

BYLAWS OF THE FACULTY OF THE SCHOOL OF EDUCATION

PREAMBLE

The Faculty of the William & Mary School of Education (hereafter School) establishes the following bylaws to provide a mechanism for participation in policy, planning & decision making with regard to academic matters and in matters that may affect the welfare of its members and the Mission of the School. Shared governance, as defined by the American Association of University Professors shall be the guiding principle in the governance of the school. In addition to these bylaws, the School has created policies and guidelines to guide the administration of various processes in the School. These bylaws are superseded by the *William & Mary Faculty Handbook*.

ARTICLE 1

The Faculty

Section 1

The faculty in the William & Mary School of Education is comprised of Tenured and Tenure Eligible Faculty or Non-tenure Eligible faculty. All full-time faculty members, regardless of designation, are entitled to vote in meetings of the faculty with one exception. Non-tenure eligible faculty shall not have voting privileges on matters of promotion, retention, and tenure of tenured or tenure eligible faculty. Faculty members in full time non-tenure eligible faculty positions may have the designation modified as appropriate with “Research,” “Clinical,” “Executive,” or “of the Practice.”

Section 2

The President, Provost, and Dean of University Libraries are non-voting members of the Faculty.

Section 3

For certain organizational purposes, School of Education Faculty are grouped into three departments: Curriculum and Instruction; Educational Policy, Planning, and Leadership; and School Psychology and Counselor Education. Each department shall have a chair to whom the Dean may delegate authority. These matters include, but are not limited to, the department budget, annual review, scheduling, and allocations of financial assistance to students. Other duties may be delegated by the Dean.

Section 4

All persons holding full-time, specified-term faculty appointments in the School of Education may represent their department on committees of the School of Education. Post doctoral fellows, visiting faculty & term limited faculty are not eligible to participate on faculty governance committees.

ARTICLE II

Officers of the Faculty

Section 1

The Dean of the School of Education shall serve as the chief administrative and educational officer for the School and shall have general responsibility for the faculty and for the direction of the work of the School including, but not limited to, academic planning, budgetary matters, and academic appointments. The Dean shall lead in the development of educational programs in the School of Education and shall preside as Chair at meetings of the School. The Chair shall appoint annually a parliamentarian.

Section 2

A Vice Chair shall be elected from among the members of the Faculty for a period of three years. The responsibility of the Faculty Vice Chair shall be to preside at meetings of the Faculty in the absence of the Chair or when the chair is vacated. In the absence of both the Chair and the Vice Chair, the Faculty shall elect a temporary presiding officer. The Vice Chair serves as a resource for faculty members to examine issues that affect the welfare of the faculty collectively or individually. This may involve referring an issue to a standing committee in the School of Education, convening a special committee to examine the issue, or making a referral to a university resource.

Section 3

A Secretary of the Faculty shall be elected from among the members of the Faculty for a period of one year. The responsibility of the Secretary shall be to record the minutes of each meeting and to prepare sufficient copies for distribution to members of the Faculty, the President, the Provost, the Dean of the School of Education, the University Archives, and Deans of other schools. Minutes will be made available seven days prior to the next Faculty meeting by the Secretary. Copies of the minutes in possession of the Secretary of the Faculty may be consulted upon request by any member of the Faculty.

ARTICLE III

Meetings of the Faculty

Section 1

Regular meetings of the Faculty shall be held September through May inclusively at a time determined by the Faculty. The time for the regular meetings of the Faculty will be determined by the voting members of the Faculty during the May meeting prior to the effective academic year.

Section 2

Special meetings of the Faculty may be called by the President of the University, the Provost, the Dean of the School of Education, and the Vice Chair of the Faculty. Special meetings of the Faculty require written notification to the Faculty by the Secretary 72 hours in advance.

Section 2.1

Special meetings of the Faculty may be called by faculty members upon the presentation of a petition to the Secretary of the Faculty, signed by at least a majority of the Faculty, which includes the purpose and time for which the meeting is called. Special meetings of the Faculty called by petition require written notification to the Faculty by the Secretary 72 hours in advance.

Section 3

A quorum shall consist of a majority of the voting members of the Faculty.

Section 4

All proposed motions affecting the policies, procedures, or programs of the School of Education shall be submitted in writing to the Secretary of the Faculty at least ten days prior to the Faculty meeting at which they are to be presented. Copies of such proposals shall then be posted by the Secretary at least seven days prior to the meeting. The Secretary will notify the Faculty when and where proposals are posted. These requirements may be waived by unanimous consent of voting members of the Faculty present.

Section 5

The Faculty may allow electronic voting on motions by a simple majority vote of the Faculty. All motions for electronic voting must include the timeframe wherein the electronic vote will be conducted and must be available for review and comment at least ten (10) days prior to a vote. Motions for electronic voting may not be amended. If an amendment is required, the original motion must be withdrawn by the mover or defeated by a vote of the Faculty before an amended motion is proposed. An amended motion shall be treated as a new motion and requires the ten

(10) day review and comment period. The results of electronic voting will be reported to the Faculty by the Secretary within two (2) days of the close of voting. The results of electronic voting will also be reported by the Secretary at the next regular meeting of the Faculty.

Section 6

Robert's Rules of Order Revised shall govern all meetings of the Faculty in all cases to which such rules are applicable and in which they are not inconsistent with Bylaws or special rules of order of the Faculty.

ARTICLE IV

Duties of the Faculty

Section 1

The School of Education shall offer programs and courses at the undergraduate and graduate levels. Basic standards prescribed by the University and criteria approved by the Faculty of the School of Education shall constitute the basis for admission to those programs and to individual courses.

Section 2

Within the framework of general University policy, the Faculty shall (a) formulate curriculum and provide instruction within the School, (b) establish requirements for all degrees, concentrations, and courses within the School, (c) determine admissions criteria for all degrees, concentrations, and courses within the School, (d) recommend to the appropriate committee or officer of the College those students having fulfilled requirements for graduation, and (e) make recommendations to the Dean or to the President, Provost, or other appropriate members of the University administration concerning matters affecting the School of Education. Faculty recommendations to the President, Provost, or other appropriate members of the University administration concerning matters affecting the School of Education shall be made through resolutions offered by individuals or Faculty committees during meetings of the Faculty and passed by a two-thirds vote of the Faculty present.

Section 3

The Faculty of the School of Education, through representation, shall evaluate all Faculty members, as appropriate, for retention, promotion, and award of tenure in accordance with approved University and School of Education policies and procedures. Representation is defined through Article V, Section 1.2, which specifies that the Faculty Evaluation Committee has the responsibility for evaluation of all Faculty members.

Section 4

The Faculty of the School of Education, through representation, shall annually meet with the Dean of the School of Education to assist in determining procedures and priorities for allocating

faculty compensation in accordance with approved University and School of Education policies and standards. Policies and standards for faculty evaluation are approved by a majority vote of the Faculty of the School of Education in accordance with Article III, Section C of the *William & Mary Faculty Handbook*. Representation is defined through Article V, Section 1.3, that the Faculty Executive Committee, under its general responsibilities for shared governance, shall advise the Dean concerning Faculty compensation.

ARTICLE V

Permanent Committees of the Faculty

Section 1

The permanent committees of the Faculty shall consist of the following: (a) Academic Affairs Committee, (b) Scholarships, Awards, and Nominations Committee, (c) Faculty Evaluation Committee, (d) Faculty Executive Committee, (e) Community Engagement and Inclusive Excellence Committee, and (f) Research & Innovation Committee. Faculty representatives on permanent committees shall be eligible as described in Article I. Student representatives shall be members of the Graduate Education Association.

Section 1.1

The Academic Affairs Committee shall consist of three faculty representatives, one graduate student representative and one undergraduate student representative. The Senior Associate Dean for Academic Programs is a voting ex officio member of the committee and shall serve as secretary for the Committee. The Senior Assistant Dean for Academic Programs and Student Services, the Assistant Dean for Accreditation, Assessment & Accountability and Registrar shall serve as ex officio, non-voting members. Each department shall have one faculty representative, and these faculty representatives shall be elected for three-year terms with one term expiring annually. Student representatives shall be appointed by the Graduate Education Association and undergraduate student nominated by the Curriculum and Instruction Department and shall serve one-year terms. The faculty member who is in their third year of service to the Committee shall be chair.

The Academic Affairs Committee regularly reviews the educational programs in the School of Education, including undergraduate programs, graduate programs, and certificate programs. The committee reviews all recommendations and requests for changes to the curriculum and the Undergraduate and Graduate Catalogs. The committee reviews proposals for revisions to academic policies and brings their recommendations for action to the Faculty.

In instances when the Committee takes a vote, only the student representative whose constituency would be affected shall vote. When a vote of the Committee results in a tie, the Committee shall cause the question to be brought before the full Faculty in accordance with Article III, Section 4.

Section 1.2

The Faculty Evaluation Committee shall consist of six tenured members of the Faculty, and three clinical faculty at or above the rank of Clinical Associate Professor. Each department shall have two tenured faculty representatives; these faculty representatives shall be elected for three-year terms with two terms expiring annually. The three elected clinical faculty representatives shall be elected from the entirety of the faculty and serve three-year terms with one term expiring annually. For each associate professor elected to the Committee, a corresponding full professor shall be elected annually as an alternate. Alternate members of the committee serve a one-year term. In the event that a member of the committee comes up for review or that a full professor promotion or review is being considered, the elected alternate(s) shall serve on the Committee. The Committee shall elect its chair from its elected members annually. The Committee shall evaluate designated School of Education Faculty, guided by approved policies and procedures for the evaluation of Faculty for retention, promotion, and award of tenure. Consistent with Article 1, Section 1, non-tenure eligible faculty shall not have voting privileges on matters of promotion, retention, and tenure of tenured or tenure eligible faculty.

Section 1.3

The Faculty Executive Committee shall consist of the department chairs, the chair of each faculty governance committee, and the School of Education Representative to the Faculty Assembly who is serving on the Faculty Assembly Executive Committee. The Dean of the School of Education will serve as chair and non-voting ex officio member. The Committee shall regularly advise the Dean on all matters pertaining to the School and share responsibility for governance of the School of Education. The Committee shall examine issues brought to it by the Faculty, its committees and recommend to the Faculty long range plans, policies, and procedures necessary for the School of Education to fulfill its mission.

Section 1.4

The Community Engagement and Inclusive Excellence Committee shall consist of six faculty representatives, two graduate student representatives, and two staff representatives. The Associate Dean of Inclusive Excellence shall serve as a non-voting ex officio member. The six faculty representatives shall be comprised of two representatives from each department. Faculty representatives shall serve three-year terms with two terms expiring annually. Student representatives shall be appointed by the Graduate Education Association and the Student Education Association and shall serve one-year (renewable) terms. The Committee shall elect its chair from its elected faculty members annually.

The Committee shall be responsible for achieving the goals outlined in the School of Education Inclusive Excellence Plan. This plan is designed to promote diversity in the experiences of our candidates within the community and diversity awareness among the faculty, staff, and student body of the School of Education. The committee's actions are directed by the goals and objectives of the School of Education Inclusive Excellence Plan, including assessing the practices of the School in response to the plan. The committee will consider revisions to the

goals and objectives of the School Inclusive Excellence Plan and will propose actions for faculty consideration. Goals and objectives should also reflect the accreditation standards for educator preparation programs. The committee may represent the School when community or diversity issues arise.

Section 1.5

The Scholarship, Awards, & Nominations Committee shall consist of three faculty representatives, one from each department, the Senior Assistant Dean of Academic Programs and Student Services, and the Director of Development. The Committee shall elect its chair from its elected faculty members annually. The Senior Assistant Dean of Academic Programs and Student Services and the Director of Development shall serve as non-voting, ex officio members. Faculty representatives shall serve three year terms with one term expiring annually.

The Committee shall conduct elections for all elective positions of the Faculty. The Committee shall annually present a slate of nominees for University-wide committees, including the Faculty Assembly. All elections shall be conducted by ballot, consistent with procedures devised by the Committee. Whenever a vacancy occurs in an elected position, the Committee shall appoint a person to fill the vacated position until the next scheduled election. Appointments to fill vacant positions on School of Education Committees requiring department representation shall be done in a manner which maintains such representation.

The Committee shall advise the Dean, or their delegate, on nominations for University or School awards or named professorships and shall advise the Senior Associate Dean of Academic Programs on the awarding of scholarships.

Section 1.6

The Research & Innovation Committee shall consist of three faculty representatives, one from each department and the Associate Dean of Research & Faculty Development who will serve as Chair. Faculty representatives shall serve three year terms with one term expiring annually.

The Committee's charge is to promote opportunities and provide support for research, scholarly publication, external funding, major initiatives, and major innovations in the School. The Committee will also promote the School's interests and accomplishments in the area of research, innovations, and major initiatives within the University and to various constituencies outside the University. The Committee will monitor the status of research within the School and provide regular reports. The Committee will work with the Associate Dean of Research & Faculty Development to ensure that faculty in their departments are regularly updated regarding research opportunities and will work to ensure that key research and scholarship is acknowledged.

The Committee participates in the peer review process to award SOE Seed Grants as well as for the awarding of the Dean's Fund for Innovation.

Section 2

Terms as stipulated for all permanent committees of the School of Education shall expire on May 31. Newly elected committee members shall assume duties and membership on June 1. Appointed committee members shall also assume their duties on June 1 unless otherwise stipulated.

ARTICLE VI

Special Committees of the Faculty

Section 1a

The Dean of the School of Education may establish special committees.

Section 1b

When requests for the establishment of special committees are supported in writing by one-third of the Faculty members, the Dean shall create special committees in consultation with the Faculty Executive Committee.

Section 2

The Vice Chair of the Faculty may establish special committees when requests are made by Faculty members to examine issues that affect the welfare of the faculty collectively or individually and there is no established standing committee to address the issue. When it deems appropriate, the special committee formed by the Vice Chair may bring issues to the attention of the President, Provost, Dean of the School of Education, or Faculty for review and resolution.

Section 3

The Faculty may establish or abolish its special committees by successful motion from the floor during a meeting of the Faculty. When these committees are established by the Faculty, members shall be nominated from the floor.

ARTICLE VII

Amendments and Implementation Procedures

Section 1

The Faculty shall establish procedures appropriate for implementing the approved Bylaws of the School of Education. A record of such procedures and all subsequent revisions of those procedures shall be kept by the Secretary of the Faculty.

Section 2

Subject to approval by the President and the Board of Visitors, the Bylaws of the School of Education may be amended or repealed by an affirmative vote of two-thirds of the Faculty, provided that proposed amendments shall have been submitted in writing to the Faculty at least thirty (30) days in advance, unless otherwise specified by a two-thirds vote.

ARTICLE VIII

Effective Date

Section 1

These Bylaws shall become effective immediately upon approval by the President and Board of Visitors.

Section 2

All Bylaws of the School of Education previously adopted and approved by the President and Board of Visitors are hereby repealed¹

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Note: These Bylaws were adopted by vote of the Faculty of the School of Education on December 14, 1988, and approved by the College's President and Board of Visitors on February 10, 1989. Unless otherwise indicated, the Implementation Procedures were adopted by vote of the Faculty of the School of Education on December 13, 1989. Sections 1.1, 1.2, 1.3, and 1.4 of Article V were amended by vote of the Faculty of the School of Education on March 18, 1992, and approved by the College's President and Board of Visitors on September 11, 1992. Article I, Section 3, Article IV, Section 2.2 and Article V, Sections 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, and Section 2 were amended by vote of the Faculty of the School of Education on December 11, 1996. Revisions approved by Board of Visitors April 24, 1997. Section 5 of Article II and Sections 1.7 and 1.8 of Article V were amended by vote of the Faculty of the School of Education on March 15, 2006. Revisions approved by Board of Visitors April 21, 2006. Sections 3 and 4 of Article I and Sections 1.2, 1.4, 1.6, and 1.7 of Article V were amended by vote of the Faculty of the School of Education on February 12, 2014. Revisions approved by Board of Visitors September 26, 2014. Section 1 of Article 1 was amended by vote of the Faculty of the School of Education on April 26, 2017. Revisions approved by the Board of Visitors April 25, 2025.