



# ST. JOHN'S UNIVERSITY

The School of Education Bylaws  
St. John's University  
Queens, New York  
Approved April 15, 2024

### **SCHOOL OF EDUCATION MISSION STATEMENT**

The School of Education prepares professionals and scholars who advocate for equitable, ethical education. We embrace culturally responsive, evidence-based practices that challenge students to be vanguards of powerful and positive changes in the world.

### **SCHOOL OF EDUCATION VISION STATEMENT**

We envision excellence and innovation in socially responsible education that fosters intellectual curiosity, advocacy, and leadership in the local and global communities we serve.

# **ARTICLE 1**

## **GOVERNANCE, MEMBERSHIP, AND MEETINGS**

### **1.01 Governance**

Consistent with 5.01 of the St. John's University Statutes (2023), "Each school shall have a Faculty Council which shall exercise legislative authority and responsibility for formulating and maintaining the educational policies of that school."

### **1.02 Membership**

The School of Education Faculty Council shall consist of the Dean, Associate Deans, Assistant Deans, as well as all "Eligible Faculty." According to 3.03 of the St. John's University Statutes (2023), "All faculty holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor since the beginning of the then current academic year shall be eligible to vote in a faculty election and shall be eligible to hold a position on a faculty governing body ("Eligible Faculty") unless disqualified under paragraphs (a), (b) herein.

- a. Faculty on unpaid leave of absence shall not be Eligible Faculty.
- b. Faculty who receive a notice of non-renewal of contract or who resign shall not be "Eligible Faculty."

### **1.03 Meetings**

- a. Faculty Council meetings shall be held four times an academic year or more often as necessary for discussing or resolving problems or issues. Written notification of the meetings, including the agenda items, shall be given at least five business days in advance of the meeting, excluding weekends and holidays. Faculty also shall be notified (via meeting agenda) in advance of any items to put forward for a vote. Relevant documents should be shared with faculty at least five business days prior to the meeting.
- b. The agenda of the Faculty Council shall be established by the Dean's Office and the Secretary of the Council. Proposed agenda items should be sent to the Secretary of the Council at least 10 business days prior to the meeting.
- c. Members of the Faculty Council may submit items for the agenda under "New Business." As a rule, proposals submitted for "New Business" shall be forwarded by the Dean to the appropriate standing committee for review and recommendations. However, any items under "New Business" may be acted upon directly by the Faculty Council without being submitted to a standing committee if the Faculty Council votes to suspend its bylaws and act on the matter.

- d. A recorder for each Faculty Council meeting shall be designated by the Dean. The recorder should be responsible for writing and distributing meeting minutes to the Secretary of the Council for review prior to distribution. For meetings at which a vote will be called, 50 percent of the eligible voting faculty must be present, and a vote will be carried based upon the majority vote of those present. If 50 percent of eligible faculty members are not present, voting will occur electronically or at the following meetings.

## **ARTICLE 2**

### **OFFICERS**

#### **2.01 Meeting Presider**

The Dean of the School, or in their absence, the senior person present holding the highest professional rank, shall preside at the meetings of the Faculty Council. The Secretary of the Council shall be elected for a term of two years during the spring semester, to serve during the following academic year.

#### **2.02 Secretary of the Council**

The Secretary of the Council will be responsible for:

- a. preparing the agenda.
- b. sending Faculty Council members notice of all meetings and meeting agendas.
- c. reviewing minutes prior to dissemination.
- d. working with administration to secure agendas and meeting minutes in the University server.
- e. maintaining all official records of the Faculty Council.
- f. assigning potential agenda items to proper committees or agencies.
- g. notifying delegates of their election and appointment to committees.

In the event of absence of the Secretary of the Council, the Dean or their designee may appoint a secretary.

## **ARTICLE 3**

### **STANDING COMMITTEES**

#### **3.01 School of Education Standing Committees**

- a. There shall be five standing committees: Budget; Assessment, Quality Assurance, and Accreditation; Curriculum; Policy; and Academic Fairness.

- b. Each committee will be required to submit an end-of-year report that outlines activities that were completed within that year.
- c. Each committee will ensure minutes are taken and submitted to the University server after each meeting.
- d. The Dean may appoint one ex-officio member to serve on each committee.

### **3.02 General Function of Standing Committees**

The general function of the standing committee of the Faculty Council shall be:

- a. to formulate policy relating to curriculum matters and regulations to the admission, retention, and graduation of undergraduate and graduate students of the School of Education.
- b. to receive and report to the Council on the annual budget.
- c. to serve as a liaison between the Council and the Dean of the School of Education.
- d. to conduct a continuing examination and study of the bylaws.

### **3.03 Standing Committee Composition**

- a. The Budget Committee shall include the department chair and one additional “Eligible Faculty” (see 3.03 of the University Statutes) from each department. The committee members will be elected by department vote and serve in three-year staggered terms. There will be no student members on the Budget Committee.
- b. The Assessment, Quality Assurance, and Accreditation Committee shall consist of at least one program coordinator or department chair’s designee from each department, three full-time faculty appointed by the Dean, and at least one ex-officio member selected from the Dean’s Office. Elected faculty will serve in three-year staggered terms. There will be no student members on the Assessment Committee.
- c. The Curriculum Committee shall consist of at least one, but no more than two, “Eligible Faculty” (see 3.03 of the University Statutes) from each department. Each department should select student members who will serve one-year terms, and student members will not have voting rights. Each department should determine the eligibility requirements for student members.
- d. The Policy Committee shall consist of one, but no more than two, “Eligible Faculty” (see 3.03 of the University Statutes) from each department. The committee members will be elected by department vote and serve in three-year terms. Each department should select student members who will serve one-year terms, and student members will not have voting rights. Each department should determine the eligibility requirements for student members.

- e. The Academic Fairness Committee shall consist of one “Eligible Faculty” (see 3.03 of the University Statutes) from each department. The committee members will be elected by department vote and serve in three-year terms. There will be no student members on the Academic Fairness Committee.

### **3.04 Responsibilities of the Standing Committees of the Faculty Council**

- a. The Budget Committee shall:
  - i. meet at least two times per year.
  - ii. be responsible for generating ideas and recommendations related to revenue generation, fiscal responsibility, and promoting transparency in the SOE’s budget.
- b. The Assessment, Quality Assurance, and Accreditation Committee shall:
  - i. identify the assessment needs of the School of Education and provide advice on policies and procedures to create effective assessment programs. Assessment involves the use of data on student learning to refine programs and improve student learning. It is the process of defining, selecting, designing, collecting, analyzing, interpreting, and using information to increase students’ learning and development.
  - ii. make recommendations regarding assessment of student learning consistent with best practices in higher education, program accreditation requirements, and compliance with standards established by the Middle States Commission on Higher Education, Association for the Advancement of Quality Educator Preparation (AAQEP), and the Council on the Accreditation of Counseling and Related Education Programs (CACREP).
  - iii. periodically evaluate the School of Education’s assessment system to ensure it is aligned to specific program requirements and/or external accrediting agencies.
  - iv. review assessment reports and make recommendations.
  - v. ensure the fidelity of our assessment system.
  - vi. support program assessment with a variety of best practice models found through research including evaluation and recommendations regarding assessment tools.
  - vii. make recommendations based on data gathering and analysis. Ensure that assessment results are disseminated to all relevant interested parties.
- c. The Curriculum Committee shall:
  - i. review new and existing programs and courses following procedures established by the SOE.
  - ii. receive regular updates on program changes in each department. Have the committee chairperson report relevant items to the Faculty Council at each meeting.
- d. The Policy Committee shall:
  - i. review, revise, and update SOE policies including issues affecting the SOE or its faculty members. The committee serves as an informational resource to department policy committees.

- ii. advise the Dean of faculty opinion on policy matters concerning the SOE and inform interested parties of policy guidelines.
- iii. review matters which establish or interpret basic policy. The committee will not address policies that can be handled better by department administration.
- iv. recommend policies to the Faculty Council and Dean concerning matters impacting the SOE.
- v. lead the bylaws review process every five years.
- e. The Academic Fairness Committee shall:
  - i. represent faculty of the SOE in alignment with grade grievance and plagiarism policies.
  - ii. appoint a chairperson to lead the committee in response to grade grievance and plagiarism policies.
  - iii. If a member of the Academic Fairness Committee is an identified party within a grade grievance or plagiarism case, an alternative Eligible Faculty member will be identified and appointed.
  - iv. decide cases of grade grievance and plagiarism in a fair and equitable manner in alignment with [SOE policies](#).
  - v. make recommendations to administration on Academic Fairness policies and procedures.

### **3.05 Standing Committee Operating Procedures**

Each committee is empowered to devise its own operating procedures.

### **3.06 Committee Decisions and Recommendations**

Decisions made by each committee, summarized in the approved minutes of its meeting, shall be forwarded to the Dean. Committee recommendations for the Faculty Council should be included in the Faculty Council Agenda per the timeline outlined in Article 1, Section 3. Any recommended action is subject to referendum by the Faculty Council.

### **3.07 Composition of Special Committees**

The composition of special committees shall be at the discretion of the Dean.

**ARTICLE 4**  
**AMENDMENTS**

**4.01 Bylaws Amendments**

The bylaws may be amended at any meeting of the Faculty Council during the academic year by a two-thirds vote of the members present and voting.

**4.02 Notice of Proposed Revision**

Notice of proposed revision shall be submitted to the members of the Faculty Council 10 business days prior to the meeting at which the proposed revision will be voted on.

**4.03 Bylaws Review**

The bylaws shall be formally reviewed every five years.

*These bylaws were voted on and unanimously approved at The School of Education Faculty Council meeting on April 15, 2024.*