

# CONSTITUTION OF THE COLLEGE OF EDUCATION HIGHER EDUCATION FACULTY ASSEMBLY

## PREAMBLE

The higher education Faculty of the College of Education is a community of scholars dedicated to the concept that policy making within a college be decentralized to the faculty level. The intent is that policy in the College of Education shall be made collegially by the Dean and the Faculty Assembly working cooperatively.

The Assembly shall be committed to the following governing principles

1. Academic freedom.<sup>1</sup>
2. Open democratic communication and participation.
3. Sustaining and creating opportunities for faculty voice in the majority of aspects of the College of Education governance as subject to all university guidelines, policies, and regulations
4. Commitment to a professional ethic that supports multiple/alternative perspectives.

## ARTICLE I: THE FACULTY ASSEMBLY

### Section 1. Functions

The Faculty Assembly is the governance body of the College and is subject to state regulations, President and Provost policies, guidelines, and regulations. and the FAU Constitution and its Bylaws. The Assembly shall develop and articulate the academic policies of the College. In performing its functions, the Assembly shall take cognizance of and comply with all University-wide policies and regulations. The Assembly shall be primarily concerned, but not limited to, the following areas:

- matters of College academic policy, including curriculum, admissions, and degree programs
- matters of general College faculty interest, including tenure, hiring policies, and promotion
- student services
- administrative matters of general college interest including budget, physical facilities, planning, and enrollment advocacy on behalf of faculty interests

In exercising its functions, the recommendations of the Assembly shall generally be accepted. In matters where recommendations are not accepted, an explanation shall be provided by the administration to the Assembly. Recommendations of the Assembly shall be within the scope of university policies.

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<sup>1</sup> It is the policy of FAU to support academic freedom and responsibility in teaching, research, and other creative activities, and service. Faculty has a right to scholarly inquiry, including the selection of instructional materials without censorship or fear of retaliation. Faculty has a responsibility to conduct scholarly inquiry in an objective and professional manner, which includes the acknowledgement of a variety of scholarly opinions. Florida Atlantic University Constitution and By-laws, revised January 2002, Article II, Section 5, Nr. 9.

## Section 2. Membership

All full-time members of the higher education faculty of the College who hold tenure or who hold tenure-earning positions, may exercise their right to vote including those on leave of absence, sabbatical, or medical leave. This includes chairs, associate deans and deans who hold tenured or tenure-earning positions, and one elected representative of the Office of Student Services. Non-tenure earning faculty (e.g., instructors, and visiting instructors) may attend Faculty Assembly and serve on committees but are not voting members.

## Section 3. Officers and Election Procedures of Officers

### A. The Officers

The Officers of the Faculty Assembly shall be a President, a Vice-President, a Secretary and an Archivist. All officers must be in unit.<sup>2</sup> The four officers will comprise the leadership team of the assembly and meet to plan, coordinate and monitor the Faculty Assembly's work for the year.

#### 1. The President

- a. The President shall call all meetings of the Faculty Assembly.
- b. The President shall preside over meetings of the Faculty Assembly.
- c. The President shall attend meetings of the Executive Committee of the College of Education as the representative from the Faculty Assembly.
- d. The President shall represent the Faculty to the Dean and other administrators.
- e. The President or his/her designee shall serve as member-at-large of their respective Campus University Council.
- f. If selected by the Steering Committee, the President will serve as one of the College of Education seats on the University Senate (see Section 6.A.6)

#### 2. The Vice-President

- a. The Vice President shall preside and carry out the duties of the President in the absence of the President.
- b. If selected by the Steering Committee, the Vice-President will serve as one of the College of Education seats on the University Senate (see Section 6.A.6); if not selected by the Steering Committee, the Vice-President shall accompany the President to all Senate meetings
- c. The Vice-President will serve as a member of the Faculty Assembly Research Committee.

#### 3. The Secretary

The Secretary shall be responsible for all correspondence activities associated with the Faculty Assembly and for such other duties that are appropriate to the office:

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<sup>2</sup> In unit means those persons whose contracts are covered by the UFF Bargaining Agreement.

- a. The Secretary shall compile and distribute minutes for all meetings of the Assembly to each member within two weeks following each meeting.
- b. The Secretary shall distribute to each member a meeting notice with an agenda at least seven working days prior to each meeting of the Faculty Assembly.
- c. The Secretary shall provide sign-in sheets for meetings; maintain the current membership list and list of members eligible to serve as officers.
- d. The Secretary of the Faculty Assembly shall compile and distribute minutes of the Steering Committee.

4. Archivist

- a. The Archivist shall maintain records of the Faculty Assembly, including minutes of all meetings of the Faculty Assembly and its Committees.
- b. The Archivist shall manage the Faculty Assembly Web Site.
- c. The Archivist shall ensure that all documents, including policy statements, reflect approved changes.

5. COE University Faculty Senate Senators

- a. As of August 2018, The COE is allotted six senators to represent the COE at Senate.

6. The Leadership Team

The Leadership Team comprising the four officers- President, Vice President, Secretary and Archivist, shall represent the faculty to the Dean. They should meet with the dean after the Steering Committee meeting to prepare for the Faculty Assembly Meeting, following the Faculty Assembly Meeting to address issues that might arise, and at any other times deemed necessary.

The out-going Team shall present a State of the Faculty Assembly report at the final Faculty Assembly Meeting for the academic year.

The incoming Team shall present a plan of action for the year based, in part, on the State of the Faculty Assembly report of the previous President.

B. Term of Office

Officers shall serve terms of office beginning the first day following the conclusion of the spring semester and ending on the last day of the following spring semester.

- The President shall serve for a one-year term.

- The Vice-President shall serve for a two-year term: year one as Vice-President, year two as President.
- The Secretary shall serve for a one-year term.

In the event that the Vice-President is unable to complete the term and cannot serve year two as President, when spring elections take place, in addition to electing a new Vice- President, a special election will be held to elect a president for a one year term, and the outgoing President will serve as an Ex Officio Member of the Steering Committee.

### C. Nomination and Election

The Steering Committee of the Faculty Assembly will serve as the Nomination Committee.

#### 1. Nomination

- The Steering Committee shall call for nominations for officers from eligible members of the Faculty Assembly during the second week of February.
- Nominees will be contacted by the President to verify that he/she is willing to run for the office.
- Nominations will remain open for a period of a minimum of two weeks.
- The President and Vice President of the Steering Committee will assemble the ballot and prepare it for display on the Assembly's Election web page.

#### 2. Election

- The election will be conducted electronically no later than two weeks prior to the final Faculty Assembly Meeting of the Spring Semester.
- All voting will be conducted electronically by secret ballot with access restricted to voting members of the Assembly.
- The President of the Faculty Assembly will be notified of the results via email after the election has closed. Result will be verified by one other member of the Steering Committee. The nominees will be notified of the results following this verification. Results will then be announced to the entire faculty assembly in a timely manner.
- The new officers will be introduced at the last scheduled meeting of the Faculty Assembly.
- Each department representative will be elected by faculty from each department prior to the end of the spring semester.
- All Senators from the COE must be in-unit faculty. Faculty transitioning to an out-of-unit position during a Senate term may complete their term of office.

#### Section 4. Meetings

- A. The President shall convene the Assembly at least twice each academic semester at a time specified in writing to the membership. Notice of meetings and agenda shall be distributed to all members at least 7 working days prior to the meetings.
- B. Special meetings of the Assembly will be called, upon due notice, upon petition of 30 percent of the Assembly membership, or when called by the President in conjunction with the Steering Committee.
- C. At all meetings, a quorum shall consist of 30 percent of the membership. A majority of members present and voting is required to pass a motion in meetings of the Assembly and its committees.
- D. Meetings of the Faculty Assembly will be limited to two hours. Meetings may be extended beyond the two hour limit by a majority vote of the Assembly members present.
- E. If matters arise needing immediate attention during the summer terms, the Chair shall call a meeting of the faculty who are available. At this meeting, a quorum shall not be an issue since decisions made at summer meetings shall be considered for ratification by the Faculty Assembly at the first meeting of the fall semester.
- F. Meetings of the Assembly and its committees shall be guided by Roberts Rules of Order. The President shall appoint a parliamentarian to assist with procedural matters during general Faculty Assembly meetings.

#### Section 5. Agenda and Order of Business

- A. Order of Business  
The Steering Committee shall determine the order of business for each meeting when preparing the agenda. The agenda shall be submitted for approval by the Assembly immediately after the call to order of each meeting. In addition to items requiring decision, the agenda for regular meetings shall normally include Announcements and Open Discussion.
- B. Meeting Notice.  
The agenda and notice of the meeting shall be delivered to each faculty member at least one week prior to the meeting.
- C. Submission of Items.

General Members of the Faculty may submit agenda items to the President or any member of the Steering Committee of the Faculty Assembly at least 2 weeks prior to the Faculty Assembly meeting.

D. Items by Petition.

If at least ten voting members submit an agenda item by petition at least 2 weeks prior to a meeting, the President must include it on the agenda for the next meeting.

E. Meeting Dates

Dates for the required Faculty Assembly meetings will be coordinated with college events. At the first meeting of the fall semester, the dates of the other three required meetings for that academic year will be provided to Assembly members.

Section 6. Committees

A. Steering Committee.

1. The Assembly members of each academic department shall elect one of its members to this committee. In addition, the President, Vice-President, Secretary and Archivist of the Assembly shall be members of the Steering Committee. The President, who shall conduct the business of Assembly meetings, shall be the President of the Steering Committee. The Secretary of the Assembly shall be the Secretary of the Steering Committee.
2. All Steering Committee members or their proxies will attend meetings. Two consecutive absences, without a proxy, require the election of another departmental representative.
3. The Committee shall meet two weeks prior to a scheduled Faculty Assembly meeting. A quorum will consist of seven members. The Committee shall prepare and distribute the agenda of all Assembly meetings.
4. The Committee may consider and advise on all matters within the Assembly's jurisdiction. It may investigate, prepare or request informational and advisory reports and invite any member of the Assembly or College administration to sit with it for deliberation and advice on matters within its jurisdiction.
5. The Committee shall function as the Nominations Committee of the Assembly
6. The Steering Committee will determine whether the FA President or FA Vice President will serve as one of the COE FA voting members on the University Faculty Senate (see Sections 3.A.1.f and 3.A.2.b)

B. Standing Committees

The Assembly can establish standing committees as needed in order to carry out examination and discussion of ongoing issues to the faculty and/or the College of Education.

The Assembly will establish standing committees as follows:

1. The Connections Committee. Purpose is to foster intellectual dialogue and to facilitate faculty collegiality and sharing of research.
2. Democratic Decision-Making & Communication Committee. Purpose is to review processes and procedures relative to democratic governance and communication, and to make recommendations accordingly.
3. Equity & Work Life Committee. Purpose is to review issues related to diversity, equity in assignments and salary, and ethics, and to make recommendations accordingly.
4. Research Committee. Purpose is to conduct research and provide data to assist Faculty Assembly decision-making.

C... Ad hoc Committees

In performing its functions the Assembly may establish ad hoc committees as needed.

D. Special Committees

The Assembly may establish special committees to examine issues which are temporary in nature or are outside the scope of standing committees. All special committees will be established with a sunset provision for their existence.

Section 7. Support

The office of the Dean of the College of Education shall provide support for the operation of the College Faculty Assembly. This will include, but is not limited to, the following:

A. The President of the Assembly

The President is required to attend executive committee meetings on a twelve month basis as well as preside over all meetings of the Assembly. Therefore, it is strongly recommended that the President be given two course releases during the twelve-month period of office to be taken at the president's discretion in summer, fall, or spring. The chair needs to be available to attend meetings and represent the faculty on a twelve-month basis. The specifics of the release time shall be negotiated between the Assembly President and the Dean,

B. The Secretary of the Assembly

It is recommended that the Secretary's support consist of one release course in the fall semester and one release course in the spring semester or its equivalent. The specifics of this support shall be negotiated between the Secretary and the Dean.

C. Secretarial Assistance

The Officers of the Faculty Assembly shall receive adequate secretarial assistance in the fulfillment of their duties.

D. Operational Expenses

The Faculty Assembly will receive adequate resources for technical and other operational expenses.

ARTICLE II: ADMINISTRATION

Section 1. The Dean

The Dean shall administer the affairs of the College under policies determined with the College's Faculty Assembly, consistent with University-wide policies.

Section 2. Evaluations

In line with the Provost's policy on administrator evaluations, the Assembly may establish a formal procedure for evaluating the performance of the Dean and Associate Deans. Evaluation of the Dean by the college Assembly may be done on an annual basis. The results shall be provided to the Dean and Associate Deans respectively.

Each department shall conduct a formal evaluation of chairpersons annually.

Section 3. Restructuring

The procedure for re-organization or abolishment of a department or the college should occur in the following manner.

1. A rationale shall be presented to the affected departments, units or college members *prior* to re-organization.
2. Any re-organization effort shall begin with significant discussion with members of the affected departments, units or college. Those members then



affected will vote by secret ballot on the proposed re-organization. Results of the voting shall be presented to the College Faculty Assembly.

3. The Faculty Assembly shall vote on the proposed re-organization by a secret ballot of the entire faculty. Results of the voting shall be provided to administration.
4. The Faculty Assembly may request that administration provide a written rationale of the final decision.
5. The Faculty Assembly may appeal the administrative decision to the appropriate faculty governance body in the event the administrative decision or re-organization is contrary to the majority vote of the Faculty Assembly.

#### ARTICLE III: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution may be amended through a two-step process.

Step 1. The proposed amendment should be presented to the entire faculty for discussion at a Faculty Assembly Meeting.

Step 2. Following opportunity for feedback and amendments the proposal should be re-presented at a subsequent meeting for approval by the faculty. A two-thirds vote of the members of the Assembly present and voting at any meeting, will be required for the approval of an amendment to the constitution.

#### ARTICLE IV: ENACTMENT

These provisions shall be enacted and shall govern the activities of the College upon an affirmative written vote of a majority of the in-unit faculty of the College as subject to the Provost's memos and University regulations.