ARTICLE I. – FACULTY

SECTION 1. DEFINITIONS

I.1.1. Regular Faculty. All assistant professors, associate professors, professors, distinguished professors, instructors, and senior instructors who are rostered in the School of Education, University of Colorado Boulder.

I.1.2. Special Faculty. All research professors, visiting professors, professors adjoint, professors adjunct, attendant rank faculty, lecturers, research associates, and emeriti faculty as defined in the “University of Colorado Faculty Handbook.”

I.1.3. Eligibility to Vote. Generally, the voting members of the School of Education faculty are the Regular Faculty and those Special Faculty members as approved by the Regular Faculty for "voting status, such approval to be made annually. For votes concerning the allocation of tenure and tenure-track faculty lines, and for doctoral and research matters as determined by the dean in consultation with the Dean’s Advisory Committee, the voting members of the School of Education faculty are the Regular Faculty who also hold an unrestricted appointment to the Graduate Faculty and those Special Faculty and Sr. Instructors as approved by the current graduate faculty for graduate voting status, such approval to be made annually.

SECTION 2. MEETINGS

I.2.1. Regular Meetings. There shall be at least two regular meetings of the faculty per semester. Dates for these regular meetings shall be set at the beginning of each semester.

I.2.2. Special Meetings. Special meetings of the faculty may be called by the Dean or by petition signed by ten members of the Regular Faculty.

I.2.3. Quorum. Fifty-one percent of the Regular Faculty shall constitute a quorum. A positive or negative vote of no less than a majority of the Regular Faculty members present at a regular or special meeting, at which a quorum is present, is required for any official action of the faculty.

I.2.4. Agenda. The Dean shall be responsible for the preparation and distribution of the agenda at least one day prior to the meeting. Items for the agenda may be included by the Dean or by petition of any faculty member.

I.2.5. Minutes. The Dean shall be responsible for assuring electronic availability of the minutes of each meeting.
SECTION 3. POWERS OF THE FACULTY

I.3.1. Laws of the Regents. Under the Laws of the Regents, Article 5.B, the powers of the Faculty are thus defined:

A college or school faculty shall have jurisdiction over all matters that concern only the college or school in question, such as deciding all matters of education policy affecting only the college or school, including academic requirements for admission, for continuance, and for graduation. In addition, the faculty of a college or school shall have jurisdiction over matters of academic dishonesty under such procedures as may be approved by the Board of Regents.

I.3.2. Primary Unit. The School of Education as a whole operates as the Primary Unit.

I.3.3. Explication of Faculty Powers. Faculty Powers include the following:

a. determining entrance requirements for undergraduate and graduate students matriculating in, or transferring to, the School of Education. (For graduate students, these requirements are subject to the constraints of the rules of the Graduate School);

b. approving courses of study;

c. prescribing policies and procedures to be followed in disciplining students and in student grievances;

d. determining the requirements and standards for completion of courses and programs offered by the School of Education;

e. approving new courses and new programs in the School of Education;

f. recommending to the Dean policies pertaining to appointment, reappointment, promotion, tenure, dismissal, or non-renewal of the contract of faculty members in the School of Education as necessary to supplement policies of the Regents;

g. recommending to the Dean policies and procedures to be followed in regard to the appointment, reappointment, or termination of administrators in the School of Education below the level of the Dean;

h. recommending to the Dean policies for class scheduling and faculty load in the School of Education; and

i. conferring with the Dean on such matters as either the Dean or the faculty as a whole believe to be significant to the effective pursuit of the mission of the School of Education, and to recommend policies and procedures as appropriate and necessary to these matters.
ARTICLE II. – ORGANIZATION

SECTION 1. DIVISION OF TEACHER EDUCATION

II.1.1. The School of Education shall have a Division of Teacher Education responsible for (a) all programs of instruction leading to initial teacher licensure and its attendant endorsement areas in the State of Colorado and (b) coordination of School of Education partnerships with the public schools.

II.1.2. The Division of Teacher Education shall have an Assistant or Associate Dean for Teacher Education and Administrative Services appointed by the Dean from a slate nominated by the faculty. The duties of the Assistant or Associate Dean for Teacher Education and Administrative Services include, but are not limited to, the following:

a. providing leadership in developing policies to bring to the faculty regarding teacher education;

b. directing teacher licensure programs including coordinating program development and articulation with faculty, overseeing admissions, program information, and student advising related to teacher licensure, assisting the Dean and Associate Dean for Graduate Studies with assigning instructors for teacher education courses, coordinating scheduling of all courses related to teacher licensure, writing accreditation reports (e.g., CDE and CAEP), and chairing teacher education faculty meetings;

c. ensuring the effective supervision administrative assistants in the Office of Student Services;

d. participating on the Dean’s Advisory Committee;

e. teaching courses in the School of Education, as negotiated with the Dean;

f. assisting the Dean in initiating and bringing to the faculty policies that will carry forward the School’s mission;

g. scheduling classes related to teacher licensure, and working with the Associate Dean for Graduate Studies and the Program Committee Chairs to schedule classes related to graduate education;

h. serving as the School of Education liaison to external accrediting agencies (e.g., CDE, CAEP, DHE), ensuring that communication and correspondence files are maintained, compiling and writing annual and periodic accreditation documents, and attending occasional meetings with these agencies;

i. assisting with student advising, including hearing grievances from teacher education students that are unresolved by the Academic Advisor, and intervening in consultation with the dean when necessary;
j. ensuring that course records are maintained, including files on each course proposal, revision, and syllabi, and working with faculty and the Dean to prepare course proposals and revisions; and

k. representing the School of Education at the Council of Associate Deans, the Summer School Deans, and the UCB Network Administrator Group.

l. representing the School of Education at the Colorado Council of Dean’s of Education? Colorado Association of School Personnel Administrators, the Colorado Partnership for Educational Renewal

m. leading recruitment and retention efforts in teacher education programs

n. directing and developing in collaboration with the faculty, K-12 public school partnerships and projects at the School of Education, district, and state levels.

o. representing the School of Education in lieu of the Dean as appropriate.

II.1.3. The Division of Teacher Education shall have a Coordinator of the Partners In Education (PIE) program appointed by the Dean from a slate nominated by the faculty. The duties of the PIE Coordinator shall include, but are not limited to, the following:

a. directing and developing the Partners in Education (PIE) and partner school activities; arranging resource activities; conducting a yearly evaluation of the Partners in Education Program; and working with the Associate Dean for Teacher Education to develop and maintain strong relationships with local school districts.

b. teaching courses in the School of Education, as negotiated with the Dean.

II.1.4. The Division of Teacher Education shall have either a Director of Field Experiences or two directors (elementary and secondary) appointed by the Dean from a slate nominated by the faculty. The duties of the Director(s) of Field Experiences include, but are not limited to, the following:

a. placing and overseeing students in schools for all field experiences (i.e., practica and student teaching) in consultation with the faculty, including overseeing the practicum and student teaching experiences while students are in schools and tracking and assessing students’ progress throughout their field experiences; collaborating with School of Education faculty in regard to the practicum element of their courses; working with the Dean, Assistant or Associate Dean for Teacher Education and Administrative Services, and faculty to assign and supervise instructors for courses related to field experience, field supervision, and student teaching; conducting seminars for student teacher supervisors; working with partner schools to coordinate field experiences; and interacting with administrators and faculty members to secure new field experience sites;

b. assisting in advising of teacher licensure candidates, including ensuring that teacher licensure candidates are fulfilling State and School of Education requirements related to their licensure;
c. working with selected instructors to integrate the use of technology for educational purposes into their courses; and

d. teaching courses in the School of Education, as negotiated with the Dean.

II.1.5. The Division of Teacher Education shall have an Academic Advisor appointed by the Dean from a slate nominated by the Faculty. The duties of the Academic Advisor include, but are not limited to, the following:

a. organizing and overseeing student advising related to teacher education and licensure, including: verifying that students have met the standards for provisional teacher licensure, verifying that students have met the requirements for licensure, and completing all probation and suspension actions for the School of Education;

b. serving as the School of Education representative to the University student union and as liaison to all University student services units (e.g., financial aid, admissions, bursar’s office);

c. coordinating student leadership opportunities in the School of Education

d. overseeing application process for scholarship awards prior to selection by faculty committees;

e. serving as the historian for the School of Education by collecting and documenting such matters as program requirements, student enrollments, and course catalogues; and

f. attending teacher education program committee meetings as needed.

II.1.6. The Division of Teacher Education shall include three Teacher Education Program Committees: (a) The Elementary Education Program Committee, (b) The Secondary Education - Humanities Program Committee, and (c) The Secondary Education - Math and Science Program Committee (CU Teach). Each Program Committee shall consist of the Assistant or Associate Dean for Teacher Education and Administrative Services, the Director of Field Experiences, Program Chair, and the teaching faculty within the particular Teacher Education Program. The duties of these committees shall include, but not be limited to, the following:

a. reviewing and evaluating its Teacher Education Program;

b. making instructor recommendations to the Dean and the Assistant or Associate Dean for Teacher Education and Administrative Services regarding the teaching of particular courses in its Teacher Education Program;

c. conducting evaluation and development aimed at improving its Teacher Education Program;

d. determining standards and procedures for admission to its Teacher Education Program and making admissions decisions;
e. hearing appeals filed by students denied admission to its teacher education program, recommending to the Dean action on decisions concerning appeals, and reporting to the faculty at least once a year the number of appeals heard and the recommendations made;

f. acting as liaison for its Teacher Education Program to other colleges and schools in the University and to Colorado school districts; and

g. supervising student practicum experiences.

SECTION 2. GRADUATE EDUCATION

II.2.1. The School of Education shall have a Division of Graduate Education responsible for all programs of instruction leading to graduate degrees and advanced or specialist certificates.

II.2.2. The Graduate Division shall have an Associate Dean for Graduate Studies appointed by the Dean from a slate nominated by the faculty. The duties of the Associate Dean for Graduate Studies include, but are not limited to, the following:

a. providing leadership in developing policies to bring to the faculty regarding graduate programs;

b. overseeing all graduate admissions and provisional admissions, advising, doctoral committee formation, comprehensive examination preparation and reading, thesis prospectuses, final examinations, and verification of credentials of all candidates for advanced degree or specialist certificates;

c. approving graduate students’ extensions and other special requests;

d. participating in awarding financial support to incoming graduate students;

e. assuring communication between graduate students and School of Education faculty;

f. approving faculty to teach in graduate programs;

g. participating in the scheduling of graduate courses and the integration of the graduate and undergraduate schedules;

h. assisting with student advising, including hearing grievances from graduate students that are unresolved by the Faculty Advisor, and intervening in consultation with the dean when necessary;

i. creating and maintaining data files on each graduate program area and each specialization;

j. serving as the liaison officer to the Graduate School;

k. conducting activities and evaluation aimed at improving graduate programs;
l. serving on the Dean’s Advisory Committee; and
m. representing the School of Education in lieu of the Dean as appropriate.

SECTION 3. GRADUATE PROGRAM AREAS

II.3.1. Graduate Program Areas initially will be formed from those programs approved by the CCHE for the School. New program committees may be formed on a selective basis subject to specific procedures and guidelines, including:

a. no program area will be formed with fewer than four graduate faculty members; and
b. each program area and its proposed course of study must be approved by the faculty as a whole. The Dean must indicate by signature that resources are available to support a program before it will be approved.

II.3.2. Each program area will identify a Chair or leadership roles with concurrence of the Dean. The Chair will coordinate program activities and serve on the Dean’s Advisory Committee. The Chairs will not have any administrative duties of officers of the University nor release time.

II.3.3. The duties of the program areas include, but are not limited to, the following:

a. conducting activities and evaluation aimed at program development;
b. determining standards and procedures for admission and making admissions recommendations to the Dean and Associate Dean for Graduate Studies;
c. developing procedures for the administration and grading of comprehensive examinations;
d. recommending to the Dean and Associate Dean for Graduate Studies faculty and graduate instructors to teach courses and course scheduling; and
e. recommending to the faculty as a whole new graduate courses or changes within graduate courses.

ARTICLE III. – RESEARCH

SECTION 1. ASSOCIATE DEAN FOR RESEARCH

III.1.1. The School of Education shall have an Associate Dean for Research appointed by the Dean from a slate nominated by the faculty. The duties of the Associate Dean for Research involve facilitating the School’s research enterprise and include, but are not limited to, the following:
a. identifying funding resources consistent with faculty interests
b. supporting faculty and graduate students in writing proposals for grants and contracts to both public and private entities
c. fostering and participating in within-college and cross-campus collaborations
d. enhancing the reputation and impact of the School through dissemination of scholarly research
e. coordinating and supporting the mentoring of pre-tenure faculty
f. acting as a liaison with relevant campus offices reporting to the Associate Vice Chancellor for Research, including the Office of Contracts and Grants, Sponsored Projects Accounting, and the Office of Research Integrity
g. overseeing fiscal, legal, and compliance issues related to grants and contracts
h. supervising a Grants Budget Coordinator
i. serving on the Dean’s Advisory Committee; and
j. representing the School of Education in lieu of the Dean as appropriate.

ARTICLE IV. – COMMITTEES OF THE SCHOOL OF EDUCATION

SECTION 1. THE SCHOOL OF EDUCATION DEAN’S ADVISORY COMMITTEE

IV.1.1. The Dean’s Advisory committee shall consist of the Associate Dean for Graduate Studies, the Associate Dean for Research, the Assistant or Associate Dean for Teacher Education and Administrative Services, the Program Committee Chairs, and other administrative staff appointed by the Dean. The duties of this committee shall include, but not be limited to, the following:

a. providing advice to the Dean regarding programs, personnel, and budgetary matters;

b. drafting policies on academic matters and create committees to bring recommendations to the full faculty; and

c. reviewing and evaluating each teacher education and graduate program, and make recommendations to the Dean for future program direction.

SECTION 2. THE DEAN’S SALARY ADVISORY COMMITTEE

IV.2.1. III.2.1. The School of Education shall have a four-member Dean’s Salary Advisory Committee. Three of the four members shall be elected from among tenured
associate and full professors and will serve three-year staggered terms. One member shall be elected from among tenure-track, assistant professors for a two-year term but (with the option of serving for only one year). All tenure-track faculty are eligible to vote for all four committee members. They are elected following the same procedures used to elect the Salary Equity and Grievance Committee. No faculty member may serve concurrently on both the Salary Advisory Committee and the Salary Equity and Grievance Committee. The duties of this committee shall include, but not be limited to, the following:

a. advising the Dean on salary increases for tenure-track faculty by review by participating in development of merit rankings and rationale;

b. advising the Dean on general policies affecting salary decisions for tenure-track faculty, including the amount set aside for equity and assignment of dollars and percentages to merit categories;

c. advising the Dean on post-tenure review cases (in post-tenure review matters in which assistant professors cannot participate, tenured faculty members who were runners up in the most recent election will be elected serve as alternates for this purpose only).

SECTION 3. THE SCHOOL OF EDUCATION SALARY EQUITY AND GRIEVANCE COMMITTEE

IV.3.1. The School of Education shall have a Salary Equity and Grievance Committee elected and with responsibilities in accord with the document, “Recommendations of the Salary Equity committee for Implementation of the Salary Equity Evaluation System in the School of Education,” originally approved by the faculty on February 21, 1996 and revised on January 20, 1998 and October 20, 2004. (See Appendix.)

SECTION 4. PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE: TENURE TRACK FACULTY

IV.4.1. Promotion, Tenure, and Reappointment Committees shall consist of three tenured faculty members appointed by the Dean in concurrence with the faculty member under review, and shall take into consideration the faculty member’s area of expertise and rank. The duties of these committees shall include, but not be limited to, the following:

a. evaluating cases and making recommendations to the faculty regarding tenure decisions, reappointment decisions, and promotion decisions; and

b. forwarding decisions to the Dean of the School of Education.
SECTION 5. PROMOTION AND REAPPOINTMENT COMMITTEES:
INSTRUCTORS

IV.5.1. Promotion and Reappointment Committees shall consist of three members: one tenured / tenure-track faculty member, the Associate Dean for Teacher Education, and one instructor appointed by the Dean in concurrence with the faculty member under review, and shall take into consideration the faculty member’s area of expertise and rank. The duties of these committees shall include, but not be limited to, the following:

a. evaluating cases and making recommendations to the faculty regarding reappointment and promotion decisions; and

b. forwarding decisions to the Dean of the School of Education.

ARTICLE V – CHANGES TO THESE BY-LAWS

Section 1. The Regular Faculty of the School of Education shall have the power to repeal or amend these by-laws. A majority of the total Regular Faculty is required to change these by-laws.

Section 2. A motion to change these by-laws shall be considered only after one week’s written notice of the proposed change has been provided to the Regular Faculty.

ARTICLE VI – OPERATING PROCEDURES

Operating procedures for faculty meetings shall be Robert’s Rules of Order (newest revised edition) for formal decision-making, allowing for informal discussion at other times.

Adopted by the Faculty of the School of Education.

Revised January 28, 2004
Revised October 19, 2009
Revised December 18, 2013
Revised [Date to be filled in]

APPENDIX
Salary Equity Evaluation System and Grievance Policy
for the School of Education

Date: October 20, 2004

Background: In compliance with the campus’ salary grievance policies, the School of Education in 1998 adopted the “Recommendations of the Salary Equity Committee for Implementation of the Salary Equity Evaluation System in the School of Education,” dated 1/20/98. This document supercedes that 1998 document.

Salary Determination Processes: As set forth in the School’s General Description of Procedures for Determining Salary Increases, approved on March 22, 2000, as well as By-law “III.2.1,” salary determinations are made by the Dean in consultation with the Dean’s Salary Advisory Committee.

Salary Equity File: The School shall maintain a salary equity file, which shall include the following: (a) a copy of the campus’ policy, set forth in the memoranda of Vice Chancellor for Academic Affairs Bruce Eckstrand dated December 20, 1994 and July 17, 1995, as well as the documents attached thereto; (b) a copy of the School’s salary determination policy; (c) a copy of this Salary Equity Evaluation System and Grievance Policy; (d) an updated scatter-plot showing School salaries; (e) current curriculum vitae for each faculty member; and (f) a copy of the most recent review of the School’s salary structure, as described under the “On-going Procedures” in this document. This salary equity file shall be provided to any School faculty member upon request.

On-Going Procedures: The Dean, in consultation with the Dean’s Salary Advisory Committee, will do the following each spring semester: (a) review the salaries of protected-class faculty members to ensure that they are treated fairly and to adjust ratings to address any discrepancies between those members’ merit and their salaries; (b) update the salary equity file and review the procedures for determining merit pay, recommending to the full faculty changes to those procedures as appropriate; (c) as part of the annual process of recommending salary increases to the Vice Chancellor, verify in writing that an equity evaluation has been conducted pursuant to the procedures adopted by the School; and (d) at least once every five years (by a date determined by the Vice Chancellor), conduct an in-depth review of the School’s salary structure pursuant to the procedures to be developed by the Vice Chancellor.

Defining the Grievance Process: This procedure applies only to a faculty member’s career merit salary grievances. A complaint about an annual raise should be raised through the Dean’s Salary Advisory Committee and/or the Dean. Further, a grievance filed through the procedure described in this document may only request prospective relief, to be addressed when funds for salary increases are next available.

Grievance Procedure: According to the university policy set forth in the memoranda of Vice Chancellor for Academic Affairs Bruce Eckstrand dated December 20, 1994 and July 17, 1995, as well as the documents attached thereto (these are collectively appended to the current document as Attachment A and are also available online at
http://www.colorado.edu/facultyaffairs/atoz/SEAC%20policies.pdf), the School of Education shall have a process for the resolution of career merit salary grievances, with deadlines as follows:

a. Grievances must be submitted in writing, to the Dean, by September 15th of any given year.

b. Deadline for the Dean to constitute a grievance committee: October 7th.

c. The Dean who set the current salary and members of the most recent salary committee should be given an opportunity to respond in writing to the grievance. Any such responses should be provided to the grievant. Further replies should be made orally or in writing to the grievance committee.

d. Deadline for grievance committee to complete evaluation and provide a written response to the grievant: November 21st. A decision to change the salary of a faculty member shall require a majority vote of the committee (3 out of 4).

e. Deadline for grievant to appeal the grievance committee decision to the Dean: December 1st.

f. Deadline for the Dean to complete her/his review: January 1st.

g. Deadline for grievant to appeal the Dean’s decision to the campus Salary Equity Appeals Committee: January 15th.

h. Deadline for campus Salary Equity Appeals Committee to issue a recommendation to the Provost: April 15th.

i. When a deadline falls on a weekend or holiday, the deadline is extended to the next business day.

**Grievance Committee:** If one or more grievances are filed in a given fall, then the Dean shall schedule and hold a faculty election to select an *ad hoc* committee to consider those grievances. The committee shall be composed of one untenured and three tenured faculty members, as is the case with the Dean’s Salary Advisory Committee. Any faculty member who served on the Dean’s Salary Advisory Committee during the past 3 years shall not be eligible to serve on the grievance committee. The grievant(s) shall also be ineligible. The election of the ad hoc committee shall be conducted using a secret paper ballot prepared by the Dean’s Assistant that lists faculty eligible in each of the two categories (tenured and untenured). The ballots will be tallied using the Hare System.

Adopted by the Faculty of the School of Education.

Originally approved February 21, 1996
Revised January 20, 1998
Revised October 20, 2004