

WILLIAM PATERSON UNIVERSITY
College of Education
By-Laws
(Adopted 12/6/06)

Article I – Definitions and Purpose

Section I: Definitions

- (A) The term “**shared governance**” shall refer to the joint policy-making procedures, mutual respect, and cooperative action required in these by-laws of the Dean and the faculty members of the College of Education.
- (B) The term “**College of Education**” or “**COE**” shall refer to the departments, programs and offices that comprise the College of Education.
- (C) The term “**Professional Education Unit**” or “**PEU**” shall refer to the COE working on COE projects in collaboration with people from other colleges at William Paterson University and, where appropriate, people from outside the University.
- (D) The term “**committee**” shall refer to a group of members of the COE who have been delegated the responsibility of recommending and/or undertaking some course of action on behalf of the COE.
- (E) The term “**council**” shall refer to a group of representatives of the PDU who have been asked to make recommendations on some matter to the COE.

Section II: Purpose of By-Laws

The purpose of these by-laws is to promote shared governance in the College of Education. Toward this end, these by-laws:

- (A) Articulate goals and objectives for the COE and the PEU.
- (B) Establish committees and councils for the COE and the PEU.
- (C) Provide rules and procedures for the COE and the PEU.
- (D) Provide guidelines for the actions and interactions of the faculty, professional staff and administration of the COE and the PEU.

Article II – Goals and Objectives of College of Education

Section I: Goals of the College of Education.

The goals of the College of Education are:

- (A) To provide pre-service training programs that prepare prospective teachers, counselors and educational leaders to meet their professional responsibilities as progressive practitioners, enquiring learners and socially conscious leaders.
- (B) To provide graduate programs and continuing education programs that encourage and enhance the aspirations of teachers, counselors and educational leaders to better meet their responsibilities.
- (C) To foster cooperative and creative teaching and learning relationships between the programs of the COE and the other colleges at William Paterson University.
- (D) To foster cooperative and creative relationships with the public schools and other educational organizations in New Jersey.

Section II: Objectives of College of Education.

Toward meeting its goals, the College of Education shall pursue the following objectives:

- (A) Maintain a coherent departmental structure that furthers the goals of the COE.
- (B) Promote personal, social and cultural awareness and diversity within the COE.
- (C) Provide sufficient human and financial resources to support departments and programs.
- (D) Coordinate efforts across administrative units, departments and programs.
- (E) Foster the education of teachers, counselors and school leaders using best-practices, current research and technology.
- (F) Provide professional development opportunities for all faculty and staff.
- (G) Provide regular opportunities for members of the COE and the PEU to meet and consider issues of common interest or concern.
- (H) Empower committees and councils to develop policies and procedures that enhance the COE's programs and solve COE problems.

- (I) Create a climate of respect among faculty, staff and administrators that welcomes and transcends differences of opinion.
- (J) Promote the interests of the COE departments and programs to the William Paterson University administration.
- (K) Promote the development of vital learning communities within the COE, the University, and the regions of New Jersey served by the University.

Article III – Membership

Section I. Membership in College of Education.

The membership of the COE shall be defined as follows:

- (A) All faculty, staff and administrators that work within the COE, whether full-time, part-time, adjunct or otherwise, shall be considered members of the college.
- (B) Full-time tenured faculty, tenure-track and clinical faculty and the Director of Certification, the Director of the Office of Field Experiences, and the Director of the Child Development Center, not including the Dean and Associate Dean, shall be considered voting members of the COE.
- (C) Faculty on yearly contracts (not included in B above), part-time and adjunct faculty, professional staff (not included in B above) and administrators, and the Dean and Associate Dean shall not be considered voting members of the COE.

Section II: Membership in Professional Education Unit.

Membership in the PEU shall be defined as follows:

- (A) Members of the COE shall be considered members of the PEU.
- (B) Faculty liaisons from academic departments and staff liaisons from the library and other areas of William Paterson University shall be considered members of the PEU.
- (C) Persons from outside the University shall be considered members of the PEU for purposes of working on specific COE projects.

Article IV – Shared Governance Responsibilities

Section I. College of Education.

The rights and responsibilities of the COE shall include the following:

- (A) The COE shall meet periodically as a college and as a PEU to consider proposals to meet the goals and objectives of the COE.
- (B) No policies that significantly affect the functioning of the college or the functions of the members of the college shall be adopted without first being considered by the COE at a meeting of the college.
- (C) No policies that significantly affect the functioning of the PEU shall be adopted without first being discussed at a meeting of the PEU.
- (D) Meetings of the COE shall be convened at least once per semester by the Dean and as often as requested upon petition of one quarter of the full-time faculty.
- (E) In recognition of the interdisciplinary nature of the programs in the COE and the teaching responsibilities of members of the COE, and the large number of common issues facing members in the several departments of the COE, the members and departments of the COE shall work together cooperatively and collaboratively toward common goals.

Section II. Departments.

The responsibilities of COE departments shall include the following:

- (A) The departments of the COE are:
 - (1) The Department of Early Childhood and Elementary Education.
 - (2) The Department of Middle and Secondary School Education
 - (3) The Department of Special Education and Counseling
 - (4) The Department of Educational Leadership and Professional Studies
- (B) Departments shall meet at least two times per semester.
- (C) Minutes of department meetings shall be posted for the whole membership of the COE.

Section III. The Dean.

The shared governance responsibilities of the Dean shall include the following:

- (A) Administrative Decisions.** In making decisions as the chief administrative officer of the college, the Dean shall:
- (1) Respectfully consider the recommendations of the faculty and staff meeting as a college before making any significant administrative decisions.
 - (2) Explain his/her reasons and rationale in writing if and when he/she rejects the recommendations of the COE, a department or a committee or council.
- (B) Chair of College.** The Dean shall serve as the chairperson of the COE and, as such, shall preside over the meetings of the COE, the COE Executive Committee, and the PEU.
- (1) The Dean shall convene meetings as follows:
 - (a) At least one meeting of the COE per academic semester on his/her own initiative. In addition, the Dean shall convene a meeting of the COE within three weeks of receiving a petition therefore from one quarter of the full-time faculty in the COE.
 - (b) At least four meetings of the COE Executive Committee per academic semester on his/her own initiative. In addition, the Dean shall convene a meeting of the Executive Committee upon application of three faculty members of the committee.
 - (c) Meetings of the PEU as necessary.
 - (2) The Dean shall provide no less than 10 working days' notice of any emergency meeting of the COE or PEU with an agenda no less than one week before the meeting, and shall provide no less than 5 working days' notice and an agenda to the members of the COE for any meeting of the COE Executive Committee.
 - (3) The Dean shall provide that minutes are taken and kept of any meeting of the COE, COE Executive Committee and PEU and that the minutes are posted for the members of the COE within one week of the meeting.
 - (4) The Dean shall propose a schedule at the beginning of each academic year of meeting dates for the COE and the COE Executive Committee due July 1.
 - (5) The Dean shall ensure that all parties may be fairly heard and all positions are fairly considered at any meeting of the COE, COE Executive Committee or PEU.
- (C) Reports to the College.** As the chairperson and chief administrative officer of the COE, the Dean shall make periodic reports to the COE.

(1) At the beginning of each fall semester, the Dean shall issue a “State of the College” report to the college.

(a) The report shall include information on the status of the college, including:

i. Numbers of students, courses and graduates and enrollment trends.

ii. Grade distributions and GPA’s of students in their education courses and academic courses.

iii. Developments in programs and any new problems and proposals.

iv. The budgets for the past and present years, and how and why money was allocated and spent.

v. Plans for the upcoming year.

(b) The report shall also include information on the activities of the Dean, including

i. What the Dean has done and accomplished over the past year.

ii. What the Dean proposes to do and accomplish during the coming year.

(2) At the beginning of each COE meeting, COE Executive Committee meeting and PEU meeting, the Dean shall apprise the members of any news and new developments of which the Dean is aware and which might affect the COE.

(D) Conduct of the College. The Dean shall promote a culture of civility, respect and shared governance among the faculty and staff and between the faculty and the administration. Toward this end, the Dean shall

(1) Subscribe to and actively support actions consistent with shared governance.

(2) Work to create a climate of respect and trust that encourages the sharing of ideas.

(3) Shall not make any significant policy decision affecting the COE or any COE program without first submitting the issue to discussion and a vote of the COE.

(4) Shall provide explanations for and respond fully to questions about any decisions he makes that are contrary to the recommendations of the majority of the voting members of the college.

(E) Representation of the College. The Dean shall represent the COE in working with the

WPU administration, other colleges within the University, other universities in the state and country, the various educational agencies of the State of New Jersey, local school districts in the region served by the university, NCATE and other accrediting agencies, and other educational and community groups. In so doing, the Dean shall:

- (1) Fairly represent the diversity of opinion within the COE.
- (2) Allow for a broad range of personnel and opinions from the COE to be represented at meetings with these agencies.

Section IV. COE Executive Committee.

The COE Executive Committee shall have the following responsibilities and membership:

- (A) The Executive Committee shall serve as an advisory body to the Dean on behalf of the College and as an administrative channel to the departments on behalf of the Dean during the interim period between COE meetings.
- (B) The Executive Committee may present to the Dean issues of importance to the members of the various departments and segments of the COE so that they can be discussed informally before being submitted to a meeting of the COE. These include:
 - (1) Advocating on behalf of faculty, staff, students and programs that have are having problems with the administration.
 - (2) Proposing new policies, programs, expenditures or other matters of importance to faculty, staff, students and programs.
 - (3) Making proposals for the allocation of human and financial resources in the best interests of the COE.
 - (4) Advocating on behalf of recommendations of the various COE committees and councils.
- (C) The Dean shall present to the Executive Committee issues of importance to the administration and the college so that they can be discussed informally before being submitted to a meeting of the COE. These include:
 - (1) The proposed budget of the COE for the coming year.
 - (2) Proposed hiring for the coming year.

- (3) Proposed changes in organization or programs in the COE.
 - (4) New policies affecting faculty, staff, students and programs.
 - (5) New administrative policies and procedures that require action by departments and/or programs.
 - (6) Communications from the University administration, State regulators or other outside sources that might impact on the activities and operations of the COE.
- (D) The membership of the Executive Committee shall be as follows:
- (1) The Dean as a non-voting member
 - (2) The Associate Dean as a non-voting member
 - (3) The Chairperson of each department in the College or his/her designee as voting members
 - (4) One additional member of each department as voting members in departments where there are more than 4 full-time faculty members
 - (5) The Director of Office of Field Experiences as a non-voting member
 - (6) The Director of Office of Certification as a non-voting member
 - (7) The NCATE/Assessment coordinator as a non-voting member
- (E) Meetings of the Executive Committee shall be scheduled as follows:
- (1) The Executive Committee shall meet at least four times during each fall and spring semester at the instance of the Dean and as often as requested upon the application of three faculty members of the Committee.
 - (2) Notice of Executive Committee meetings will be posted to the full college and meetings will be open to members of the college as guests except in exceptional circumstances.

Article V – College of Education Committees and Councils

Section 1. Standing Committees.

The standing committees of the COE are:

(A) College Curriculum Committee.

- (1) The College Curriculum Committee shall review curriculum proposals and course proposals prepared by COE departments:
 - (a) To ensure that they comport with the overall curriculum goals and administrative practices of the COE.
 - (b) To ensure that proposals do not conflict or overlap with courses and programs of other departments.
 - (c) To ensure that proposals comply with COE and University Guidelines and with federal and state regulations.
 - (d) To either recommend the proposals to the Dean or recommend to the departments that the proposals be modified.
- (2) The College Curriculum Committee shall conduct periodic reviews of the curricula of the various departments and programs, and make recommendations to the Dean and departments, to ensure that the curricula continue to meet the needs of the COE.
- (3) The College Curriculum Committee shall respond to requests from the Dean or the departments and programs for advice on curriculum matters.
- (4) The membership of the Committee shall be:
 - (a) The chairperson of each department's Curriculum Committee as voting members.
 - (b) One additional faculty member from each department as voting members.
 - (c) The Director of the Office of Field Experiences and the Director of the Office of Certification as non-voting members.
 - (d) The Curriculum Materials Librarian as a non-voting member
- (5) The Committee shall each year select a member to serve as chair for the year.

(B) College Diversity Committee.

- (1) The College Diversity Committee shall:
 - (a) Organize activities that promote multicultural awareness within the COE.
 - (b) Make recommendations to the COE on how to promote recognition and respect for

diversity among faculty, staff, administrators and teacher candidates within the COE.

- (c) Make recommendations to the COE on how to promote diversity within the faculty, staff, administration and students in the COE.
- (2) The membership of the Committee shall consist of one member from each department selected by the faculty of that department.
- (3) The Committee shall select a member to serve as chair for each year.

(C) College Technology Committee

- (1) The College Technology Committee shall:
 - (a) Make recommendations to the COE on how best to satisfy the technological needs of the COE.
 - (b) Make recommendations to the COE on how best to integrate technology into the curricula and activities of the COE.
 - (c) Work with the University Technology Committee to integrate the technology of the COE with that of the University and satisfy the technology needs of the COE in cooperation with other colleges and the University.
 - (d) Respond to initiatives from other colleges, the University and organizations in the community.
- (2) The membership of the Committee shall be:
 - (a) The College Technology Coordinator.
 - (b) One member from each department selected by the faculty of that department.
 - (c) COE Support Specialist
 - (d) Liaison from IRT
- (3) The Committee shall each year select a member to serve as chair for the year.

(D) College Assessment Committee.

- (1) The College Assessment Committee shall:
- (a) Make recommendations to the COE as to how best to meet the assessment standards and data collecting requirements of NCATE and other accrediting agencies.
 - (b) Make reports to the COE as to recent developments of best-practices in assessment.
 - (c) Work with the University Assessment Committee to help develop overall assessment policy for the University.
 - (d) Respond to requests for advice from the Dean and the various departments and programs.

(2) The members of the Committee shall be:

- (a) The College Assessment Coordinator as Chair
- (b) Each Department shall have one vote regardless of the number of assessment coordinators.
- (c) The Director of the Office of Field Experiences as a non-voting member.
- (d) The Director of the Certification Office as a non-voting member.

(E) College Retention Advisory Committee.

- (1) The College Retention Advisory Committee shall consider complaints from faculty and staff members of the PDU about the dispositions of candidates in certification programs of the COE.
- (2) Faculty and staff may file a complaint with the Chair of the Committee when:
- (a) A candidate has engaged in behavior that seems to demonstrate a disposition that would significantly impair the ability of that candidate to teach and function effectively in an educational setting.
 - (b) The faculty or staff member has attempted to address the problem with the candidate and the candidate has not responded adequately.
- (3) Upon reviewing the complaint, the Committee may make one of two referrals:
- (a) Refer the student to his/her advisor for counseling; or,

- (b) Refer the matter to the Dean for remedial action.
- (4) The membership of the Committee shall be:
 - (a) The Director of the Office of Field Experiences who shall act as chair.
 - (b) One faculty member selected by each department.

Section 3. Standing Councils.

The standing councils of the COE are:

(A) OFE/PEU Advisory Council

- (1) The OFE/PDU Advisory Council shall review field experience policies, procedures and programs and make recommendations to the Director of Field Experiences.
- (2) The Council shall periodically review field experience data to ensure that the COE is compliant with NCATE standards and any other accreditation guidelines.
- (3) The members of the Council shall serve as members of the OFE/Community Advisory Council.
- (4) The members of the Committee shall be:
 - (a) The Director of the Office of Field Experiences as chair and a non-voting member.
 - (b) One faculty representative from each of the COE departments and from each of the academic departments whose candidates are eligible for certification as elementary school, middle school, secondary school or special education teachers.

(B) OFE/Community Advisory Council

- (1) The OFE/Community Advisory Council shall review field experience policies, procedures and programs at the request of the Director of the Office of Field Experiences for the purpose of promoting collaboration of the COE with school districts.
- (2) The members of the Council shall be:
 - (a) The Committee shall select a member to serve as chair for each year.
 - (b) The members of the OFE/PDU Advisory Council.
 - (c) 8-10 representatives of school districts in the William Paterson University area.

(C) Community Relations Council.

- (1) The College Community Relations Council shall make recommendations to the COE on how best to promote collaboration and facilitate communication between the COE and local schools and school districts and other educational institutions, agencies and organizations.
- (2) Membership on the College Community Relations Committee shall be:
 - (a) The Dean or his/her designee.
 - (b) One faculty member from each department selected by the faculty.
 - (c) One candidate representative from the COE.
 - (d) The Director of the Office of Field Experiences.
 - (e) 5-7 representatives of the following kinds of community organizations:
 - i. Community Colleges
 - ii. County Superintendent's Office (Bergen, Passaic, Sussex)
 - iii. Special Education Community or Agency
 - iv. PDS faculty/administrators
 - v. Partnership school faculty/administrators
- (3) The Dean or his/her designee shall serve as chair of the council.

Section 4. Ad Hoc Committees and Councils.

The COE may create ad hoc committees and councils to serve specific short term purposes.

- (A) The purposes, duration and membership of ad hoc committees and councils shall be determined in the founding resolution that is adopted to create them.

- (B) In an emergent situation, the Dean may constitute and convene an ad hoc committee or council and submit it for ratification by the whole COE at the next meeting of the COE.

Section 5. Search Committees.

The members of faculty search committees shall be selected by the department in which the new faculty member is to serve subject to the approval of the Dean.

Section 6. Operating Procedures of Committees and Councils.

All committees and councils shall adhere to the following procedures:

- (A) Committees and councils shall post to the COE shared calendar no less than 5 working days' notice of meetings except for emergencies.
- (B) Committees and councils shall post to WPCconnect the minutes and/or some other record of meetings to the whole membership of COE within 10 working days of the meeting.
- (C) Standing committees and councils will continue in permanent operation unless abolished by an affirmative vote of two-thirds of the voting members of the college.
- (D) Ad hoc committees and councils may be constituted by a majority vote of the voting members of the COE and disbanded by a majority vote of the voting members of the COE.

Article VI – Amendments to College of Education By-Laws

Section 1. Proposals.

Proposed amendments to these by-laws may be submitted by:

- (A) A resolution from a standing committee of the COE.
- (B) A petition from at least 10% of the voting members of the COE.
- (C) A recommendation from the Dean.

Section 2. Procedures.

- (A) Proposals to amend these by-laws should be submitted to the Dean.
- (B) The Dean shall transmit a copy of the proposed amendment to the COE within one week of receipt of the proposed amendment.
- (C) The proposed amendment shall be placed on the agenda for the next scheduled meeting of the COE for discussion and a vote.
- (D) The amendment will be adopted if approved by 2/3 of the voting members of the COE.

Article VII – Parliamentary Procedures

- (A) The meetings and business of the COE shall be conducted according to Robert’s Rules of Order. Where these by-laws conflict with Robert’s Rules of Order, these by-laws shall prevail.
- (B) At the first meeting of the COE of each academic year, the college shall select one of its members to be parliamentarian. In the event there is a dispute as to the interpretation or application of these by-laws, the dispute shall be submitted to the parliamentarian for his/her opinion.

Article VIII – Operation of By-Laws

By agreeing to the adoption of these by-laws, the Dean, the faculty and the professional staff of the COE agree to abide in good faith with these rules. It is understood, however, that these by-laws do not supersede any legal authority or legal responsibilities that the parties may otherwise have.