

State University of New York
College at New Paltz

By-Laws of the School of Education (amended Spring, 1993)

Education Council

1. The School of Education

1.1 Composition of the Faculty

1.1.1 The regular faculty of the School of Education shall consist of all persons appointed under the policies of the Board of Trustees of the State University of New York holding the rank of professor, associate professor, assistant or temporary appointment. In addition, the principal administrative officer in each major educational and research unit of the School of Education shall be considered a member of the faculty.

1.1.2 Temporary or part-time appointments are those covered under Title C of the policies of the Board of Trustees.

1.2 Voting Eligibility

1.2.1 On matters relating to the entire School of Education, the voting faculty shall consist of all regular faculty who are engaged at least half-time in teaching, research, counseling, administrative or extension work on a regular basis.

1.2.2 If a faculty member is regularly engaged in two units of the faculty, the member shall vote on faculty matters in only one of the two units and it shall be the member's choice in which unit to vote. If a faculty member is regularly engaged in two or more units on other than half-time basis, the Dean of the School of Education shall determine in which unit the member's vote shall be registered.

2. Responsibility of the Faculty

2.1 The School of Education bears major responsibility for teaching; curriculum organization, implementation and modification; research; and field services. Moreover, it shall be responsible for making recommendations to the Dean in the areas of budget, program, personnel, standards, reviews, and the formulation of policies.

3. Organization of the School of Education

3.1 Dean of the School of Education

3.1.1 Appointment. The policies of the Board of Trustees provide for the appointment of the Dean by the President of the College and indicate that the Dean will serve at the pleasure of the President. This appointment shall be made after consultation with the School of Education.

3.1.2 Responsibilities. The Dean shall have such powers, duties, and responsibilities as may be assigned by the President of the College. The Dean is the chief executive officer of the School of Education and, as such, shall be expected to provide leadership and direction as well as securing personnel and financial resources for the School of Education.

3.2 Associate and Assistant Deans

3.2.1 To carry on these duties and responsibilities the Dean shall recommend the appointment of associate and assistant deans after consultations with the School of Education.

3.3 Review of Administrative Positions

The principle of regular and comprehensive review is endorsed for administrative positions at the faculty level. The method of review shall be agreed upon by the Dean with the School of Education Council.

3.4 Departments

3.4.1 The School of Education shall be subdivided into departments. The department is the basic unit for developing courses and programs in the academic fields of study. However, this shall not be the only source of program development. Courses, projects, and programs can originate either inter or intra departmentally with individuals, groups, or administrators. Courses, projects, and programs so developed shall be presented to the appropriate department for consideration.

3.4.2 Departments shall have primary jurisdiction over curriculum, scheduling, budget, and personnel matters.

3.4.3 The departments shall be Elementary Education, Secondary Education, Educational Studies, and Educational Administration.

3.4.4 As needed, cross-departmental committees shall be created by the Dean after consultations with the School of Education Council.

3.5 Department Chairpersons

3.5.1 Appointment. Chairpersons shall be appointed by the President of the College when so recommended by the Dean of the School and after consultation with the faculty members of the department involved. Appointment shall not exceed three years and may be terminated by the President at any time.

3.5.2 Responsibilities. Department Chairpersons shall be responsible in consultation with their respective departments for curriculum development, scheduling of classes, recruitment, faculty evaluation and all other personnel matters, disbursement of allocations, and such other duties as assigned by the Dean of the School of Education.

3.6 Other Administrative Personnel, such as directors and coordinators

3.6.1 Appointment. These personnel shall be appointed by the President of the College when so recommended by the Dean of the School and after consultation with the School of Education Council.

3.6.2 Responsibilities. These administrators shall be responsible for such duties as are assigned by the Dean of Education.

3.7 The Executive Committee

3.7.1 Composition. This committee shall consist of all department Chairpersons and all administrative personnel of the School of Education.

3.7.2 Responsibilities. This committee shall serve as an advisory group to the Dean on all administrative matters.

3.8 The School of Education Council

3.8.1 Composition. The membership of the School of Education Council shall be: one representative for each five members or any fraction thereof of each department, with a maximum of three to any department; one representative from the Learning Resources Center; one representative from the Haggerty Institute. The Dean or the Dean's designee shall likewise be an ex-officio member of the Council.

3.8.2 Purpose. The purpose of the School of Education Council is to function as a representative and deliberative body. In addition, the Council shall serve as an advisory body to the Dean in all matters relating to policies, curriculum, and programs.

- 3.8.3 Term. The terms of elected representatives shall be two years beginning with their election in the spring of the year.
- 3.8.4 Voting Eligibility. All members present at Council meetings, except the Dean or the Dean's designee, shall vote on Council matters.
- 3.8.5 Quorum. For voting purposes, a quorum of the Council shall consist of a majority of the voting membership of the Council.
- 3.8.6 Officers. A chairperson shall be elected by the Council at its organizational meeting. Council shall make its own provision regarding secretarial responsibilities.

The Chairperson of the School of Education Council shall be the Presiding Officer of the School.

- 3.8.7 Meetings. Regular and special meetings shall be scheduled by the Chairperson to the Council as needed.
- 3.8.8 Committees of the Council. Committees of the Council shall be created as needed. The chairperson of each committee shall be appointed by the Chairperson of the Council and shall be an elected member of the Council. Committee members may be appointed from the Council or the faculty at large.

4. Amendment Process

- 4.1 All amendments and other changes in these By-Laws shall be adopted after being (1) distributed to all regular faculty members, (2) considered at a meeting of the entire School, and (3) passed by a majority of those regular faculty members voting by mailed ballot and responding by a specified date.