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.

The sub-unit for faculty governance shall be the academic unit. An academic unit 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 Academic Units of National College of Education are:
Teacher Preparation
Advanced Studies in Teaching
Leadership and Specialized Roles

The directors of each academic unit 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 academic unit. All candidates for the position of academic unit director shall be qualified to be appointed to the faculty of NCE. The faculty shall conduct an annual performance review of the academic unit directors and submit its findings to the Dean for the purpose of continuous improvement and consideration for retention. The academic unit directors will meet regularly with the NCE chair(s), other unit
directors and the Dean to represent academic unit faculty voice and to provide leadership in coordinating academic unit responsibilities.

The Service Units of National College of Education are:
Research
Outreach
Innovation and Quality

The directors of each service unit are 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 NCE faculty. All candidates for the position of service unit director shall be qualified to be appointed to the faculty of NCE. The faculty shall conduct an annual performance review of the service unit directors and submit findings to the Dean for the purpose of continuous improvement and consideration for retention. The service unit directors will meet regularly with the NCE chair(s), other unit directors and the Dean to provide leadership in coordinating various service unit responsibilities.

Faculty wishing to propose amending the Constitution by establishing a new academic unit and/or new service unit will bring to the faculty a rationale for becoming an academic unit 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 academic or service unit 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.

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.

Section 2
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 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. 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 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**
Full-time 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 unit. Records shall 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:

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**

**National College of Education Faculty**

A. **Officers**:

1. The National College of Education Faculty 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 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.

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(s) 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. A proposal to cancel a meeting shall be brought by the NCE Chair(s) to the Constitution Committee. A meeting may be cancelled by a majority of the voting members of the Constitution Committee and the NCE Chair(s). 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(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 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 committees not representing the faculty as a whole (i.e., liaison, unit 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.

2. 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 as a whole 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 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 on July 1 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.

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 shall 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 approved minutes. 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 shall 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. Each chair shall ensure that reporting and
archiving responsibilities are met.

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 Committees**

1. **The Constitution Committee**  
   **a. Responsibilities**  
   The Constitution Committee shall direct and monitor elections and maintain archives for committees of the National College of Education Faculty. To this end, the committee shall organize their three basic responsibilities:
   1. **Elections**  
      a) Compile and disseminate, at the beginning of each academic year, a list of fulltime faculty.  
      b) Prepare, update, and disseminate a list of committees, their chairs, memberships, terms of office and council meeting dates  
      c) Announce vacancies, prepare slates of nominees, conduct elections to fill vacancies, and  
      d) Announce election results to the National College of Education Faculty  
   2. **Committees**  
      a) Collect, archive, and disseminate as needed, the agendas, minutes and annual reports of the National College of Education Faculty, and its committees  
   3. **NCE Constitution**  
      a) 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  
      b) Organize the procedures for submitting amendments it wishes to propose or amendments others wish to propose to the National College of Education faculty  
      c) Keep all members supplied with up-to-date copies of the Constitution and Bylaws

**B. Membership**  
The committee shall be composed of three (3) members elected at-large.

2. **The Curriculum and Instruction Committee**  
   **A. Responsibilities**  
   The Curriculum and Instruction Committee shall work collaboratively to:  
   1. Approve programs and program revisions, including courses.
2. Recommend policies and procedures to the National College of Education faculty regarding the approval, modification, and systematic review of curricular programs and courses.
3. Implement systematic review of curricular programs with courses to ensure quality and innovation.

B. Membership
The Curriculum and Instruction Committee shall be composed of:
1. Three (3) representatives from each academic unit
2. Two (2) additional representatives elected at large
3. Advisory ex-officio members:
   a. The Dean or Dean’s designee
   b. One (1) member from the faculty of the College of Arts and Sciences
   d. At least one member from the Registrar’s Office
   e. One (1) administrative coordinator appointed by the Dean.
   g. Others as needed (including students) on an ad hoc basis to inform and support the work of the committee.

3. The Assessment Committee

A. Responsibilities
The Assessment Committee is the faculty body primarily responsible for monitoring and revising the college assessment system. The Assessment Committee shall:
1. Lead the tasks related to the yearly program assessment reports that summarize student performance including reviewing program assessment reports and providing feedback and support to programs on their assessment systems and processes
2. Compose a college assessment report by synthesizing and aggregating data summarized in program assessment reports
3. Stimulate college-wide discussions based upon the data in reports that promote reflection and action regarding learning and assessment practices across the college
4. Research and support the assessment and instruction procedures and processes of NCE and recommend instruments and processes for evaluating teaching and learning
5. Identify faculty development and support needs related to assessment and evaluation processes and promote the role and use of evaluation, including self-study, to improve instruction
6. Make recommendations to the unit leaders, deans and scholarship and development committee regarding assessment and evaluation related resources needed within the college
B. Membership
The Assessment Committee shall be composed of:
1. Three (3) faculty members to be elected by each academic unit from the National College of Education. Such faculty members shall have expressed an interest in assessment and evaluation and have demonstrated expertise in that area.
2. The Dean or Dean’s designee as an ex-officio member.
3. One (1) Administrative Coordinator

4. The Promotion and Tenure Committee

A. Responsibilities
The NCE Promotion and Tenure (PT) Committee shall:
1. 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.)
2. Ensure that all deliberations and actions of the College PT Committee, pursuant to its responsibilities detailed above, confidential.
3. 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.
4. 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
1. The faculty of National College of Education shall elect a committee of four (4) members at large 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. 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.

5. The Scholarship and Development Committee

A. Responsibilities
The Scholarship and Development Committee shall:
1. Promote a forum for faculty voice in determining what faculty research, scholarship, and development means in ways framed by faculty for the purpose of informing policy
   a. Receiving and providing mentoring in scholarly activities
   b. Collaborating on scholarly activities and sharing scholarly productions with others both inside and outside the university community
   c. Continuously developing their teaching and service
2. Provide advice and support to the Research Unit and its director for the purpose of providing high-quality opportunities for NCE faculty members to engage in scholarship (including securing grants) that either
   a. furthers NCE goals or
   b. advances the careers of faculty members
3. Provide advice and support to the Outreach Unit and its director for the purpose of providing high-quality opportunities for NCE faculty members to share their scholarly and other expertise with the wider educational community
4. Promote and support ways for faculty to be recognized both within and outside the university community for their work (including the annual excellence in teaching, scholarship, and service awards for full and part-time faculty
5. Make recommendations to the NCE faculty and the Dean on ways to achieve these goals.

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

6. The Academic Policies Committee

A. Responsibilities
The Academic Policy Committee shall:
1. Be the major policy considering body for affairs related to admission and retention in all National College of Education academic programs
2. 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
3. Review admission and retention policies and make recommendations to the NCE Faculty

B. Membership
The Academic Policy Committee shall be composed of:
1. Three (3) representatives from the Teacher Preparation Unit; and two (2) representatives from each of the other NCE academic units (Note: two members elected to this committee should regularly teach in an undergraduate program)

2. The Dean or Dean’s designee

3. One (1) representative from the Registrar’s Office

4. One (1) representative from the Admissions Office

5. One (1) representative from the advising office

6. One (1) administrative coordinator

7. The Academic Technology Committee
The Academic Technology Committee will serve as an advocate for increasing the digital literacies of faculty and students and developing a digitally rich learning environment within NCE.

A. Responsibilities
The Academic Technology Committee shall:

1. Annually monitor and, if necessary, revise the goals of the NCE Technology Plan with regard to technological infrastructure and the integration of technology into teaching, learning, research, and service

2. Annually, develop, implement and review a set of high level practices for digital competencies for faculty and students

3. Research and develop digital literacy proficiencies among ATC members in order to disseminate current instructional technology trends, strategies and tools to NCE faculty, students, and staff

4. Provide an active role promoting digital literacy and technology integration by providing an:

5. Academic Technology Committee member liaison to Curriculum and Instruction committee to make recommendations on learning technologies and effective technology integration strategies and activities within NCE courses and programs

6. Academic Technology Committee member liaison to Scholarship and Development committee to promote and increase the digital literacy skills of faculty and students in teaching and learning, research, and service

7. Academic Technology Committee member as technology specialist to other NCE committee as needed in an ad hoc role

8. Make recommendations with regard to NCE and University policies and procedures related to digital literacy and the use of technologies affecting the work of faculty, students and staff in the College to:
   a. NCE Faculty, NCE Dean, Unit Directors and Unit Directors
   b. Faculty Academic Support and Technology Committee and
   c. Other appropriate committees, councils, and/or bodies

9. Serve as a conduit for NCE faculty, staff, and students to communicate needs and interests with the Office of Information Technology and other relevant administrative and governance bodies
B. Membership

The Academic Technology Committee shall be composed of:
1. Five (5) members of the NCE faculty elected at-large, one of whom must be from a center outside of Illinois
2. Two ex officio representatives
3. Dean or Dean’s designee
4. One (1) representative from the Office of Information Technology

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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, and 06/02/13