faculty shall be presided over by the elected Chair. In case of necessary absence, the Chair-Elect shall preside.

Section 2

The faculty shall establish councils and committees as needed to carry out directed tasks and shall instruct them as to their duties and the length of their assignments. Each council or committee shall conduct its assignment on the basis of its own rules of procedures, providing that these are consistent with the Constitution and the Bylaws of the National-Louis University faculty. In general, councils shall be recognized as having sustained monthly functions, while committees meet as needed.

Article V - Meetings

Section 1

Regular meetings of the National College of Education faculty shall be held monthly when the National College of Education is in session.

Section 2

Special meetings of the National College of Education faculty may be called by the Dean of the National College of Education or by signed petition of not less than one-third of the members by giving written notice thereof, stating the time, place and purpose of the meeting. Only business specifically designated in the call of the meeting may be transacted at special meetings.

Section 3

A quorum for doing business at monthly meetings of the National College of Education faculty shall be comprised of the faculty attending the meeting when at least 30 voting faculty are in attendance. A majority of the votes cast is required for a motion to pass. (See Section VII. 1. for votes concerning amendments of the Constitution and Bylaws.) A majority of faculty in attendance may pass a motion to require that a mail ballot be used instead of in-meeting voting.

Section 4

The rules of parliamentary procedures comprised in Robert's Rule of Order, Revised Edition, shall govern the deliberations of the faculty, except as otherwise provided for in this Constitution or in the Faculty By laws.

Section 5

Any vote on a matter requiring a decision by the faculty of the College as a whole that is considered significant enough to be conducted by written ballot will be organized by the Chair to provide for voting by mail. The Procedures used should adhere to the principles set forth in Robert's Rules of Order for this form of voting.

Article VI - Faculty Search Procedure

Section 1 – Tenure-Track Faculty Search Process

Full-time tenure-track faculty shall be hired in accordance with procedures of the Constitution and Handbooks of National-Louis University.

Section 2 - Process for Hiring Non-Tenure-Track Faculty

Non-tenure-track faculty appointments shall be made by the Dean of the National College of Education pursuant to nominations by the appropriate academic administrator in consultation with the tenure-track faculty of the affected department. Records should be kept of the search and screen procedures used to hire non-tenure-track faculty.

Section 3- Baker Demonstration School Faculty Search Process

A. The process is initiated by the Dean of the National College of Education sending written notification to the Director of the Demonstration School that a position is to be filled. Within two weeks following this notification the Dean or the Dean's appointee appoints a search committee consisting of:

   1. Two Baker Demonstration School faculty.
   2. The Admissions Director.
   3. The Director of the Demonstration School.
   4. One university faculty from appropriate department.
   5. One Baker Demonstration School parent.

B. The Director of the Demonstration School constructs a job description and submits it to the Dean of the National College of Education, who sees that it is publicized internally, locally and nationally, and that the Affirmative Action Office of the University is informed of the vacancy.

C. The search committee elects a chairperson, and meetings are set to review credential files which are made available by the committee chairperson.

D. The committee decides on the most promising candidates, and these are invited to visit the college and make presentations to the faculty and other concerned persons.

E. The committee submits its recommendation to the Dean of the National College of Education.

F. The decision to tender an offer is made by the Dean of the National College of Education in consultation with the chairperson of the search committee.

Article VII - Amendments

Section 1

A quorum for amending the Constitution and Bylaws shall be one-half the number of eligible voting faculty. Two-thirds of the votes cast shall be required for the amendment to pass. Proposed amendments must be presented in writing at the preceding regular meeting.

Section 2

This charter shall become the Constitution of the National College of Education of National-Louis University following its ratification by a two-thirds vote of the faculty.

Bylaws Of The National College Of Education Faculty

I. National College of Education Faculty Organization

A. General

1. The National College of Education Faculty Organization shall elect a leader to serve for two years; the first year as Chair-Elect/Secretary and the second year as faculty Chair. The Chair shall plan and conduct all meetings and represent the National College of Education faculty in institutional meetings. The Chair-Elect/Secretary shall ensure that all actions of the faculty are duly recorded in the minutes. The Office of the National College of Education shall appoint a secretarial assistant to aid the Chair-Elect/Secretary in preparation and dissemination of minutes and records. The secretarial assistant shall not have voting privileges.

2. The minutes of each faculty meeting shall be prepared and signed by the secretary and shall be approved by the faculty at its next succeeding regular meeting. The minutes, after approval, shall be kept on file in the office of the National College of Education and shall be made available whenever requested by members of the faculty or other college-authorized persons.

3. All positions on College councils and committees which become open at the beginning of an academic year shall be filled in one of two ways. Positions not representing the faculty as a whole shall be filled by a process agreed upon by the constituent body represented by the vacant position. Positions representing the faculty as a whole shall be filled by a general election of new members to be conducted by the entire faculty through written ballot. The Chair of the National College of Education Faculty Organization will announce scheduled meetings of the full faculty and the designated meeting dates of committees for each year. The Committee-on-Committees will solicit nominations of qualified and willing candidates. The election will be conducted by the end of the academic year. At the first regularly scheduled meeting of the following academic year, the Committee-on-Committees will announce other council and committee positions which have become open since the balloting at the end of the previous year. An election of new members will take place by written ballot shortly after this meeting. As positions become vacant during an academic year, the Committee-on-Committees will use appropriate procedures (See I.A.3) to fill such vacancies as needed.

B. Election of Chair

1. The Chair shall be elected by written ballot at the last regularly scheduled spring meeting of the National College of Education faculty. This person shall take office as Chair-Elect/Secretary at the first official fall meeting following the election, and become Chair at the last meeting of the academic year.

2. The names of candidates for the Chair-Elect shall be submitted at the penultimate meeting of the spring term.

3. Any member of the National College of Education faculty may be eligible for nomination as Chair-Elect.

4. The Chair-Elect shall serve for one year. At the last regularly scheduled meeting of the National College of Education faculty, the Chair-Elect shall be elected chair by a simple majority vote by written ballot. If the Chair-Elect is not affirmed, an election will be held immediately to elect a chair.

5. The Chair shall serve for one year. If for any reason the Chair should not be able to serve out the term of office, the Chair-Elect shall become Chair. If the Chair-Elect should not be able to serve as Chair for reasons other than non-affirmation by ballot, a new Chair-Elect shall be elected within thirty (30) days of official notification to the Chair.

II. Councils and Committees

A. General

1. Quorum. A majority of the membership shall constitute a quorum necessary to transact business within each of the councils and committees.

2. Rules of Order. Normal procedure in the councils and committees shall be conducted in accordance with revised Robert's New Rules of Order.

3. Membership. Persons eligible to serve on College councils and committees are National College of Education faculty with full voting privileges as defined in Article III, Section I.A. above. No member of a council or committee may represent more than one constituency or have more than one vote. In the event a vacancy occurs after the general election held at the beginning of the current year, it will be filled according to procedures outlined in I.A.3. above.

4. Term of Membership. The term of council or committee membership shall be three years with approximately 1/3 of the positions changing annually.
5. Reporting and Archiving. Each council and committee shall post to the faculty listserv notice and minutes of each of its meetings. At the end of each academic year, each council and committee shall submit its archives to the Committee-on-Committees. These archives shall include a record of all official, non-confidential proceedings and a brief year-end report which summarizes the year's major initiatives, highlights projected goals, and indicates who will assume responsibility for calling the first meeting of the following year.

6. Chair. Each committee and council shall schedule a meeting to elect a chair from its membership by September 15 of each year and shall forward the name of the chair to the Committee-on-Committees by October 1.

7. Amendments. These Bylaws may be amended at any regular meeting of the National College of Education. A two-thirds vote of those present is required to change the Bylaws.

8. Review. Review of policy and procedures of councils and committees may take place at a special meeting of the National College of Education faculty as outlined in Article V.

B. Specific

1. The Curriculum Council

a) The primary responsibility of the Curriculum Council shall be to:

(1) Approve programs and program revisions.
(2) Coordinate and approve policy and procedures for the systematic review of curricular programs and make recommendations to the National College of Education.
(3) Coordinate and approve policy and procedures for the initiation and modification of curricular policy within the National College of Education.
(4) Monitor duplication between preservice and graduate courses and workshops based on title and content.

b) The Curriculum Council shall be composed of:

(1) The Dean of the National College of Education.
(2) Twelve faculty members (two elected from the Demonstration School, one from the Department of Foundations and Research, one from the Department of Educational Psychology, two from the Preservice Faculty, four from the Graduate Faculty, and two from the National College of Education at large).
(3) One graduate student and one undergraduate student.

2. The Evaluation Committee

a) The Evaluation Committee shall:

(1) recommend instruments and processes for assessing our teaching.
(2) promote the role and use of evaluation, including self-study, to improve instruction.
(3) research procedures and processes that support quality instruction.
(4) seek and respond to graduate and undergraduate student voice concerning evaluation issues.
(5) communicate findings and recommendations to the faculty when appropriate.

b) The Evaluation Committee shall be composed of:

(1) Five members of the NCE faculty: four teaching members elected at-large and the NCE representative to the Senate Faculty Standards, Evaluations and Appeals Committee.
(2) One ex-officio administrator in the National College of Education.

3. The Constitution Committee

a) The Constitution Committee shall:

(1) Make an annual study of the Constitution and Bylaws.

(2) Be responsible for organizing the procedures for submitting amendments it wishes to propose or amendments others wish to propose to the National College of Education faculty.
(3) Be responsible for keeping all members supplied with up-to-date copies of the Constitution and Bylaws.

b) The committee shall be composed of five elected members of the National College of Education.

4. The Undergraduate Council

a) The Undergraduate Council shall:

(1) Set standards for membership on Undergraduate Council
(2) Approve undergraduate courses and workshops.
(3) Determine policies and procedures for undergraduate programs and for other undergraduate offerings.
(4) Determine undergraduate admission criteria in collaboration with Undergraduate Admission and Retention Council.
(5) Review actions of the Undergraduate Admissions and Retention Council.
(6) Create advisory subcommittees with specific charges as needed.

b) The Undergraduate Council membership shall be composed of:

(1) Dean or Dean's Representative
(2) NCE member at large
(3) One member from the College of Arts and Sciences
(4) Departmental Administration
  (a) Early Childhood Chair or representative
  (b) Elementary Education Chair or representative
  (c) Special Education Chair or representative
(5) Campus Representatives (balance EC/EE and G/U)
  (a) One representative from Evanston
  (b) One representative from Chicago
  (c) One representative from Wheaton
  (d) One representative from Elgin
  (e) One representative from Wheeling
  (f) additional sites to be added as preservice programs expand to other locations
(6) Departmental Representatives
  (a) One representative from the Demonstration School
  (b) One representative from Mathematics Education and on representative from Science Education
  (c) One representative from Reading and Language
  (d) One representative from Curriculum and Instruction in the area of Social Studies
  (e) One representative from Educational Psychology
  (f) One representative from Special Education
  (g) One representative from Foundations and Research
  (h) One representative from Technology in Education

(7) Student Representatives (Advisory only)
   (a) One undergraduate student
   (b) One graduate student
(8) Support Services (Advisory only)
   (a) One representative from CAD
   (b) One representative from Registrar/Admissions
   (c) One representative from Enrollment Management

5. Undergraduate Admission and Retention Council

a) The Undergraduate Admission and Retention Council shall:

(1) Be the major policy-considering body with respect to undergraduate Admission and Retention affairs.
(2) Hear appeals by students for exceptions to stated policies and for matters pertaining to admission and retention, determine the outcome, and inform the Undergraduate Council of its decisions.
(3) Review admission and retention policies and make recommendations to the Undergraduate Council.

b) Membership will include:

(1) One representative from the Department of Elementary Education
(2) One representative from the Department of Early Childhood Education
(3) One representative from the College of Arts and Sciences
(4) One Student Service representative

6. The Graduate Council

a) The Graduate Council is the governing body of the Foster G. McGaw Graduate School. The Council shall:

(1) Set standards for graduate faculty membership.
(2) Approve faculty for membership in the Graduate School.
(3) Approve courses and workshops within the Graduate School.
(4) Determine graduate admission criteria in collaboration with Graduate Admission and Retention Council.
(5) Determine policies and procedures for the Graduate School.
(6) Review actions of the Graduate Admissions and Retention Council.
(7) Create advisory subcommittees with specific charges as needed.

b) The Graduate Council shall be composed of:

(1) The Dean of the Graduate School
(2) One representative holding full graduate faculty status from each department
(3) One additional slot for every department containing four or more programs
(4) One graduate student appointed by the student organization

7. The Graduate Admission and Retention Council

a) The Graduate Admission and Retention Council shall:

(1) Be the major policy-considering body with respect to Admission and Retention affairs of the Graduate School.
(2) Hear appeals by students for exceptions to stated policies and for matters pertaining to admission and retention, determine the outcome, and inform the Graduate Council of its decisions.
(3) Review admission and retention policies and make recommendations to the Graduate Council.

b) The Graduate Admission and Retention Council shall be composed of:

(1) Five Graduate Faculty members
(2) One representative of the Department of Educational Foundations and Research
(3) One representative of the Department of Educational Psychology
(4) Director of Graduate Admissions
(5) Two graduate students

8. The Promotion and Tenure Committee

a) Responsibilities:

(1) The College Promotion and Tenure Committees shall review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
(2) All deliberations and actions of the college committees shall remain confidential.

b) Membership:

(1) The faculty of National College of Education shall elect a committee of four (4) members to consider applications for promotion and/or tenure of its faculty.

(2) All members of this committee shall be full-time tenured faculty members.

(3) At least two members of the committee shall hold the rank of Associate Professor or Professor.

(4) The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year. No members of the committee shall serve successive terms.

(5) A faculty member who applies for promotion and/or tenure while a member of the committee shall be replaced by special election for the year in which such application is being considered.

9. <u>The Committee-on-Committees</u>

a) The Committee-on-Committees shall direct and monitor elections and maintain archives for committees and councils of the National College of Education Faculty Organization. To this end, the committee will:

(1) Compile and disseminate, at the beginning of each academic year, a list of fulltime faculty, along with their programmatic and departmental affiliations.
(2) Prepare and disseminate a list of councils, committees, their memberships and terms of office.
(3) Keep track of changes in committee and council memberships.
(4) Prepare, update, and disseminate a list of committee and council chairs.
(5) Conduct elections to fill vacancies arising during the academic year.
(6) Collect and archive minutes and annual reports of the National College of Education Faculty Organization, and of its committees and councils.
(7) Disseminate updated archival documents (as listed in item #6 above) as needed.
(8) Prepare a slate of nominees for elections as indicated in 1.A.3 above, and conduct these elections.
(9) Accept all relevant charges from the National College of Education Faculty Organization.

b) The committee shall be composed of the Chair(s)-Elect and three (3) members elected At-Large. The secretarial assistant (See I.A.1.) shall assist this committee in its work.

10. Council of Chairs

a) <u>Responsibilities</u>:
The Council of Chairs shall represent departmental faculty voice and provide leadership in coordinating various departmental responsibilities.

b) <u>Membership</u>:
Each department shall elect a chair to provide leadership to that department, meet regularly with other department chairs, and represent the department in official business transactions. The NCE Chair(s) and NCE Chair(s)-elect shall serve as ex officio members

Constitution Adopted: 3/14/84
Constitution Amended: 4/17/85, 4/20/88, 2/21/90,2/17/93, 5/17/93, 10/20/93, 5/4/94, 6/10/94, 6/18/96, 2/12/97, 10/8/99, 3/8/00, 5/13/00, 6/14/00, 2/14/01, 5/4/01, 5/9/01, 6/12/02