

Adopted 2/22/13  
Revised 4/28/17

## **BUFFALO STATE COLLEGE**

### **SCHOOL OF EDUCATION**

#### **BY-LAWS**

#### **PREAMBLE**

The Faculty of the School of Education (SOE) at SUNY Buffalo State establishes these By-Laws in order to provide for the open discussion and recommendations of policies and procedures of concern to the Faculty and the conduct of business in keeping with basic democratic principles. Provisions of these By-Laws are statements of policies governing the conduct of affairs of the SOE.

#### **Mission Statement**

The community of faculty and staff within the SOE at Buffalo State is committed to the intellectual, personal, and professional growth of future and practicing professionals in the field of education. Transformative educational experiences frame our programs, engaging faculty, candidates, and the learners they serve, schools, and industry and community partners to improve the quality of life for all. We work collaboratively to ensure that graduates become inspired, reflective practitioners who possess the knowledge, skills, and dispositions to model and promote a lifelong passion for learning; recognize the value of diversity; learn to implement inclusive pedagogies that celebrate the abilities of all individuals; and embrace the rich cultural heritages of the communities they serve.

#### **Values Statement**

Core Values

Central to the mission of the SOE at Buffalo State College are the following:

1. An appreciation for the unique urban, rural, and suburban geographical and historical connections through which we steadfastly promote an understanding of the positive aspects and challenges for educators in these settings.
2. A commitment to establish, promote and maintain reciprocal, positive collaborations with educational settings and communities.
3. A dedication to education throughout the human lifespan as a shared experience among children, adults, parents, and caregivers within the community and educational settings.
4. A commitment to nurture in ourselves and our candidates a life-long passion for learning and service to the community, country, and world.

Furthermore, the SOE at Buffalo State College is committed to ensuring that our graduates have the proclivity to:

1. Meet rigorous institutional, professional, and accreditation standards, especially related to:
  - Mastery of dynamic content.
  - Communicating effectively and professionally.
  - Understanding the reciprocal relationship between theory and practice.
  - Skill and innovation in applied pedagogy throughout the lifespan.
  - Inquiry-based and reflective practice.
  - Multiple literacies (e.g., English, language arts, heritage language, numeracy, music, art, social studies, science, technology, and media studies).
  - Effective collaboration.
2. Develop the skills, knowledge, self-confidence, and attitudes that will empower them to transform the lives of those they teach. Their influence will be measured through these individuals becoming:
  - Critical thinkers
  - Creative problem solvers
  - Knowledgeable about a wide range of issues and topics
  - Lifelong learners
  - Socially responsible
3. Demonstrate respect for the worth of all individuals and an appreciation for their cultural, linguistic, experiential, and developmental backgrounds.
4. Contribute to the creation of deliberative democratic dialogue and engage in intellectual discussion in the classroom, community, and in policy arenas at all levels.

## **ARTICLE I**

### **Membership and Voting Privileges**

- A. Members of the Faculty are those members of the College community who have primary professional commitment to the SOE. Voting members of the SOE Faculty shall be defined according to the College By-Laws as stated by the Board of Trustees of the State University of New York. A list of eligible faculty members and their designated voting status shall be prepared and circulated by the SOE Agenda, By-Laws, and Elections Committee at the beginning of each academic year.
- B. Limited membership and specified voting privileges may be extended to other individuals engaged in SOE Faculty matters other than curriculum and/or personnel actions; such an extension shall require approval of a majority of the voting faculty present at a regular meeting.

## ARTICLE II

### Organization

- A. **Governance of Administrative Departments.** The following are the academic departments of the SOE: Elementary Education and Reading, Exceptional Education, Social and Psychological Foundations of Education (currently includes the Woods-Beals Endowed Chair), Career and Technical Education, and Adult Education.
- B. **Governance of SOE Faculty Departments.** Each academic department shall determine and state in writing the By-Laws for its group. These By-Laws will express the means of faculty participation in decision-making with respect to pertinent areas noted in the Buffalo State College By-Laws, Article III, Section A. These statements shall be consistent with the By-Laws of the SOE and the College By-Laws and shall be filed with the Dean of the SOE and accessible to the SOE Agenda, By-Laws, and Elections Committee.
- C. **Appointments of Deans, Department Chairpersons, and Directors.** Procedures governing the appointment and reappointment of department chairpersons, directors, and the Dean shall be in accordance with those stated in the College By-Laws, Article VI.

## ARTICLE III

### Meetings of the SOE

- A. **Conduct of Meetings.** The Dean shall preside at all regular and special meetings of the Faculty in the SOE, and shall establish meeting times and places. The Dean shall be responsible for the preparation and circulation of the agenda for each meeting and for the School's permanent record files. The following shall assist in the conduct of the meetings:
1. **Chairperson Pro Tem.** The Associate Dean shall preside at meetings of the School in the absence of the Dean.
  2. **Dean's Administrative Assistant**
    - a. The Dean's Administrative Assistant will take minutes during SOE meetings. The minutes will be reviewed by the Dean and Associate Dean for accuracy before being distributed to the SOE faculty for approval.
    - b. The Dean's Administrative Assistant will also maintain SOE permanent record files such as the most recent by-laws, list of eligible SOE voting faculty, and names of representatives to SOE committees and other College committees and organizations (e.g., senators and TEC representatives).

3. **Parliamentarian.**
  - a. The Parliamentarian shall be appointed by the Dean.
  - b. The Parliamentarian shall advise the presiding officer on questions of procedure in transacting the business of meetings of the School.
  - c. Business shall be conducted according to Robert's Rules of Order. Two fifths (40%) of the School's voting members shall constitute a quorum.
- B. **Regular Meetings.** The Dean shall call a regular meeting of the SOE at least once during each semester of the academic year and be responsible for preparing and circulating at the beginning of the academic year a schedule of the year's regular meetings. The Dean shall formulate and distribute the agenda for regular meetings in consultation with the SOE Agenda, By-Laws, and Elections Committee. Written notice of a meeting and the agenda shall be sent to all members of the SOE at least 10 calendar days in advance of the scheduled meeting, exclusive of College recesses.
- C. **Special Meetings.** Special meetings for specific purposes may be called by the Dean or at the request of at least 15% of the SOE's voting members. With the advice of the requesting group, the Dean shall formulate and distribute the meeting's agenda. Written notice of a special meeting and the agenda shall be sent to all members at least 7 calendar days in advance of the scheduled meeting, exclusive of College recesses. Business conducted shall be limited to the published agenda.
- D. **Student Participation.** Student attendance at SOE meetings shall be encouraged.

## ARTICLE IV

### **College Senators and TEC Representatives**

- A. **Nominations and Elections of College Senators and TEC Representatives**

By February 1 each spring semester, the Dean, in collaboration with the Agenda, By-laws, and Elections Committee, shall send an electronic notice to all SOE voting faculty indicating the number of SOE senate seats and the number of TEC representative positions up for election for the forthcoming academic year (beginning in the following fall semester). Accompanying the aforementioned notice will be an announcement to solicit names of faculty members who themselves or whose colleagues are interested in serving as SOE senators and/or TEC representatives. These names (nominations) are to be sent to the AB&E committee which will place those names on an electronic slate/ballot as indicated in sections A.1 and A.2 below.

1. **College Senate.** For the purpose of electing College Senators from the SOE, the following protocol will be used:
  - a. A slate of candidates shall be placed in nomination electronically by the Agenda, By-Laws, and Elections Committee each year at least one month prior to the College Senate elections. Each SOE department may nominate candidates by sending colleagues' names to the Agenda, By-Laws, and Elections Committee. (SOE senate candidates who are not elected to a SOE senate seat may self-nominate directly to the College Senate for an at-large Senate seat by following the Senate's procedure for self-nomination.)
  - b. Ballots shall be distributed electronically to all voting members of the SOE. Senators shall be elected by receiving the greatest number of votes cast. In the event that there is a tie for a position, a run-off ballot will be distributed. If a nominee is unopposed, the SOE Agenda, By-laws, and Elections Committee may make a motion at the next official SOE meeting that the unopposed nominee be elected by acclamation.
  - c. If a Senator elected by the SOE is unable to serve a complete term, the SOE shall elect another of its members to serve the unfinished term. A special election will be conducted as in sections A (1a) and (1b) above.
  
2. **Teacher Education Council (TEC).** For the election of representatives to the TEC, the following protocol will be used:
  - a. Each of the teacher education departments (excludes Adult Education) in the SOE shall elect one department representative to the TEC by whatever means the department chooses. The name of the department representative shall be forwarded to the Dean.
  - b. All remaining representatives from the SOE to the TEC (at-large representatives) shall be elected through a nomination process. Each teacher education department in the SOE may nominate candidates by sending colleagues' names to the Agenda, By-Laws, and Elections Committee. A slate of candidates shall be placed in nomination electronically by the Agenda, By-Laws, and Elections Committee.
  - c. TEC at-large representatives shall be elected by receiving the greatest number of votes cast. In the event that there is a tie for a position, a run-off ballot will be distributed. If a nominee is unopposed, the SOE Agenda, By-laws, and Elections Committee may make a motion at the next official SOE meeting that the unopposed nominee be elected by acclamation.
  - d. If a TEC representative elected by the SOE is unable to serve a complete

term, the SOE shall elect another of its members to serve the unfinished term. A special election will be conducted as in sections A (2b) and (2c) above.

- B. **Responsibilities.** In addition to their other College Senate or TEC responsibilities, the Senators and TEC representatives shall report the proceedings of the College Senate and of the TEC at regular meetings of the SOE Faculty.

## ARTICLE V

### Committees

A. **Organization of Committees.**

1. All standing committees shall consist of voting members of the SOE, nominated by voice and elected by a paper ballot at the final faculty meeting of the spring term. Committee members shall serve for a 2-year term, effective the first day of professional obligation in the fall semester and terminating the final day of summer session in the final year of their term.
2. The terms shall be staggered so that approximately one-half of each committee membership is elected each year.
3. Each standing committee shall choose its own chairperson.
4. Each standing committee shall report its actions annually at the last meeting of the year and shall file a copy of its report with the Dean.
5. In addition to the specific responsibilities assigned to a standing committee, the SOE may assign from time to time, temporary or permanent additional responsibilities.
6. Standing committees may be established only by amendments to these By-Laws.
7. The quorum for all committee meetings shall be a majority of the voting members of the committee.

B. **Standing Committees and Oversight Functions.**

1. ***Agenda, By-Laws, and Elections Committee***
  - a. The committee shall consist of one member elected by each academic department.

- b. This committee, jointly with the Dean, shall prepare and distribute a written agenda for each SOE general meeting.
- c. This committee shall consider any implementation or amendment of these By-Laws and make recommendations directly to the Faculty concerning proposals brought to the committee by Voting Members of the SOE.
- d. This committee shall nominate candidates for SOE elections when necessary.
- e. This committee shall supervise all elections (i.e., solicit nominations and present a slate of candidates) and other voting required for the SOE.
- f. This committee shall request that each department elect a representative to serve on an ad hoc Dean's Review Committee at least every third year. This committee shall convene the first meeting of the Dean's Review Committee which will elect its own chair.

## 2. *Instruction and Curriculum Oversight*

- a. Each academic department in the SOE shall submit curriculum matters (new proposals, proposed revisions, etc.) for consideration, directly to the College Senate Curriculum Committee (CSCC) following the processes (1) outlined in the By-laws of each department and (2) by the College Senate Curriculum Committee.
- b. Whereas each School elects representatives to the CSCC who are charged to review all curriculum proposals and to make recommendations to the College Senate and thus to the President regarding curriculum and program revisions and proposed new programs and courses, the function of curriculum and program review is guided by the By-Laws and Handbook of the CSCC. Members of the CSCC are well-versed in the process of course and program review. Therefore, the elected members of the SOE who serve on the CSCC will also serve in a consultative role to the Chairs and the Dean of the SOE. In this consultative role, the SOE's CSCC representatives may be asked to review submissions of curricula and related items from the SOE departments and make recommendations for further processing to the Dean of the SOE.
- c. At the next proximate meeting of the Chairs of the SOE, the Dean will distribute the course/program recommendations from the SOE's CSCC members for further revisions. The Chairs will review the submissions and the recommendations for coherence with the mission, values, and goals of the SOE. Chairs will then voice their recommendations to the Dean regarding further processing to the CSCC.

- d. Results of the recommendations of the Chairs to the Dean will be noted in the minutes of the SOE Chairs' meetings which are available to the members of the SOE through the shared drive.

3. ***Budget and Staff Allocations Oversight***

- a. Whereas the primary responsibility for compliance with the rules and regulations governing the construction and distribution of school and departmental budgets lies with the Chairs and the Dean, at least once each semester, a SOE meeting of the Chairs will be designated for review of budget allocations and the distribution of funds under the oversight of Chairs and the Dean.
- b. At these bi-annual meetings, the Chairs will review with the Dean actual allocations to date and requests for allocations of Dean's level budgets. Chairs will make recommendations to the Dean regarding priorities to support the mission, vision, and goals of the SOE including support of faculty and staff development (i.e., to advance teaching, scholarship, and service within the SOE at-large).
- c. The minutes of these dedicated budget and staff allocations Chairs' meetings will be made available to all faculty on the SOE shared drive.

C. **Ad hoc Committees.**

1. An ad hoc committee may be established at any general meeting or through appointment by the Dean of the SOE.
2. Ad hoc committees shall report annually to the SOE at a general meeting.

D. **External Committees.** All SOE representatives to committees external to the SOE shall be appointed by the Dean of the SOE.

## **ARTICLE VI**

### **Review of the Dean**

An ad hoc committee (Dean's Review Committee) shall be elected to review the Dean's performance in office at least every third year with the process beginning in the 5<sup>th</sup> semester of a 3 year appointment. The Committee shall consist of one member elected by each academic department in the SOE. The Committee shall be charged with reviewing the performance of the Dean during the past 3 years of the Dean's term in office. Minimally, the Committee will use the

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Dean's SOE annual reports as one measure of the review process as well as faculty feedback related to the Dean's performance. The Committee shall discuss its review findings with the Dean and shall make recommendations to the SOE faculty, the Dean, and the Provost/Vice President for Academic Affairs based on its findings.

## **ARTICLE VII**

### **Amendments**

- A. Amendments to these By-Laws may be originated in any of the following ways:
1. Any department of the SOE may petition the Dean who will present the amendment to all SOE Faculty members.
  2. Any group of at least 15% of the SOE membership may petition the Dean who will present the amendment to the SOE members.
  3. Any member or group of members, of the SOE may propose an amendment to these By-Laws, in writing, to the Agenda, By-Laws, and Elections Committee. The committee, upon majority approval, shall petition the Dean to present the proposed amendment to the SOE Faculty members.
  4. The Dean may petition the Agenda, By-Laws, and Elections Committee for amendments to be presented to the Faculty.
- B. Proposed amendments shall be circulated to the members electronically at least 10 days prior to a special or regular meeting of the SOE at which they are to be considered. A special meeting shall be called within one month following the petition to consider the proposed amendment unless a regular meeting is scheduled within 30 calendar days, exclusive of official College recesses.
- C. Amendments shall become effective, if approved by a two-thirds majority of all members voting. Voting shall be conducted by the Agenda, By-Laws, and Elections Committee of the SOE either by closed ballot at a SOE meeting or electronically with a specified voting window.