

**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:

- Curriculum and Instruction
- Diversity in Learning and Teaching
- Early Childhood Education
- Educational Foundations and Inquiry
- Educational Leadership
- Elementary and Middle Level Teacher Education
- Integrated Studies in Teaching, Technology and Inquiry
- Reading and Language
- School and Educational Psychology
- Secondary 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 Association and the Constitution and Bylaws of the National College of Education. These procedures shall be reviewed annually and posted to the National College of Education 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 every other month 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, the Chair of the National College of Education Faculty Organization, 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 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 Rules 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.

## **Article VII - Amendments**

### **Section 1**

The Constitution and Bylaws shall be amended according to the following process:

1. After the Constitution Committee posts the language of a proposed amendment to the faculty listserv, the faculty shall have an opportunity to discuss and amend the proposed amendment during at least two regularly scheduled faculty meetings.
2. Following this process, if the proposed language is affirmed by the faculty to be ready for balloting, a ballot shall be sent electronically to all eligible voting faculty.
3. All eligible voting faculty, having been issued an electronic ballot, shall constitute a quorum for amending the Constitution and Bylaws.
4. Two thirds of the votes cast shall be required for the amendment to pass.

### **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. Officers:**

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

5. All rights and responsibilities of office shall apply equally when Co-Chairs are elected.

B. Meetings:

1. The Chair of the National College of Education Faculty Organization shall announce scheduled meetings of the full faculty.
2. Special circumstances may warrant cancellation of a regularly scheduled meeting of the National College of Education Faculty Organization. A proposal to cancel a meeting shall be brought by the NCE Chair to the Council of Chairs. A meeting may be cancelled by 2/3 majority of the voting members of the Council of Chairs and the NCE Chair. Notice of such cancellation shall be made to the faculty at least one week prior to the regularly scheduled meeting.
3. Minutes: The minutes of each faculty meeting shall be prepared and signed by the Chair-Elect 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.

C. Elections:

1. Constituencies: All positions on College councils and committees not representing the faculty as a whole (i.e., liaison, program and departmental representatives, unless otherwise specified) shall be filled by a process agreed upon by the constituent body represented by the vacant position. All positions representing the faculty as a whole (i.e., at-large, graduate faculty) shall be filled by a general election to be conducted by the entire voting faculty.
2. General Elections:
  - a. The Committee-on-Committees shall post notice to the faculty of all vacant positions and shall solicit nominations of qualified and willing candidates for vacant positions representing the faculty as a whole.
  - b. Elections shall be conducted by the end of the academic year, with elections for positions representing the faculty as a whole conducted by electronic ballot.
  - c. As positions become vacant, the Committee-on-Committees shall post notice to the faculty of such vacancies, solicit nominations, and conduct elections by acclamation or written or electronic ballot. These elections may take place at a faculty meeting provided there is a quorum in attendance and nominations were previously solicited from the faculty at-large.

3. Election of Officers:

- a. Any voting member of the National College of Education faculty may be eligible for nomination as Chair-Elect.
- b. As part of the regularly scheduled elections at the end of the year, the Chair-Elect shall be elected Chair by a simple majority vote. If the Chair-Elect is not affirmed, an election shall be held immediately to elect a Chair.
- c. The Chair and Chair-Elect shall take office at the last meeting of the academic year and shall serve for one year.
- d. 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 have more than one vote. Members listed as advisory, liaison, ex-officio, Dean or Dean's designee are non-voting members whose primary roles are advisory and communication. 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 the agenda in advance of each meeting and shall post to the faculty listserv the minutes following each meeting before a subsequent meeting is held. 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. 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) Recommend policies and procedures for approval to the National College of Education faculty regarding the approval, modification, and systematic review of curricular programs.
- (3) Implement approved policies and procedures for the approval, modification, and systematic review of curricular programs.
- (4) Monitor duplication between undergraduate and graduate courses and workshops based on title and content.

b. Curriculum Council shall be composed of:

- (1) One representative from each department. Departments with 4 or more programs or concentrations may elect a second representative. All representatives hold graduate faculty status with the following exception. A department that has an undergraduate program and a department that does not have a graduate program or does not offer graduate courses may choose to send a departmental representative who does not have graduate faculty status.
- (2) Advisory members:
  - a. Dean or Dean's designee
  - b. Graduate or Undergraduate students as needed
  - c. Liaison from Assessment Council

### 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 teaching members of the NCE faculty elected at-large. One of these members shall be elected by the Evaluation Committee to serve as a liaison to the Senate Faculty Standards, Evaluations and Appeals Committee and one of these members shall be elected by the Evaluation Committee to serve as a liaison to the NCE Assessment Council.

- (2) Dean or Dean's designee

### **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) Recommend policies and procedures for undergraduate programs and courses to the NCE faculty for approval.
  - (4) Implement approved policies and procedures
  - (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) Two representatives from each NCE Undergraduate Program
  - (2) One representative from:
    - a. Mathematics Education
    - b. Reading and Language
    - c. Science Education
    - d. Social Studies Education
    - e. Special Education
  - (3) One representative from each NCE Department which offers undergraduate courses and which chooses to send a departmental representative committed to serve the minimum of an annual term
  - (4) Advisory ex-officio members:
    - a. The Dean or Dean's designee
    - b. One member from the College of Arts and Sciences
    - c. One member from the Registrar's Office
    - d. Others as needed on an ad hoc basis to inform and support the work of the council.

## **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. The Undergraduate Admission and Retention Council shall be composed of:
  - (1) One representative from each undergraduate program
  - (2) One additional representative from the program which serves the most undergraduate students if the number of representatives in (1) above is an even number.
  - (3) Advisory ex-officio members as follows:
    - a. The Dean or Dean's designee
    - b. One representative from the College of Arts and Sciences
    - c. One representative from Student Services
    - d. Others as needed on an ad hoc basis to inform and support the work of the council

## **6. The Graduate Council**

- a. The Graduate Council is the governing body of the Foster G. McGaw Graduate School. The Council shall:
  - (1) Approve faculty for membership in the Graduate School (as specified in article III. Membership. Section 2).
  - (2) Approve courses and workshops within the Graduate School.
  - (3) Determine graduate admission criteria in collaboration with Graduate Admission and Retention Council.
  - (4) Recommend Graduate School policies and procedures to the NCE faculty for approval.
  - (5) Implement approved policies and procedures.
  - (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) One representative holding full graduate faculty status from each department offering graduate courses
  - (2) One additional representative holding full graduate faculty status from each department containing four or more programs or concentrations (if such departments wish to elect an additional representative)

- (3) Advisory ex-officio members:
  - a. One representative from the Registrar's Office
  - b. Dean or Dean's designee
  - c. Graduate student(s) as needed

## **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 to be elected at-large by the NCE Faculty.
  - (2) One representative of the Department of Educational Foundations and Inquiry to be elected at-large by the NCE Faculty.
  - (3) One representative of the Department of School and Educational Psychology to be elected at-large by the NCE Faculty.
  - (4) Advisory ex-officio members:
    - a. One representative from Graduate Admissions
    - b. One representative from the Registrar's Office
    - c. Two graduate students
    - d. Dean or Dean's designee

## **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 while a member of the committee shall be replaced by special election for the year in which such application is being considered.

## **9. The Committee-on-Committees**

- 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 shall:
  - (1) Compile and disseminate, at the beginning of each academic year, a list of fulltime faculty which specifies graduate faculty, voting faculty, rank, tenure status, programmatic and departmental affiliations.
  - (2) Prepare, update, and disseminate a list of councils and committees, their chairs, memberships, terms of office and council meeting dates.
  - (3) Announce vacancies, prepare slates of nominees, conduct elections to fill vacancies, and announce election results to the National College of Education Faculty.
  - (4) Collect, archive, and disseminate as needed, the agendas, minutes and annual reports of the National College of Education Faculty Organization, its committees and councils.
  - (5) Accept all relevant charges from the National College of Education Faculty Organization.
- b. The committee shall be composed of the Chair-Elect and three (3) members elected at-large. The secretarial assistant (see I.A.4.) shall assist this committee in its work.

## **10. Council of Chairs**

- a. Responsibilities:

The Council of Chairs shall represent departmental faculty voice and provide leadership in coordinating various departmental responsibilities.

- b. Membership:

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.

## **11. The Assessment Council**

- a. The Assessment Council is the faculty body primarily responsible for monitoring and revising the college assessment system. The council shall:
  - (1) Review yearly program assessment reports that summarize student performance data and progress in achieving program, college, and professional goals and outcomes.
  - (2) Compose a college assessment report by synthesizing and aggregating data summarized in program assessment reports.
  - (3) Stimulate college-wide discussions that are based upon the data in reports and that promote reflection and action regarding learning and assessment practices across the college.
  - (4) Research and support the assessment procedures and processes of the college.
  - (5) Refine assessment report format and bring recommendations forward to the faculty.
  - (6) Collaborate with Curriculum Council to identify potential revisions for the college conceptual framework, as well as its goals and outcomes, based on review of accumulated assessment data; bring recommendations forward to faculty for discussion and voting.
  - (7) Identify faculty development and support needs related to assessment processes.
  - (8) Provide feedback and support to programs on their assessment processes.
  - (9) Make recommendations to the department chairs and deans regarding assessment related resources needed within the college.
  - (10) Seek out and respond, at least annually, to additional voices concerning assessment measures and processes in order to obtain a broader perspective:
    - a. adjunct faculty
    - b. graduate and undergraduate students
    - c. program advisory board members
  - (11) Develop ad hoc committees and relationships to support the charges of this council
- b. The Assessment Council shall be composed of:
  - (1) One faculty member to be elected by each National College of Education Department
  - (2) One liaison member from the Evaluation Committee to be elected by the Evaluation Committee
  - (3) The Dean or Dean's designee as an ex-officio member.

## **12. The Technology Committee**

- a. The Technology Committee shall:
  - (1) Annually consider and, if necessary revise, the vision of the College with regard to technological infrastructure and the integration of technology into teaching, learning, research, and service.
  - (2) Make recommendations with regard to College and University policies and procedures related to the use of computing and communications technologies affecting the work of faculty, students and staff in the College to:
    - a. NCE Faculty

- b. NCE Dean and Department Chairs
  - c. The Senate Academic Technology Committee
  - d. Other appropriate committees, councils, and/or bodies
- (3) Sponsor activities designed to foster faculty and student reflection and growth concerning the appropriate use of technology in teaching and learning, research, and service.
  - (4) Identify faculty support and development needs with regard to technology and consider policy and procedural recommendations related to faculty development.
  - (5) Identify undergraduate and graduate student concerns and needs related to technology.
  - (6) Serve as a conduit for College faculty, staff, and students to communicate needs and interests with the Office of Information Technology and other relevant administrative and governance bodies.
- b. The Technology Committee shall be composed of:
- (1) Five teaching members of the NCE faculty elected at-large, one of whom must be from a center outside of Illinois
  - (2) A liaison representative elected by the Senate Academic Technology Committee from among its NCE representatives
  - (3) Two ex officio representatives
    - a. Dean or Dean's designee
    - b. One representative from the Office of Information Technology

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