To Be Adopted

Proposed Changes to School of Education Bylaws 01 to 06.01

PRESENT:

01 Membership

01.01 The Faculty of the School of Education at the University of California, Riverside consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Education; (e) all members of the Academic Senate who are members of the Graduate School of Education; (f) designated Senate members from other colleges and schools at Riverside, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case, such members are appointed by the Chair of the Faculty upon nomination of the Dean of the agency represented; (g) such other Senate members as may be specified by the bylaws of the Division. (Am May 2005) (Am 5 Dec 2017)(EC 28 July 2021)

01.02 Only voting members of the Academic Senate are eligible to vote in the Faculty of the Graduate School of Education. However, all persons with academic appointments in the Graduate School of Education may attend meetings of the Faculty and have the privilege of the floor. The Dean and Chair of the Faculty may invite guests to attend meetings and have the privilege of the floor. (Am May 2005)

PROPOSED:

01 Membership

01.01 The Faculty of the School of Education at the University of California, Riverside consists of (a) the president of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Education; (e) all members of the Academic Senate who are members of the School of Education; (f) designated Senate members from other colleges and schools at Riverside, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case, such members are appointed by the Chair of the Faculty upon nomination of the Dean of the agency represented; (g) such other Senate members as may be specified by the bylaws of the Division. (Am May 2005) (Am 5 Dec 2017)(EC 28 July 2021)

01.02 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Education. However, all persons with academic appointments in the School of Education may attend meetings of the Faculty and have the privilege of the floor. The Dean and Chair of the Faculty may invite guests to attend meetings and have the privilege of the floor. (Am May 2005)
The Officers of the Faculty consist of a Chair and a secretary.

The Chair of the Faculty is elected for a three-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term. If a person so elected fills the vacancy for a period of not more than one year, the provision of this bylaw with regard to immediate reelection shall not apply and he/she shall be eligible for immediate reelection at the end of his/her term. (Am 25 Jan 72) (Am 22 May 03)

The secretary of the Faculty is chosen by the Executive Committee from among its membership at the first meeting of the academic year. The term of office is one year. (Am 25 Jan 72) (Am May 2005)

The election of the Chair of the Faculty shall be conducted as provided in chapter 7 of the bylaws of the Division.

The Chair assumes office on the first day of September following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The secretary takes office immediately upon appointment. (Am 25 Jan 72) (Am 30 May 06)

Meetings

Meetings may be called by the Chair of the Faculty or by the Dean of the school. At the written (email) request of five voting members of the Faculty,
the Chair must call a meeting. He/she must call at least one meeting each regular term in each year. (Am 25 Jan 72) (Am 5 Dec 2017)

03.01.01 A quorum consists of twenty-five percent of the members of the Faculty. (Am 25 Jan 72)

03.01.02 A motion to submit a measure to mail or e-mail ballot has precedence over a motion for a vote in a meeting. (Am May 2005)

03.01.03 The Chair must send, at least five days before each meeting, a call for the meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not change curricular requirements of the school or change these bylaws at the meetings at which such proposals for change are first made unless notice is previously given to all members of the Faculty in a call to the meeting. (Am 25 Jan 72) (Am May 2005)(Am 5 Dec 2017)

03.01.04 These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the Faculty. The order of business is that prescribed in chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by Robert's Rules of Order, Newly Revised.

03.01.05 The minutes of every meeting of the Faculty shall be recorded by a staff member, reviewed and edited by the secretary of the Faculty and Faculty Chair, and sent within twenty-one (21) days to every member of the Faculty. (Am May 2005)(Am 5 Dec 2017)

04 Committees
04.01 There shall be an Executive Committee consisting of the Chair of the Faculty, ex officio; the Dean of the school, ex officio; a Faculty member from each Area Group as provided in E4.1.1 and Director of Teacher Education, ex officio. No member is eligible for immediate reelection (except as an ex officio member), but he/she becomes eligible after one year of non-service. The Chair and secretary of the Faculty occupy corresponding offices in the Executive Committee. (Am 25 Jan 72) (Am 25 May 00) (Am May 2005) (Am 29 May 12)

04.01.01 The elected faculty membership shall consist of one representative from each Area Group, elected at large from the Graduate School of Education who will represent each Area Group. (Am 25 Jan 72) (Am May 2005) (Am 29 May 12) (Am 2 Dec 14)

04.01.01.01 The term of office of members of the Executive Committee is two years.

04.01.01.02 The election of Faculty members is held by email ballot as provided in chapter 7 of the bylaws of the Division. For purposes of these elections, members of the Executive Committee are considered Officers of the Faculty of the school. Members of the Executive Committee take office on the first day of September following their election at a regular election or immediately upon completion of the ballot count at a special election. (En 25 Jan 72)(Am 22 May 07)(Am 5 Dec 2017)

04.01.01.03 Whenever the Executive Committee determines that a vacancy exists in its membership, the Secretary-Parliamentarian of the Division conducts an election in accordance with the prescribed procedure, provided the vacancy is to last more than six months. A vacancy shall be declared to exist
04.01.02 The Executive Committee has the following functions:

04.01.02.01 The Executive Committee has the general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

04.01.02.02 The Executive Committee appoints and designates the Chairs of all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the Faculty. (Am 25 Jan 72)

04.01.02.03 The Executive Committee acts finally (a) in the awarding of all degrees to students of the school in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division. (Am 29 May 12)

04.01.02.04 The Executive Committee makes recommendations to the Faculty in the establishment, modification, and discontinuation of school instructional programs, curricula, and credential
programs. (Am 25 Jan 72) (Am May 2005)

04.01.02.05 The Executive Committee makes recommendations to the Division regarding courses. (Am 29 May 12)

04.01.02.06 The Executive Committee reviews and makes recommendations to the Dean of the Graduate School of Education regarding proposals for the establishment of new program areas or modifications of existing program areas. (Am May 2005)

04.01.02.07 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

04.01.02.08 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the Graduate School of Education. (Am May 2005)

04.02 There shall be a standing teacher education committee consisting of a Chair, who is a ladder faculty member, and two other ladder faculty members, along with the following: at least one member representing the teacher credential program, including one representative from UCR Extension; the Director of Teacher Education, ex officio; the Dean of the Graduate School of Education, ex officio; and, when possible, one graduate student representative selected by the Graduate Student Association of GSOE, and one from the Student Representative Committee, both without voting rights. The Chair shall have the right to ask for a closed meeting, excluding the student member(s), under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern. The duty of the committee is to advise on
The duty of the committee is to advise on the operation of teaching credential programs. This committee also works in conjunction with the Graduate Advisory Committee (GAC) with regard to the M.Ed. degree, which closely aligned with teacher education. (En 25 Jan 72) (Am May 2005) (Am 29 May 12) (Am 2 Dec 14) (Am 5 Dec 2017)

04.03 There shall be a standing Graduate Advisory Committee consisting of faculty members from each Area Group, the graduate advisor, ex officio, Associate Dean of the Graduate School of Education, ex officio, and, when possible, one graduate student representative selected by the Graduate Student Association of SOE, without voting rights. The Chair shall have the right to ask for a closed meeting, excluding student member(s), under certain circumstances, including but not limited to discussions of personnel matters, and of students when student privacy is a concern. The duty of this committee is to advise on the operation of graduate degree programs. (M.Ed., M.A, and Ph.D.). (En 25 Jan 72) (Am May 2005) (Am 29 May 12) (Am 5 Dec 2017)

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04.04 There shall be a standing Undergraduate Education Committee. The members of the Committee will consist of a Chair and a minimum of four members of the SOE; the Chair plus two members must be ladder faculty. The Associate Dean of Undergraduate Education shall be ex officio. The duty of this committee is to advise on the operation of all programs that pertain to undergraduate education. The operation of the teaching credential programs. This Committee also works in conjunction with the Graduate Advisory Committee (GAC) regarding the M.Ed. degree, which is closely aligned with teacher education. (En 25 Jan 72) (Am May 2005) (Am 29 May 12) (Am 2 Dec 14) (Am 5 Dec 2017)
05 Election and Balloting

05.01 Elections are conducted as specified in E2.01.01, E2.01.03, E4.01.01, E4.01.01.01, and E4.01.01.02. (En 25 Jan 72) (Am 5 Dec 2017)

05.01.01 Email balloting on measures referred to the whole Faculty of the school by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division following the provisions of chapter 7 of the Division bylaws. (En 25 Jan 72) (Am 5 Dec 2017)

05.01.01 Electronic balloting on measures referred to the whole Faculty of the school by action of a meeting of the Faculty are conducted by the Secretary-Parliamentarian of the Division following the provisions of chapter 7 of the Division bylaws. (En 25 Jan 72) (Am 5 Dec 2017)

6 Amendment and Suspension of Bylaws and Regulations

6.01 These bylaws can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.

Statement of Purpose and Effect: The Faculty Executive Committee proposes the following changes to the bylaws:

1) The use of gender-neutral language and pronouns to promote inclusivity and demonstrate the School of Education’s commitment to inclusion. These changes were made throughout the bylaws. Additional changes have been made to fix grammatical errors that may have been caused by changing to gender-neutral language.

2) The School of Education received approval in the Fall 2021 to change its name from the Graduate School of Education to School of Education. The bylaws were updated to reflect this change. These changes were made throughout the bylaws.
3) Changing the diction of e-mail to electronic in referring to matters of voting is because voting is not conducted only by e-mail. The voting is conducted by way of an electronic tool.

4) The School of Education is removing the Secretary position as a position and Officer in the Faculty Executive Committee. Changes were made to bylaws sections of 01 Membership and 02 Officers to remove the Secretary position. The School of Education no longer utilizes this position in its governance structure and does not wish to replace it with a different position.

5) The bylaw 03.01.01 was updated to increase the quorum requirements from 25% to 50% of the faculty and to clarify who is considered a member of the faculty for quorum checks. The new threshold of 50% quorum will also ensure that a majority of faculty members are involved when business is discussed and voted upon.

6) The section 04 Committees was updated to reflect the current membership needs of the School of Education for its governance structure.

7) The section 06 of Amendment and Suspension of Bylaws and Regulations was added to include language about when the School of Education is permitted to amend or suspend the bylaws.

Approved by the Faculty of the School of Education: 14 February 2023