

**Loyola University Chicago  
School of Education**

**Academic Council By-laws**

**Approved by Academic Council April 9, 2010**

**Article 1. Purpose and Function**

The Academic Council, serves to represent the faculty governance system and as such, advises the Dean regarding the academic mission of the School of Education. It considers the quality of the education in the School and recommends such policies as will promote this mission. Academic Council recommends academic policy to the Dean of the School of Education, particularly in such areas as curriculum, quality of education, and admissions. Academic Council expresses the collective voice of the faculty reflecting the diversity of the School of Education.

**Article 2. Membership**

- A. The voting membership of Academic Council will consist of 1 elected faculty representative from each Affinity Group within the School, 1 faculty representative elected at large, 1 Chair of Academic Council elected at large, 1 Staff representative, 1 graduate student representative and 1 undergraduate student representative. The Council will also have two *ex officio* nonvoting members, the Dean, and the Associate Dean for Academic Programs.
- B. At least two-thirds of the voting members of Academic Council will be faculty members, in order to retain its integrity as a faculty governance structure. The faculty membership of Academic Council will be restricted to those with full-time faculty status. All members of Academic Council will serve 2 year staggered terms. Academic Council elections for vacant positions will begin one month prior to the end of the spring semester of each academic year. The members of the Student Development Committee will elect one graduate student and one undergraduate student representative for membership on the Academic Council. Staff of the School of Education will elect 1 representative. The staff, graduate student, and undergraduate student representative terms shall stagger such that no more than 2 of these terms will expire simultaneously. The faculty representative elected at large will serve a two-year term staggered with the Chair of Academic Council, so that these two terms will not expire simultaneously. The election for this position will be conducted by paper ballot at the last faculty meeting of the academic year.
- C. The Chair of Academic Council will be a tenured faculty member elected by all of the

full-time faculty. The Chair will hold a 2-year term and will serve as a member of the Leadership Team. The election for this position will be held by paper ballot at the last faculty meeting of the academic year. The Chair of Academic Council provides an important leadership function in the School of Education. This individual coordinates and manages the work of the Council.

- D. If no candidate receives a majority for the election of the Chair of Academic Council or the faculty representative elected at large, \*then a run off election will be conducted between the two candidates receiving the highest number of votes. If neither is able to serve then a special election from among eligible faculty will be conducted within 30 days. If either the Chair of Academic Council or the faculty representative elected at large resigns, a school-wide election by paper ballot will be held to fill the remainder of the term.
- E. Members of Academic Council will annually elect a Vice Chairperson. The Vice Chairperson, a tenured or tenure track faculty member, will carry out the duties and responsibilities of the Chair of the Council in the event of his or her absence. The Vice Chairperson will coordinate the work of the Standing Committees and annual Council elections. The Vice-Chair will receive the reports from the Chair of each standing committee and summarize their contents at the Academic Council meetings.
- F. The Dean of the School of Education shall appoint a Secretary to assist Chair of Academic Council.

### **Article 3. Meetings of the Academic Council**

- A. The Council shall establish a calendar of at least 6 meetings at its first meeting of the academic year.
- B. Dates for all Council meetings shall be distributed to faculty and staff and made available to students of the School of Education.
- C. Unscheduled meetings may be called by the Chair or upon submission of a written petition from one-third of the members to the Chair or at the request of the Dean. Upon receipt of such a petition, the Chair shall convene the Council within two weeks.
- D. The Chair shall prepare a written agenda. Items for consideration and supporting documents for each meeting shall be distributed to each Council member at least 5 working days prior to the meeting.
- E. The rules contained in the current edition of Robert's Rules of Order Newly Revised (2000) shall govern the Academic Council in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the

Council may adopt.

- F. Meetings of the Academic Council and its committees are open to the academic community of the School of Education.
- G. In order for business to be conducted at a meeting, a quorum consisting of a majority of members eligible to vote must be present.
- H. Motions shall normally be voted upon by a show of hands. A roll-call ballot shall be taken at the request of any member of the council. Voting shall be by secret written ballot if requested, and it shall have precedence over requests for a roll call ballot.
- I. The Chair votes only in the event of a tie.
- J. If any member can not be present he or she may give his or her proxy to one of the other elected Academic Council representatives to vote in his or her place. The Chair shall be notified of a proxy substitution in writing prior to the meeting; however, in case of emergency the proxy may be designated by telephone. If the staff member can not be present, the proxy may be given to another staff member.

#### **Article 4. Committees**

- A. The Academic Council will adopt a school-wide standing committee structure in order to efficiently manage the academic mission of the School of Education. The Vice Chairperson of the Council will function as a liaison to the committees. Much of the work of the Council will be done by the committees, which will then forward their recommendations for the Council's approval.
- B. Each committee will notify the chair of Academic Council of the election of a Chairperson of the committee who will be responsible for scheduling and announcing regular meetings, keeping minutes of the committee's activities, and providing a report to be read at Council meetings. The Chairperson will submit a written annual report of the activities of his/her committee to the Vice-chair of Academic Council.
- C. Faculty and staff should volunteer to be nominated for the committees that interest them. Staff shall devise a procedure to elect representatives to appropriate committees. It is expected that each full-time faculty member will serve on the Academic Council and/or one of the standing committees. Nominations to standing committees occur in two ways: (1) Affinity groups may nominate candidates for standing committees and (2) eligible faculty and staff may self nominate. Affinity groups and the Student Development Committee may nominate students who are willing to serve. In the event a faculty member who has been nominated is not elected to any committee, the Chair of Academic Council will appoint the faculty member to any committee for which he or she would be eligible, except for the Faculty Evaluation Committee.

- D. Election to the Committees of Academic Council shall be conducted at the Fall meeting of the School of Education. The Chair of Academic Council will provide a description of the Committees of the Academic Council with vacancies for the upcoming year; a list of faculty eligible to serve by rank; and pre-printed ballot form for each committee noting each vacancy. Nominations and voting will be conducted sequentially so that the faculty will know which members have been elected to various committees and which members are still available to be nominated. The order of voting for committees shall be as follows: Faculty Evaluation, Rank and Tenure Committee, Faculty Development Committee, Curriculum Committee, Faculty Awards Committee, Diversity Committee, Grievance Committee, International Committee, and Technology Committee. In contrast to other committees that are elected by the entire full-time faculty, curriculum committee representatives will be elected by members of their affinity groups also at the Fall meeting of the School of Education. For committee elections, those candidates receiving the largest number of votes for the available positions will be elected. If any elected person resigns, the Academic Council will appoint a faculty member to serve the remainder of the term.
- E. Committee membership will be fixed for the academic year. Committee members will serve staggered 2-year terms. Committees should be balanced and reflect the diversity of the School of Education. In order to insure broad faculty participation in committees, faculty members may serve on no more than one committee per year
- F. The Standing Committees of Academic Council are as follows:
1. *Curriculum Committee*: Charged with reviewing the on-campus and off-campus, undergraduate and graduate curriculum, including: new courses, new programs, revisions of existing programs and requirements. This committee will be comprised of 1 full-time faculty member from each of the School's designated affinity groups.
  2. *Diversity Committee*: Charged with encouraging and supporting diversity in all areas of the School of Education including retention and recruitment policies, faculty and staff development, and curriculum review, programming, and activities, including maintenance of the School of Education Diversity Web page. This committee will be comprised of 3 full-time faculty, 1 undergraduate student, 1 graduate student, and 1 staff member.
  3. *Faculty Awards Committee*: Charged with developing and implementing policies and procedures that annually recognize School of Education faculty in terms of excellence in teaching, research, and/or service and for other types of valuable contributions deemed appropriate by the Academic Council. Committee membership will consist of 8 members: 1 tenured faculty member to serve as Chair and representative of his/her affinity group, 1 full-time faculty member from each of the remaining 4 affinity groups, 1 undergraduate student, 1 graduate student, and 1 full-time staff member. The

faculty Chair is to be elected by all SOE faculty and the remaining faculty representatives are to be elected by their affinity groups. Student representatives are to be selected by the membership of the Student Development Committee. The School of Education staff will select their representative.

4. *Faculty Development Committee*: Charged with developing a process and policies for reviewing faculty leave requests, travel requests, conference requests, research stimulation requests, and summer research stipends. Committee membership will consist of 1 tenured faculty member to serve as Chair, 2 additional tenured or tenure-track faculty, and 1 clinical faculty member to be elected at large.

5. *Faculty Evaluation, Rank and Tenure Committee*. Charged with developing a process and policies, including serving as the peer review body, for midpoint reviews, annual evaluations, rank and tenure reviews, and merit raises. Committee membership consists of 6 tenured faculty members, 3 at the rank of Associate Professor and 3 at the rank of Professor elected at large by all School of Education full-time faculty.

6. *Grievance Committee*: Charged with arbitrating issues related to School of Education student grievances, and the development and dissemination of a comprehensive grievance policy. Grievance Committee actions are forwarded to the Dean and involved parties and are not reviewed by Academic Council. This committee will be comprised of one tenured faculty member to serve as Chair, and two full-time faculty for a total of three members.

7. *International Committee*: Charged with developing international programs and opportunities for School of Education faculty and students, as well as, developing programs that attract, retain, and support international students and scholars. The committee will be comprised of 3 full-time faculty, 1 graduate student, and 1 undergraduate student.

8. *Student Development Committee*: Charged with responsibilities for 1) policy and processes for Student Activity Fee resource requests; 2) assisting in planning and delivering SOE student research conference; 3) assisting with new student orientation; and 4) serving as liaison for student concerns and issues. Committee membership consists of 1 graduate student from each SOE affinity group plus 2 undergraduates from the teacher preparation program, one of whom should be selected by the Future Teachers Club of Loyola University Chicago. The Associate Dean for Student Academic Services shall serve as an ex officio Advisor to the Committee.

9. *Technology Committee*: Charged with developing and implementing a plan for the improvement of technology resources in the School of Education, and providing faculty and staff development in technology. The committee will be comprised of 3 full-time faculty, 1 staff, and 2 students, 1 graduate and 1 undergraduate.

- G. Ad hoc committees shall be appointed as needed.

#### **Article 5. Operating Procedures**

- A. Items for consideration by Academic Council may originate from the following sources: individual faculty, standing committees, ad hoc committees, ex officio members, and Council members.
- B. Academic Council may take one of several actions on items, including: voting, referral to standing committee, creation of and referral to an ad hoc committee, or referral to an affinity group. Action items referred to the Council by the Curriculum Committee, may be: 1) approved via informed consent; 2) approved subsequent to Council discussion; 3) referred back to the Curriculum Committee and Program Area for clarification and/or recommendations; 4) rejected.
- C. Committees are expected to review items in an expeditious manner, typically before the next Academic Council meeting. Committees must review items within 30 days of their receipt.
- D. The Council shall utilize a consent agenda in order to expedite its business. Committee chairs will submit items for the Council's consent agenda no later than one week prior to the Council meeting, so they can be reviewed by Council members. Any voting member of the Council can ask for an item to be removed from the consent agenda. Removal of an item from the consent agenda requires that it be discussed by the Academic Council prior to being voted upon.
- E. Approved Minutes shall be distributed electronically to all School of Education faculty and staff, to student members of the Council and the ex-officio Advisor of the Student Development Committee within 3 business days of the meeting.
- F. Recommendations of the Academic Council are submitted in writing to the Dean no later than 10 days after the Council meeting.
- G. The School of Education, the Dean shall review the recommendations of the Council. If the Dean agrees with the recommendations, they shall be communicated, when appropriate, to the Provost for review and approval. If the Dean disagrees with the recommendations, the Dean shall provide written reasons for disagreeing to the Council and will meet with the Council to discuss the issue. The Council may reaffirm its recommendations by a two-thirds vote and may choose to consult the Provost's Office of the University.

#### **Article 6. Changes and Amendments**

- A. Proposed changes or amendments to these By-laws shall be submitted in writing and

circulated with the Agenda for a given meeting to all voting members.

- B. Amendments or proposed changes to the by-law change must be approved by two-thirds of all Council members eligible to vote.
- C. Upon adoption of amendments, the changes in the By-laws will supersede the previous by-laws.

Amended: April 9, 2010