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 programs, meetings, councils and committees, to its admission requirements to the college, curricula, instruction, examination, grading, assessment 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.

Schools are the sub-unit for faculty governance. Each school brings together faculty members with common or related interdisciplinary interests to support program development, to advocate for student academic needs, to represent faculty in decision making within the academic governance structure, and to support administrative functions.

The Schools of the National College of Education are:
- Teacher Preparation
- Advanced Professional Programs

The directors of each school shall be appointed by the dean from among the top three candidates selected by a search committee, at least half of the members of which are elected members of the respective school. All candidates for the position of school director shall have the qualifications necessary to be an NCE faculty member. Each school’s faculty shall conduct an annual performance review of the school directors and submit its findings to the dean for the purpose of continuous improvement and consideration for retention. The school directors will meet regularly with the NCE faculty chair(s), other school director(s) and the dean to represent school faculty voice and to provide leadership in coordinating school responsibilities.
Faculty wishing to propose amending the Constitution by establishing a new school or academic program will bring to the faculty a rationale for becoming a new school or academic program based on the criteria specified in Section 2. Such a proposal must be approved by the same process described in Article VII for amending this Constitution. Upon such approval, the proposal will be brought to the Dean, who after consulting with the unit directors and NCE chair(s), will approve or reject the proposal. Such a decision by the Dean shall be deemed final. If a proposal for a new school or academic program is rejected by the Dean, the faculty shall wait at least one year before bringing forward a similar proposal.

**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 awarding of or termination of faculty appointments without cause, faculty tenure, promotion, salaries and welfare is reserved to the President of the University and/or by delegation, to the Faculty Association of National Louis University. The National College of Education shall reserve the right to submit written recommendations regarding these matters to the Faculty Association and to the President of the University.

**Section 5**
The NCE faculty affirms its commitment to democratic forms of decision-making and to the full airing, consideration, representation, and counting of all faculty voices. Faculty members who believe a specific action or structure doesn’t abide by this commitment can invoke this clause in a motion to reconsider. Such a motion shall be approved with affirmative vote of a majority of those present.

**Article III - Membership**
The voting members of the National College of Education shall be those NCE faculty members who hold full-time faculty appointments as specified by contract. This is distinguished from courtesy appointments, which are granted by the provost and the dean and have not gone through the faculty search process. Faculty with courtesy appointments are not voting members of National College of Education.

**Article IV - Organization**

**Section 1**
Meetings of the National College of Education faculty shall be presided over by the elected Chair(s). In case of necessary absence, the Chair-Elect(s) shall preside.
The faculty shall establish committees as needed to carry out directed tasks and shall instruct them as to their duties and the length of their assignments. Each 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.

Article V - Meetings

Section 1
Regular meetings of the National College of Education faculty shall be held every month from September through June.

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(s) of the National College of Education faculty, or by signed petition of not less than one-third of the members by emailing notice to all NCE faculty 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 the monthly meetings of the National College of Education faculty shall be comprised of the faculty attending the meeting when a simple majority of faculty are in attendance (50 percent of voting faculty plus one). The numbers of full-time faculty will be determined at the first meeting of the academic year. A majority of the votes cast is required for a motion to pass. (See Section VII, Section1 for votes concerning amendments of the Constitution and Bylaws.) A majority of faculty in attendance may pass a motion to require that an electronic 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 Bylaws.

Article VI - Faculty Search Procedure

Section 1 – Tenure-Track Faculty Search Process
Full-time tenure-track and non-tenure track faculty shall be hired in accordance with procedures of the Guidelines for Hiring Full Time Faculty at National Louis University.

Article VII – Amendments

Section 1
The Constitution and Bylaws shall be amended according to the following process:

A. 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.
B. 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.
C. All eligible voting faculty, having been issued an electronic ballot, shall constitute a
quorum for amending the Constitution and Bylaws.
D. 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

Section 1 - Officers
A. The National College of Education Faculty shall elect a leader or leaders to serve for
two years: the first year as Chair(s)-Elect and the second year as faculty Chair. All
rights and responsibilities of office shall apply equally when Co-Chairs are
elected.
B. The Chair(s) shall plan and conduct all meetings of the National College of Education
faculty and shall represent the faculty in meetings with the Dean and Unit Directors
and with other university administrators.
C. The Chair(s)-Elect shall be invited to attend the NCE Cabinet meetings to ensure an
orderly transition.
D. The Chair(s)-Elect shall ensure that all actions of the faculty are duly recorded in the
minutes. The Dean’s Office of the National College of Education shall appoint a
secretarial assistant to take the lead in the preparation and dissemination of minutes
and records, with support from the Chair(s)-Elect.

Section B - Meetings
A. The Chair(s) of the National College of Education Faculty shall announce scheduled
meetings of the full faculty.
B. Special circumstances may warrant cancellation of a regularly scheduled meeting of
the National College of Education Faculty. Notice of such cancellation shall be made
to the faculty at least one week prior to the regularly scheduled meeting.
C. Minutes: The minutes of each faculty meeting shall be prepared and distributed by the
Chair(s)-Elect and shall be approved by the faculty at its next succeeding regular
meeting. The minutes, after approval, shall be kept on file in an electronic manner
and available for all faculty to review.
Section 3 - Elections

A. Constituencies: All positions on College committees not representing the faculty as a whole (i.e., liaison, school representatives, unless otherwise specified) shall be filled by an election including only members of the constituent body represented by the vacant position. All positions representing the faculty as a whole shall be filled by a general election to be conducted by the entire voting faculty. The Constitution Committee shall be responsible for conducting all elections.

B. General Elections:
   a. The Constitution Committee 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 conducted by electronic ballot.
   c. As positions become vacant, the Constitution Committee shall post notice to the faculty of such vacancies, solicit nominations, and conduct elections by electronic ballot. If there are not enough candidates to complete constituent specific positions on committees, those spots will be opened to all faculty members for election to a one year term at the first regular meeting of the NCE faculty of the academic year.

C. Election of Officers
   a) 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. Any voting member of the National College of Education faculty may be eligible for nomination as Chair(s)-Elect.
   b) The Chair(s) and Chair(s)-Elect shall take office on July 1 and shall serve for one year.
   c) If for any reason the Chair(s) 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.

Committees

Section 1 - General

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

B. Rules of Order. Normal procedure in the committees shall be conducted in accordance with revised Robert's New Rules of Order.
C. Membership. Persons eligible to serve on College committees are National College of 
Education faculty members with full voting privileges as defined in Article III, Section 
I.A. above. No member of a 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 shall be filled according to 
procedures outlined in I.A.3. above.

D. Term of Membership. The term of council or committee membership shall be three years 
with approximately 1/3 of the positions changing annually.

E. Reporting and Archiving. Each committee shall post to the faculty listserv the agenda in 
advance of each meeting and shall post to the faculty listserv the approved minutes. At 
the end of each academic year, each council and committee shall submit its archives to 
the ListServe. 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 shall assume responsibility for calling the 
first meeting of the following year.

F. Chair. Each committee 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 NCE 
Constitution Committee chair by October 1. Each chair shall ensure that reporting and 
archiving responsibilities are met.

Section 2 - Specific Committees

The Academic Policies Committee

A. Responsibilities
   a. Be the major policy-considering body for affairs related to admission and retention in all 
      National College of Education academic programs
   b. Hear appeals by students for exceptions to stated policies and for matters pertaining to 
      admission and retention, determine the outcome, and inform students and relevant faculty 
      and staff of its decisions
   c. Review admission and retention policies and make recommendations to the programs 
      regarding needed clarifications and changes.

B. Membership
   a. Three (3) representatives from the School of Teacher Preparation
   b. Five (5) representatives from the School of Advanced Professional Programs
   c. (Note: one member elected to this committee should regularly teach in an 
      undergraduate program)
   d. The Dean or Dean’s designee
   e. One (1) representative from the Office of Admissions and Records.
   f. One (1) representative from the Advising Office
   g. One (1) administrative coordinator
The Academic Technology Committee
A. Responsibilities
   a. Support faculty interests in all areas of academic/instructional technology including planning, recommendations, assessment, and promoting increased awareness and utilization.
   b. Technology Plan
   c. Candidate Assessment
   d. Show & Tell of Academic Technology
      a. various formats, venues
      b. curated digital collections
   e. Special Projects (to be determined)
B. Membership
   a. Five (5) members of the NCE faculty elected at-large
   b. Ex officio representative Dean or Dean’s designee
   c. Ex officio representative of the Office of Instructional Technology representative

The Assessment Committee
A. Responsibilities
   a. Improvement of the college assessment system for university faculty and candidate instructional development, as well as accreditation and regulatory requirements
   b. Support program improvement through reviewing program level assessments and reports and identifying strengths and areas for growth.
B. Membership
   a. Two (2) representatives from each school
   b. Four (4) additional representatives elected at large
   c. Advisory ex-officio members:
      a. The Dean or Dean’s designee
      b. One (1) administrative coordinator appointed by the Dean
      c. Others as needed (e.g., adjunct faculty, students) on an ad hoc basis to inform and support the work of the committee.

The Constitution Committee
A. Responsibilities
   a. Direct and monitor elections
   b. Compile and disseminate a list of full time faculty
   c. Keep all members supplied with up-to-date copies of the Constitution and Bylaws
   d. Make an annual study of the Constitution and Bylaws and identify for the National College of Education faculty areas that the committee considers to be misaligned between the NCE Constitution and practice assure that committees archive their activities and decisions in the ListServe folder designed for this purpose
B. Membership
   The committee shall be composed of three (3) members elected at-large.

The Curriculum and Instruction Committee
A. Responsibilities
a. Consult with and support the National College of Education faculty in designing high quality and innovative curricula
b. Review and make recommendations regarding new and revised programs, including courses, to ensure quality and innovation
c. Support and recommend policies and procedures that empower the National College of Education faculty to create and modify curricular programs and courses

B. Membership
a. Four (4) representatives from each school.
b. Two (2) additional representatives elected at large.
c. Advisory ex-officio members:
   a. The Dean or Dean’s designee
   b. One (1) member from the faculty of the College of Professional Studies and Advancement.
   c. At least one (1) member from the Registrar’s Office
   d. One (1) administrative coordinator appointed by the Dean
   e. At least one (1) external stakeholder
   f. Others as needed (e.g., adjunct faculty, students) on an ad hoc basis to inform and support the work of the committee.

The Promotion and Tenure Committee
A. Responsibilities
a. Review applications from faculty members and submit a detailed report on its recommendations of tenure and/or promotion of each faculty member considered to the Institutional Tenure and Promotion Committee (ITPC.)
b. Ensure that all deliberations and actions of the College PT Committee, pursuant to its responsibilities detailed above, confidential.
c. At the end of each year, review the current National Louis University Promotion and Tenure Policy including any amendments made to it in regards to specific needs and concerns of NCE faculty. The PT Committee will make recommendations for additions and/or changes to the full NCE faculty. Any action taken by NCE is, of course, advisory. The report, along with the actions taken by the NCE faculty, will be submitted to the ITPC and the Provost.
d. Consider issues and concerns of faculty welfare and compensation as they pertain to NCE faculty after completing its primary tasks as outlined in Responsibilities (1). These issues and concerns will be presented to NCE faculty at its final meeting in June and used by other college and university committees in promoting the specific concerns of NCE faculty in these matters.

B. Membership
a. Four (4) members elected at large
b. All members of this committee shall be full time tenured faculty members.
c. A faculty member who applies for promotion while a member of the committee shall be replaced by a special election for the year in which such application is being considered.

The Scholarship and Development Committee
A. Responsibilities
a. Promoting a forum for faculty scholarship and development for the purpose of
supporting educational and teaching research, policy, and practice:
   a. Providing mentoring and support for scholarly activities, including such activities as:
   b. Connecting faculty to colleagues with similar interests
   c. Facilitating new faculty scholarship and development of mentoring sessions
   d. Collaborating on scholarly activities and sharing scholarship both inside and outside the university community, including such activities as:
   b. Planning & facilitating research corner at monthly NCE meetings
   c. Communicating with other university research groups
   d. Exploring web-based dissemination of scholarly work (e.g. digital age, open access, Digital Commons, online scholarly presence such as Academia.edu & Research Gate)
   e. Promoting and providing linkages to NLU and NCE initiatives, including such activities as:
      a. Engaged research
      b. Grants and partnerships
      c. Faculty review process
   f. Making recommendations to the NCE faculty and the Dean on ways to achieve these goals.

B. Membership
   a. One (1) faculty member elected by each academic unit
   b. Three (3) faculty members elected at large
   c. The Director of Research or other designee of the Dean (non-voting)
   d. The Director of Outreach or other designee of the Dean (non-voting)
   e. Others as needed on an ad hoc basis to inform and support the work of the committee (non-voting)

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, 6/11/03, 11/12/03, 3/10/04, 5/12/04, 6/9/04, 9/3/04, 5/11/05, 1/11/06, 11/14/07, 5/14/08, 1/23/09, 3/22/10, 5/20/10, 4/19/11, 5/1/12, 03/19/13, 04/12/13, 06/02/13, and 05/10/17.