Article 1. Purpose and Function
Academic Council serves as the shared governance system representing Faculty, Staff and Students. The Council shall formulate the academic aims of the College, oversee the quality of education in the School and establish such policies as will promote these aims. The Council shall be the policy-making body for the School in such areas as curriculum, quality of instruction, and admission policies that affect the academic life of the School.

Article 2. Membership

A. The voting membership of Academic Council will consist of 1 elected faculty representative from each program area within the SOE, 1 faculty representative elected at large, 2 staff representatives, 2 graduate student representatives, and 2 undergraduate student representatives. The Chair of Academic Council votes in the event of a tie. The Council will also have two ex-officio nonvoting members, the Dean and the Associate Dean of 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 occur at the end of the spring semester prior to the next academic year. The members of the Student Development Committee will elect the student academic council representatives. Staff of the SOE will elect 2 staff representatives. 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.

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 representative to the Dean’s Executive Council. The Chair of Academic Council provides an important leadership function in the SOE. 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, a run off election will be conducted between the two candidates receiving the highest number of votes. If neither is able to serve, 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 or electronic 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 responsibility of keeping Academic Council minutes will be rotated among Academic Council members.

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

A. The Council shall establish a calendar of fall semester meetings by its first meeting of the academic year and spring semester meetings by the first meeting of the calendar year.

B. Dates for all Council meetings shall be posted to the SOE Academic Council Sakai page and made available to students of the SOE.

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 business days prior to the meeting.

E. The rules contained in the current edition of Robert’s Rules of Order Newly Revised (2011) 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. In addition to Robert’s Rules of Order, meeting minutes need to include a synopsis of discussion including major points in support and dissent.

F. Meetings of the Academic Council and its committees are open to the academic community of the SOE.

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. If any member cannot 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 cannot 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 SOE. 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 report prior to each Academic Council meeting and a final year-end summary of the committee activities to the Vice Chairperson of Academic Council.

C. Faculty and staff should volunteer to be nominated for the committees that interest them. Staff shall 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) program areas may nominate candidates for standing committees and (2) eligible faculty and staff may self-nominate. When possible, it is preferred that committee chairs will be tenured or clinical faculty members. Program areas may recommend to the Student Development Committee any students who are willing to serve.

D. Election to Committees of Academic Council shall be conducted at the last spring meeting of the SOE prior to the next academic year. 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 a ballot form for each committee noting each vacancy. Nominations will occur electronically prior to the meeting, and voting at the meeting 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: Academic Council, Faculty Evaluation Committee, Faculty Development and Mentoring Committee, Assessment Committee, Curriculum Committee, 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, the Assessment, Curriculum, and Awards committee representatives will be elected by members of their program areas. For committee elections, those candidates receiving the greatest 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 typically be fixed for the academic year. However, on occasion, committees may be asked to serve during the summer months to address time-sensitive issues that directly impact the SOE community. If asked to serve during summer months,
unavailable committee members may designate colleagues to represent them in accordance with academic council bylaws for standing committee membership. Committee members will serve staggered 2-year terms. Committees should be balanced and reflect the diversity of the SOE. In order to insure broad faculty participation in committees, faculty members are discouraged from serving on more than one committee per year.

F. The Standing Committees of Academic Council are as follows:

1. Assessment Committee:
The SOE Assessment Committee will advise on data management processes and policies that guide the unit and program areas' assessment systems for accreditation and formative purposes. This committee will be comprised of 1 full-time faculty member from each of the SOE’s designated program areas. The Associate Dean of Academic Programs and the Assessment Coordinator serve as ex-officio members.

2. Curriculum Committee:
Charged with reviewing the on-campus and off-campus, undergraduate and graduate curriculum review, 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 program areas.

3. 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, 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. A tenured faculty member will serve as Chair of Diversity Committee.

4. Awards Committee:
Charged with developing and implementing policies and procedures that annually recognize School of Education faculty excellence in teaching and research, community members’ (faculty or staff) excellence in service and for other types of valuable contributions deemed appropriate by the Academic Council. Committee membership will consist of: 1 tenured faculty member to serve as Chair and representative of his/her program area, 1 full-time faculty member from each of the remaining program areas, 2 undergraduate students, 2 graduate students, and 2 full-time staff members. The Chair is to be elected by all SOE faculty, and the remaining faculty representatives are to be elected by their program areas.

5. Faculty Development and Mentoring Committee:
Charged with developing a process and policies for reviewing faculty leave requests, research stimulation requests, and summer research stipends. Work to foster mentoring of faculty, inclusive of junior faculty and those who are further along in their careers. Uses formative assessment to help design professional development and training purposes. 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.

6. Faculty Evaluation Committee:
Charged with developing process and policies, including serving as the peer review body, for midpoint reviews, annual evaluations, rank and tenure reviews, and merit raises. Make recommendations to faculty and administration related to the peer evaluation system. Committee membership consists of 6 tenured faculty members (3 at the rank of Associate Professor; 3 at the rank of Professor) and 1 clinical faculty member elected at large by all SOE full-time faculty members.

7. Grievance Committee:
Charged with arbitrating issues related to SOE 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.

8. International Committee:
Charged with bringing about better awareness of the international opportunities that already exist within the SOE and the university and with assisting the school in providing more and better international opportunities through training. “International” is not limited to students from the U.S. studying abroad, but includes students and scholars from other countries studying at Loyola, working with persons from other countries living here in Chicago, and including international perspectives in classrooms and extracurricular activities. The committee will be comprised of 3 full-time faculty, 1 staff, and 2 students, 1 graduate and 1 undergraduate.

9. 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 program area (school psychology, counseling psychology, research methods, higher education, cultural and educational policy studies, administration and supervision) and 2 undergraduates and 1 graduate student 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. The graduate assistant assigned to the Associate Dean for Student Academic Services will also serve in an ex-officio role.

10. Technology Committee:
Charged with developing and implementing a plan for the improvement of technology resources in the SOE, 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. The technology committee chair is also appointed to the university-wide technology committee.

G. Ad hoc committees shall be appointed as needed.

Article 5. Operating Procedures

A. Items for consideration by Academic Council may originate from individual faculty, standing committees, ad hoc committees, ex-officio members, Council members, and the SOE deans and will be communicated by email to the Academic Council Chair at least 10 business days prior to scheduled Academic Council meetings.

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, referral to a program area, or referral to the SOE deans. 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; or 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. Draft meeting minutes will be distributed to Academic Council members only. AC will vote to approve minutes at the next scheduled meeting. Approved Minutes shall be posted to the SOE Academic Council Sakai page within 3 business days of the meeting. Any AC members can include a written dissenting opinion, if desired, to the approved posted Minutes.

F. Recommendations of the Academic Council are submitted in writing to the Dean no later than 10 business days after the Council meeting.

G. The Dean of the School of Education shall review the actions of the Council. If the Dean agrees with the actions, they shall be communicated, when appropriate, to the Provost for review and approval. In the event the Dean disagrees with the actions, the Dean shall provide written reasons for disagreeing to the Council in advance of the next scheduled council meeting and will meet with the Council to discuss the issue at the next scheduled council meeting to seek a resolution, in partnership, that addresses the pressing concerns. If resolution cannot be reached, the Council may reaffirm its actions by a two-thirds vote of the voting representatives. In such a case, the Dean shall deliver the AC’s actions to the Provost's Office of the University and the School of Education Community.
Article 6. Changes and Amendments

A. Proposed changes or amendments to these by-laws shall be submitted in writing and circulated with the meeting agenda for a given meeting to all voting members.

B. Amendments or proposed changes to the by-laws 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.

Approved by Academic Council: 10/25/17