School of Education, Teaching, and Health

American University

By-Laws of the

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Article I. General Membership

Section 1.01 Voting members of the Education, Teaching & Health Council shall consist of:
   (a) all full-time faculty with rank of instructor, assistant professor and above whose major academic appointment is in the School
   (b) two graduate students enrolled in degree programs in the School; and
   (c) one undergraduate student studying in the School.

Student members of the Council shall serve one-year terms for the academic year.

Section 1.02 Unless the Director of the Office of Teacher Education is a full-time faculty member, s/he will serve as a non-voting member of the Council.

Section 1.03 Student Members
   The undergraduate students member shall be nominated and elected through the various undergraduate classes as early as feasible each Fall semester. The graduate student members shall be nominated and elected through the various graduate classes as early as feasible each Fall semester.

   To the extent possible, student members of the Council shall include representatives of the degree programs offered at the School so that each program has a representative on the Council at least once every two years.

Section 1.04 Guests at Council Meetings
   The Council or the Dean may invite the attendance as non-voting observers individuals who presence may be germane to the Council’s proceedings.

   The Dean will invite all full-time staff of SETH to a portion of one or more Council meetings each semester for announcements, presentations, sharing of information, and community building.

Section 1.05 Minutes of Council Meetings
   Minutes of Council meetings will be taken by a person selected by the Dean and will be distributed within two of each Council meetings, with corrections and additions formally noted at the next Council meeting.
Article II. Committees

Section 2.01 The following standing committees and subcommittees are approved:

(a) Course, Curriculum, Program and Degree

   (i) General Education

   (ii) Course Approval and Degree Requirements

   (iii) New Programs, Certificates and Degrees

   (iv) Program Review

(b) Rank and Tenure

   (i) Ad Hoc Search Committees

(c) Professional Development

(d) Sponsored Research

   (i) Institutional review Board Representatives

(e) Student Affairs

   (i) Student Grievances

   (ii) Student Fellowships and Awards

   (iii) Services for Student with Disabilities

(f) Strategic and Long Range Planning

(g) Executive

(h) Teacher Education, Certification and Accreditation

(i) Advisory Committee on Budget

Section 2.02 The Dean will appoint full-time faculty members to serve on all standing committees consistent with the criteria for membership stated in the policies of the College of Arts and Sciences and the University. The Council may, by majority vote, request that membership on the Rank and Tenure and Professional Development Merit Committee be elected by secret ballot.
Section 2.03 Consistent with policies of the College of Arts and Sciences and the University, the Council may elect, or the Dean may appoint non-voting members to all committees except the Executive Committee, the Professional Development Committee, and the Rank and Tenure Committee.

Section 2.04 Each standing committee will select its own chair who will be responsible for convening meetings, reporting to the Dean and Council, and undertaking the activities and agenda established by the Dean.

Section 2.05 Rank and Tenure Committee

(a) The Committee on Rank and Tenure will deal with policies and practices related to faculty appointments, reappointments, tenure, promotion, and leaves.

(b) The membership and procedures of the Committee on Rank and Tenure will at all times conform to the policies of the College of Arts and Sciences and the University.

(c) At least one member of the Rank and Tenure Committee must have expertise in the general field of research and teaching of individual faculty members being reviewed by the Committee each year.

(d) The Rank and Tenure Committee shall consist of a five voting members, all of whom are tenured. The Dean may recommend the appointment of other faculty as non-voting members if approved by a majority of Council members.

(e) The voting members of the Rank and Tenure Committee shall be elected for staggered two-year terms. Elections shall take place at the April Council meeting, with terms running from May until May.

(f) The Dean shall meet at least once each year with the Committee to discuss policies and criteria to be used in evaluating faculty members for reappointment, promotion, tenure, and leaves. The Dean may attend additional meetings of the Rank and Tenure Committee when invited by a majority of Committee members.

(g) All five voting members must be present to constitute a quorum, which is needed for all Committee actions.

(h) A majority vote is needed for all actions. A tally of votes cast (affirmative, negative, and abstention) will be noted for each faculty action taken.
(i) Any faculty member who wishes to pursue a grievance based on the recommendation of the Rank and Tenure Committee must follow the procedures established by the College of Arts and Sciences (CAS) and the University. The Rank and Tenure Committee will meet with, or provide information to, faculty members only if it is consistent with CAS and University procedures.

(j) No tenured or tenure-track faculty member may participate in the Committee’s work if s/he has an action which will come before the Committee that year.

Section 2.06 Professional Development and Merit Committee

(a) The Professional Development and Merit Committee shall evaluate materials presented by faculty members annually, and will provide the Dean with numeric ratings and teaching load recommendations for each faculty member using the forms and guidelines provided by SETH, the College of Arts and Sciences and the University.

(b) The Committee will review its procedures and criteria annually and make recommendations for changes, if appropriate, to the Council. The Committee’s procedures and criteria will be distributed in writing to the Council annually, in advance of the submission of material by faculty members.

(c) The membership and procedures of the Merit Committee will conform at all times to the policies of the College of Arts and Sciences and the University.

(d) The Committee will be reconstituted annually, and shall consist of at least one more than half of the full-time faculty, and, to the extent possible, will reflect the ranks represented among the full-time faculty.

(e) Individual faculty members may have access to the ratings s/he received from the Merit Committee and the Dean for annual merit salary increases through procedures established each year by the Dean.

Section 2.07 Student Grievance Committee

(a) Student grievances will be handled consistent with the procedures established for the College of Arts and Sciences by the CAS/EPC. The Student Grievance Committee will be convened, as needed, to deal with matters related to student grievances.

(b) The Student Grievance Committee will be formed from the membership of the Council and will consist of three faculty (at least two of whom shall be tenured), one graduate student, and one undergraduate student.
(c) There will be a random drawing of names of the full-time faculty for the faculty slot, and the three student members of the Council will establish procedures for selecting the graduate and undergraduate members of the Student Grievance Committee.

(d) The Dean will not participate in the Student Grievance Committee selection process. Any faculty member who is a party to the grievance being considered is recused from participation.

Section 2.08 Teacher Education Committee

(a) The Teacher Education Committee is responsible for developing and reviewing policies on issues affecting teacher education programs including overall program philosophy and framework, and unit assessment, and for establishing, in consultation with departments or colleges, standards pertaining to certification requirements, candidate review policy, admission requirements, exit requirements and enrollment management.

(b) Voting membership of the committee shall consist of the Dean, the Director of Teacher Education, faculty members from SETH and from each of the departments that provide undergraduate content courses related to licensure areas [including American studies, anthropology, biology, CLEG (communication, legal institutions, economics and government), chemistry, economics, environmental studies, French studies, foreign language and communication media, justice, German studies, graphic design, health promotion, history, international studies, language and area studies, law and society, literature, mathematics, multimedia, music, statistics, studio art, performing arts: theatre, performing arts: musical theatre, physics, political science, Spanish studies, sociology, or studio art], one teacher education student chosen by the Faculty Council, and three professional educators from outside the university chosen by the Dean.

(c) The committee shall elect its chair. The Director of Teacher Education shall serve as convener. Terms of membership shall be three years, staggered so that three members retire and are replaced every year. A committee member shall abstain from voting on the approval of any policy or programmatic proposal if the committee member or the committee determines that the proposal presents a conflict of interest for the committee member.

(d) The committee shall review, in consultation with departments or colleges, proposals for new teacher education programs or changes in current teacher education programs, and forwarding recommendations to the appropriate curriculum committee.
(e) The committee provides advice to the Dean of the School of Education, Teaching & Health on matters related to Teacher Education.

(f) The committee serves as an advocate for teacher education on campus and in the community.

(g) The committee reviews accreditation and program approval reports for teacher education programs.
Section 2.09 Executive Committee

(a) The Executive Committee will provide advice and assistance to the Dean, and will meet, as needed, if requested to do so by the Dean to plan the Council agenda and other activities of the Council and School.

(b) The Executive Committee shall consist of all tenured faculty members who hold the rank of Professor.

(c) A quorum shall consist of one half plus one of the total number of tenured faculty members at the rank of Professor.

(d) A majority vote of those voting shall be needed to approve a motion.

(e) The Executive Committee will be responsible for initiating and supervising the periodic review of all degree programs. To the extent possible, these internally initiated program reviews should be concurrent with College and University program reviews and external accreditation-related reviews. Recommendations and proposed changes resulting from program reviews will be submitted to the Dean for consideration and action, and will be reported to the Council by the Dean.

Article III. Program Directors

Section 3.01 The Dean will appoint members of the full-time faculty (and the Director of Teacher Education if s/he is not a member of the full-time faculty) to serve as program directors of the degree programs offered by the School of Education, Teaching & Health.

Section 3.02 Program directors appointed by the Dean will serve without limit of time at the pleasure of the Dean.

Section 3.03 Program directors will be responsible for program administration and coordination related to student recruiting and retention, academic oversight of student performance, comprehensive exams, internships, and other academic activities. In coordination with the Dean and administrative staff, program directors supervise advising, registration, and graduation clearance activities. Program directors make recommendations to the Dean on adjunct faculty appointments and on students to whom graduate awards should be offered.
Section 3.04  Program directors are responsible for recommending the appointment and reappointment of adjunct faculty members to the Dean, and are responsible for evaluating the work of adjunct faculty members each semester. In practice, program directors should observe at least one class taught by each adjunct faculty every semester.

Section 3.05  Program directors will receive a copy of the recommendations made by the Rank and Tenure Committee for appointment, reappointment, promotion, tenure, and leaves for faculty members whose primary teaching is in that program. The program director will provide her/his recommendation, and forward the Faculty member’s File for Action to the Dean.

Section 3.06  The previous section (3.05) will not be implemented if the program director is serving as a member of the Rank and Tenure Committee.

Article IV.  The Dean

Section 4.01  The Dean shall preside over the Council and may break a tie. The Dean shall be an ex officio voting member of all committees except the Rank and Tenure Committee, the Professional Development Committee, and the Student Grievance subcommittee. The Dean may convene ad hoc committees, as necessary for specified periods, but ad hoc committees must be reconstituted by the Dean each academic year. The Dean will appoint members of all faculty search committees, and will designate one faculty member to serve as chair.

Section 4.02  The Dean shall have the power to veto any action of the Council, provided that the reasons for the veto are given in writing at the next meeting of the Council. If the Council sustains its own action by a two-thirds vote, the Dean shall forward both his/her own objections and the Council's action to the Dean of the College of Arts and Sciences for resolution, which shall be final unless the Council seeks redress before duly constituted bodies of The American University.

Section 4.03  The Dean shall supervise the School, and administer its programs, office, and personnel, as well as other activities and facilities related to the School.
Section 4.04 In addition to the administrative responsibilities to the University and the College of Arts and Sciences, the Dean is responsible for making recommendations to the Council or the CAS Dean, as appropriate, concerning, but not limited to administration of the office of teacher education, including functions related to accreditation, grants and contracts related to teacher education; representation of the School on campus and outside the University with regard to education issues; work with other groups in the development of programs related to K-12 education; facilitate the development of new grants and contract in areas of interest to SETH; oversee the processes related to appointment, tenure and promotion for all full-time faculty; and communicate with the faculty on matters related to the School including those listed herein.

Section 4.05 The Dean may call special meetings of Council at his/her discretion, or if requested to do so in writing by a majority of voting members of the Council.

Article V. Amendments and Other Provisions

Section 5.01 The Council and its committees shall be the judge of their proceedings except as herein provided.

Section 5.02 These rules of governance may be amended during any meeting of the Council by a two-thirds vote of the total membership. Proposed changes must be circulated to the Council at least one week in advance of the meeting.