

Governance Structure

A. Faculty Council

i. Charge: The Council shall be a forum for discussion of academic and personnel issues and shall recommend to the Dean policies and procedures for the College. The Council operates in accordance with the faculty bylaws and procedures of Grand Valley State University.

ii. Membership: Faculty of the COE who hold tenured, tenure track, and joint appointments of at least 51% in the COE shall comprise the membership. In addition the membership will include one representative from the Staff Council and one representative from the Affiliate Faculty Council. The Dean will maintain membership in ex officio status.

iii. Leadership: The chair shall be tenured and elected by the membership of Faculty Council at the last meeting of the academic year. The chair will serve two years beginning with the spring term. At the last meeting of the chair's first year, a chair-elect, also tenured, will be chosen by the membership of Faculty Council. This individual will serve in that capacity during the chair's second year, and then will serve a full term as chair beginning the following year. The chair will serve on the Dean's Leadership Team.

iv. Operations: Meetings will be held at least 2 times a semester (i.e., a minimum of 4 times per year) or at the petition of 25% of membership. Meetings will be open to all professional education faculty and staff. Quorum consists of a majority of eligible members, not counting faculty on university-approved leave. All items requiring a Faculty Council vote must be distributed by email and/or written documents to all members at least two weeks prior to the meeting at which the vote will occur.

Decisions are made by a majority of those voting, except for changes in the governance structure, which require a two-thirds vote of the membership. Absentee ballots may be cast by faculty on university-approved leave or by those with scheduled teaching assignments. They must be received in writing by the chair prior to the meeting to be valid. Amendments to a motion will make prior absentee ballots null and void.

v. Committee Structure: The following committees report to Faculty Council – College Personnel Committee (CPC), College Curriculum Committee (CCC), Scholarships, Awards, and Merit Committee (SAM), Faculty Development Community (FDC), Teacher Education Council (TEC), Advanced Programs, Policies, and Practices Committee (C-APPPC), and College Policies and Practices Committee (CPPC).

College committees are representative of the faculty and make recommendations that address the needs of the college. Committees will provide notice of meetings, agendas, and minutes as appropriate on Blackboard, by email, or by written document two weeks in advance.

B. College Personnel Committee (CPC)

Charge: To review and recommend to the Dean on all recommendations from the units for promotion, tenure, contract renewal, and sabbatical leaves; to review and recommend regarding dismissals for adequate cause referred by the Dean; to review current personnel policy and recommend new personnel policy to Faculty Council as needed. All five committee members will vote on recommendations for COE faculty personnel actions.

Membership: Membership consists of five regular tenured faculty from the College serving staggered three-year terms.

The five committee members include one from each unit and one member elected at-large by the Faculty Council. All five must be elected individually by eligible regular faculty in closed ballot at the last Faculty Council meeting of the academic year. Each unit must submit a nominee to represent the unit on the CPC for a 3-year term or to complete a 3-year term when an opening occurs. Each unit nominee must be approved by a simple majority of Faculty Council present. Additionally, each unit shall submit a nominee to serve the COE at-large role on CPC for a 3-year term or to complete a 3-year term when an opening occurs. At two-round system of elections are held until 1 at-large nominee receives more than 50% of the total faculty present.

Operations: The committee will elect its chair and vice chair annually from among the College Personnel committee members. The chair must have prior personnel committee experience.

At the first meeting of each fall semester, committee members will vote on whether the Dean will serve as a non-voting ex-officio member of the college personnel committee. The results of the decision shall be reported to the Chair of the University Academic Senate.

If the Dean is not serving as an ex-officio member, the chair of the committee will meet with the Dean to discuss its recommendations. After CPC makes its recommendations to the Dean, the CPC Chair shall submit a list of the general CPC recommendations to the Faculty Council Chair for inclusion in the next set of Faculty Council minutes.

C. College Curriculum Committee (CCC)

Charge: To review and recommend to the Dean on curricular matters, including proposals for new courses, programs, majors, minors, general education, prospecti and final plan proposals, and other university documents and criteria for program admission. The committee will monitor and review curricular consistency with competencies and objectives required for accreditation, state approval, and specialty program approval.

All curriculum changes must be reported to the Director of Administrative Services upon UCC approval.

Membership: Membership consists of five regular faculty members, one from each unit, and one at-large member, elected by closed ballot on or before the final unit meeting of the academic year, serving staggered three-year terms. UCC representative serves as a non-voting Ex-officio member of the CCC. Regular faculty members must have completed their first personnel review. Committee members will elect their own chair and vice chair annually and will meet as needed.

Operations: Curricular proposals move from the initiating faculty member to the initiating unit for discussion, vote, and recommendation to the unit head. Proposals will then be forwarded for review to the College Curriculum Committee and to each Unit Head within the COE, and be available for member review for a minimum of two weeks before committee action, then to the Dean, then to the university curriculum committees.

D. Scholarship, Awards and Merit Committee (SAM)

Charge: To review and select College student scholarship recipients; to nominate and recommend to the Dean faculty for meritorious performance; and to promote, select and recommend to the Dean faculty, staff, and students for recognition through the annual awards process.

Membership: Members will include four tenured/tenure track faculty members elected by the faculty (two from each department), one member from the Affiliate Faculty Council, and one member from the Staff Council serving staggered three-year terms and chaired by a member elected by the committee. Two student representatives and a representative of the Dean's office shall also be selected to serve on the committee.

Operations: A simple majority vote is needed for action by the committee. Votes and deliberations on faculty merit will be made by a sub-committee composed only of the tenured/tenure-track faculty members. The Dean's representative will serve in ex-officio capacity for deliberations of the faculty subcommittee on faculty merit. The chair will notify Faculty Council membership of all recommendations from the committee.

E. Faculty Development Community (FDC)

(Approved April 18, 2016, Faculty Council)

Charge: To provide support to faculty that is non-evaluative in nature. Activities of the FDC are inclusive of but not limited to promoting faculty development in one or more of the following:

- Teaching effectiveness
- Scholarship
- Service to the unit, university, profession, and community

As well as facilitate one or more of the following:

- Support with and feedback on sabbatical proposals
- Early career mentoring
- Mentoring in the areas of renewal, promotion, and tenure

Membership: Membership on the committee will include at least four tenured or tenure-track faculty selected by the faculty; at least one member should have previously completed a sabbatical experience and equal representation among departments is preferred. Members shall serve staggered terms for three years and the committee will be chaired by a member elected to the committee.

Operations: The FDC shall serve in an advisory capacity only. Therefore no voting actions regarding faculty governance shall take place.

F. College Policies and Practices Committee (CPPC)

(Approved February 5, 2018, Faculty Council)

Charge: To maintain written documentation and a common housing mechanism for all COE policies and practices and make available to all COE personnel.

Membership: Membership on the committee will include at least two tenure or tenure-track faculty selected by the faculty and at least two members from Staff Council serving staggered three-year terms and chaired by a tenure track member elected by the committee and chaired by a tenure or tenure-track member elected by the committee. Membership from visiting and affiliate personnel will be welcome but not required. Due to the nature of the work of this committee, staff membership is highly encouraged.

Operations: The main function of this committee is to continually review and revise the documents and housing mechanism for all COE policies and practices. Updates will be shared with Faculty Council as needed. It is not the responsibility of this committee to create new policy unless charged by the Faculty Council Chair to create policy to reflect current or updated practice.

Meeting Schedule: This committee will meet at least once each semester to evaluate the accuracy of currently housed policies and practices.

G. Teacher Education Council (TEC)

(Approved September 18, 2017, Faculty Council)

Charge: The charge of the Teacher Education Council is twofold. One charge is to review current policies and practices affecting initial teacher preparation and recommend revisions to, or creation of, improved policies and practices. Policy recommendations will be made to the College of Education Faculty Council; curricular recommendations will

be made to the academic unit(s). A second charge is to ensure the implementation of curriculum and programming as collegially determined by council members prior to the standard curriculum approval process.

Membership: Members of the council will be appointed by each Dean and will be named Teacher Education Liaison. Membership will represent the College of Education and teachable majors within the College of Liberal Arts and Sciences. A Provost Office representative will attend on an “as needed” basis. Members are expected to be active, meaning the council will meet as a group to discuss issues, then form smaller ad hoc committees to implement the vision. Membership consists of the following:

| College of Education | College of Liberal Arts and Sciences |
|---|---|
| 1 Affiliate faculty | 1 Art or Music Education faculty |
| 1 Early Childhood faculty | 1 English Education faculty |
| 1 Educational Technology faculty | 1 Math Education faculty |
| 1 Elementary Education faculty | 1 Modern Language faculty |
| 1 Foundations of Education faculty | 1 Movement Science faculty |
| 1 Graduate Teacher Certification faculty | 1 Psychology faculty member |
| 1 Literacy Studies faculty | 1 Science Education faculty |
| 1 Secondary Education faculty | 1 Social Studies Education faculty |
| 1 Special Education faculty | 1 Coordinator, CSAT major faculty |
| 1 Director, Student Information and Services Center | 1 CLAS Assistant Dean for Advising & Student Services |
| Associate Dean | Associate Dean |
| Unit Head, Department of Teaching & Learning or Director, Teacher Education | |

Terms: Initially, two and three year staggered terms. Thereafter, terms of service will be two years, unless the liaison is not completely fulfilling the responsibilities of the position.

Operations: Consideration for the review of existing policies, practices, and curriculum or the creation of new policies, practices, and curriculum affecting initial candidates will be given by requests from faculty, affiliates, administrative professionals, and staff. Recommendations will be brought forth to the College of Education Faculty Council when two-thirds of the voting committee members are in agreement with the recommendation.

Voting Members: COE and CLAS faculty liaisons will be permitted to vote. Ex officio members are non-voting members and include the following:

COE

Director, Student Information and Services Center

Associate Dean

Unit Head, Department of Teaching & Learning or Director, Teacher Education

CLAS
Director, CSAT major
Associate Dean
CLAS Assistant Dean for Advising & Student Services

Meeting Schedule: The Teacher Education Council will meet the first and third Thursday of every month during the academic year from 3:00 – 5:00 to discuss and develop recommendations to the COE Faculty Council. If a Thursday falls on a holiday, the meeting will be cancelled. Meeting location will alternate between the Allendale and Pew campuses, depending on the semester.

Meetings will be held bi-monthly as a whole group. Smaller work groups focused on specific tasks and projects will meet more frequently and report to the EC.

Responsibilities of COE and CLAS Liaisons:

1. Regular attendance at whole group and small group meetings.
2. Full engagement of the work to be done.
3. Responsible for gathering feedback from colleagues within one's college.
4. Responsible for reporting back information from colleges to TE Council.
5. Responsible for disseminating policy and practice changes to colleagues.
6. Recruit and update replacement liaisons.

H. Advanced Programs Policies and Practices Committee (C-APPPC) (Approved April 15, 2013, Faculty Council)

Charge: To review current and consider new policies and practices affecting graduate candidates and recommend revisions to current policies and practices or the creation of new policies and practices to Faculty Council as needed.

Membership: Membership on the committee will include at least two tenure or tenure-track faculty selected by the faculty (one from each unit), at least one member from the Affiliate Faculty Council, and at least one member from the Staff Council serving staggered three-year terms and chaired by a member elected by the committee.

Operations: Consideration for the review of existing policies and practices or the creation of new policies and practices affecting graduate students will be given to requests from faculty, staff and administrators. Recommendations will be presented to Faculty Council when two-thirds of committee members are in agreement with the recommendation.

Meeting Schedule: The C-APPPC will meet at least two times in the fall semester and two times in the winter semester to discuss and develop recommendations to the Faculty Council. Each recommendation must be presented by the C-APPPC chair to the Units at least two weeks prior to any vote at Faculty Council.