

**DEPARTMENT BY-LAWS
EDUCATIONAL LEADERSHIP AND POLICY STUDIES
COLLEGE OF EDUCATION
FLORIDA STATE UNIVERSITY**

ARTICLE I: ESTABLISHMENT

The Department of Educational Leadership and Policy Studies (Department) was constituted within the College of Education in the fall of 2001. These bylaws were established by a two-thirds vote of the faculty on January 31, 2002. Nothing in these current or revised bylaws shall be deemed to override, substitute for, or take the place of any lawful requirement of the collective bargaining agreement between Florida State University and The United Faculty of Florida. The Department may continue to add, modify or delete any language in the by-laws that does not conflict with the collective bargaining agreement as necessary to ensure that the mission and core values of the Department are attained.

ARTICLE II: MISSION AND CORE VALUES

The Department affirms and strives to fulfill the mission of the Florida State University and the College of Education by providing for the advanced professional preparation and continuing development of persons who are committed to education leadership, policy, and institutional improvement at all levels of education. The Department builds educational programs on the foundation of the sociological, anthropological, historical, philosophical, political, and economic perspectives that shape theory and inform practice in education. Using these understandings as a foundation, each students' program of studies will include courses and practical experiences that enhance skills in the theory and practice of educational leadership and policy, and courses that develop the inquiry skills needed for structuring and advancing knowledge and informing practice in the field of education. Concomitantly, emphasis is given to the analysis and criticism of educational policy and practice in both international and domestic settings.

The Department governs itself and conducts its professional work in accordance with the ideals of a democratic community. It respects human diversity, the ethical foundations of democratic leadership, and the knowledge base for professional practice shared by high performing educational leaders. It is committed to advancing the theories and practices of policy and leadership in the field of education, both domestic and internationally. This is achieved through the research; service and teaching roles of its faculty and through the maintenance of an environment in which students and faculty cooperatively and collegially contribute to scholarship and the application of knowledge to the improvement of education.

To complement this mission, the department embraces the following core values:

- We value a learning community in which students develop a framework of knowledge that enables them to think critically, articulate values, and put their knowledge and skills to use.
- We value synergistic relationships in which faculty, students, staff, and practicing professionals identify and share in the realization of mutually valued learning outcomes.
- We value an open community based upon democratic ideals in which freedom of expression is protected, civility is affirmed, and appreciation and understanding of individual differences are honored.
- We value a caring community in which the well being of each person is important.

ARTICLE III. DEPARTMENT CHAIR

The Department Chair is the chief executive officer of the Department and first among equals among the Departments faculty and on the Departmental Advisory Committee [Advisory Committee]. S/he is responsible for chairing meetings of the Department faculty and the Advisory Committee, carrying out Department policies within limits set by College and University standards, and addressing such other matters as the Chair's discretion requires.

1. Fundamental Role

The Department Chair is the executive officer of the department and serves as facilitator, mentor and articulator of faculty governance. In pursuance of these responsibilities, she/he

1. Calls and presides at a regular meeting of the faculty at least once each term during the academic year;
2. Formulates the agenda for faculty meetings and Advisory Committee meetings;
3. Communicates to the faculty information regarding challenges and opportunities currently facing the Department and its constituent programs,
4. Coordinates the Advisory Committee in making and implementing the decisions required to respond to challenges and opportunities, including where appropriate the nomination and supervision of standing or ad hoc subcommittees of faculty, staff and/or students to deal with particular issues in greater depth;
5. Represents the Department in outside venues where the interests of the Unit are at stake, including the College of Education Administrative Council;
6. Communicates to the Dean and other University offices, as appropriate, information regarding Department operations, proposals emanating from the faculty, and responses to requests formulated by the these

offices;

7. Supervises the distribution of resources and responsibilities across academic programs and faculty within the Department and conducts related decision making in a strategic, collegial and democratic manner;
8. Acts on the recommendations of the Advisory Committee; and
9. Makes any other decisions and takes any other initiatives necessary to ensure harmonious operation of the Department, including supervision of staff and faculty and/or resolution of policy-relevant issues on an as needed basis.

2. Administrative Duties

The Department Chair shall be responsible for the following particular duties:

1. Presiding at regular meetings of the Department faculty;
2. Overseeing all procedures pertaining to selection and appointment of committee membership;
3. Appointing ad hoc Department committees;
4. Conducting annual faculty review;
5. Supervising preparation of faculty Assignments of Responsibility;
6. Recommending awards, sabbaticals, leaves and other honorary considerations;
7. Assisting faculty with development and submission of applications for contracts and grants;
8. Monitoring the implementation of the academic programs in cooperation with faculty and students of the Department's degree authorizations;
9. Supervising the recruitment and work of staff;
10. Administering budgets after review by the Advisory Committee; and
11. Selecting and recommending members for search committees to fill faculty vacancies.

3. Term of Office

Every three years, an election shall be held for the position of Department Chair. In the interests of promoting shared democratic governance of the Department, no Chair may serve more than two consecutive terms, though previous Chairs may resume duties for no more than a second period of two terms, if chosen to do so by Department faculty.

4. Selection

The Department Chair is selected by majority vote of the Department faculty and serves for a term of three years, except in case of retirement or removal from office. The Dean of the College of Education must ratify the selection of the Chair.

5. Procedure

When a vacancy or the end of a term of office occurs at the Chairperson level, the Department Advisory Committee will constitute an Ad Hoc Chair Selection Committee. The Dean will meet with the Advisory Committee to review mutual expectations and the Advisory Committee will designate their own Selection Committee Chair.

The Committee will conduct an evaluation of the current or outgoing Chair, in accordance with College of Education Bylaws, and will ask for written nominations (including self-nominations) for the next term. Once this process is completed, the Selection Committee Chair will meet with the Dean and the Department Chair in order to:

1. Obtain their confirmation that the Selection Committee Chair is an acceptable representative of the Dean's Office and the Faculty Council;
2. Report on the slate that has emerged for the Department Chairperson position; and
3. Report on the results of the evaluation of the current Chair.

If the Dean approves the slate, the Committee then schedules a day for presentation of final candidates to a meeting of the faculty of the Department. Upon this occasion, each candidate may make a brief oral statement of her or his view of the Department Chair position and proposals for priority departmental programming.

Within one week after the meeting at which candidates are presented, all tenured or tenure-earning faculty members of the Department will be invited to express their preference for the new Department Chair by secret ballot. The Selection Committee Chair will tabulate results of the election. If one candidate has a majority of votes cast, the results shall be communicated to the Dean for his/her approval. If no candidate has a majority of votes cast, the Selection Committee Chair shall conduct a runoff election between the two candidates with the greatest number of votes. The Dean shall resolve tie votes on the second round.

6. Recall

Upon a two-thirds vote of no confidence in the Chairperson's administrative performance, produced by tenure and tenure-earning faculty members in the Department, a search shall be initiated under Section 5 above.

ARTICLE IV: DEPARTMENT ADVISORY COMMITTEE

The Department Advisory Committee (Advisory Committee) shall provide support, advice, and counsel to the Chair and to the faculty of the Department. It may recommend establishment of standing and ad hoc committees as may be

necessary in the overall management of the Department's work, in securing the welfare of faculty and students, and in assuring compliance with College and University rules. In addition, the Advisory Committee shall annually review the Chair's performance for the purpose of offering recommendations for improvement.

1. Powers and Duties

The Advisory Committee will be responsible for assisting the Chair in meeting the Department's goals and realizing its mission and vision. The Advisory Committee's responsibilities include:

1. Strategic planning to establish long-range goals and objectives for the Department;
2. Curricular planning and coordination;
3. Staff and faculty development;
4. Budgetary and fiscal planning;
5. Long-range projection of resource needs and resource generation strategies;
6. Development and application of sound accounting and reporting procedures for the Department.

2. Representation and Election

The Advisory Committee shall consist of: 1) Program Coordinators from each of the two programs –Educational Leadership and Policy and Higher Education as well as one committee member appointed by the chair and one committee members elected at large by the departmental faculty; 2) the Department Chair; and 3) a student representative from one of the two programs areas who would serve on a rotating annual basis. The Office Administrator will be a permanent non-voting member of the Advisory Committee.

3. Meetings

The Advisory Committee will be chaired by the Department Chair for the length of the duration of that officer's mandate, or by another person named by the Chair in the event of her/his absence. The Advisory Committee shall meet at least once each month during the Fall and Spring semesters of the academic year and at such other times as the Department Chair may determine at her/his discretion or upon petition from at least two members of the Advisory Committee. Any faculty member or student enrolled in the Department may initiate a request for an Advisory Committee meeting by communicating this petition in writing to the Department Chair.

ARTICLE V: STANDING COMMITTEES

The standing committees of the Department include the Curriculum

Committee, the Undergraduate Committee, the Faculty Development Committee, the Student Development & Assistantship Committee and the Tenure and Promotion Committee.

1. General Guidelines

1. Standing committees will be composed of four representatives elected by Department faculty. Committee members will be nominated and selected by vote of the Department faculty, preferably in general meeting prior to the end of the spring semester of the academic year.
2. Unless otherwise indicated, committee membership is limited to voting faculty members of the Department and students currently enrolled in departmental degree programs.
3. Each committee will be chaired by one member elected by the committee for the academic year.
4. The configuration of standing committees presented in this Article may be modified by vote of the Department faculty as circumstances dictate. If shortages of personnel make it impossible at particular periods to fill requisite positions on all committees, their functions may be temporarily combined at the discretion of the Department Chair.
5. The selection of replacements and additions to standing committees may be under taken by a vote of the Department faculty either in a faculty meeting or by mailed ballot.

2. Curriculum Committee

The Curriculum Committee is responsible for reviewing, recommending, and passing on programmatic matters such as the development of new graduate courses, elimination or modification of existing courses, core concentrations, new programs or certifications, and review and rank of university fellowship folders. The chair of the committee serves as Department representative to the College Curriculum Committee.

3. Undergraduate Committee

The Undergraduate Committee is responsible for developing policy regarding undergraduate course offerings and curriculum, monitoring related activities of PEAC and the University Undergraduate Policy Committee, and advising the Department Chair and Advisory Committee on matters related to policy for undergraduate education. At least one member of the committee must teach undergraduate courses. [Alternately: Members must include faculty assigned to supervise the LEAD certificate courses and EDF 1005.]

4. Faculty Development Committee

The Faculty Development Committee is responsible for planning and implementing a system of faculty development that contributes to improved teaching and learning within the Department as well as recognition of outstanding research, teaching or service. The committee is also responsible for developing and implementing a system of evaluation that complies with College and University policies on faculty evaluation and award of merit pay.

5. Student Development and Assistantships Committee

The Student Development and Assistantships Committee is responsible for planning and implementing a system of reviewing and nominating current and prospective students for University, College and Departmental fellowships, scholarships, awards and recognitions. The committee is also responsible for coordinating opportunities for student development.

6. Tenure and Promotion Committee

The purpose of this committee will be to carry out promotion and tenure deliberations in accordance with college and university guidelines and to annually review and adopt Department criteria for tenure and promotion. It shall be composed of five members of the tenured faculty elected from the Department. The chair of this committee will serve as a representative to the College Promotion and Tenure Committee. The Faculty Promotion and Tenure Committee is additionally responsible for development and implementation of procedures for Third Year Review of tenure-earning faculty.

ARTICLE VII VOTING MEMBERSHIP

The voting membership of the Department shall include all faculty members holding rank in the Department and having a percentage of their annual assignment of responsibilities assigned to the Department.

ARTICLE VIII AMENDMENTS

Amendments to these By-laws may be proposed by an ad hoc committee designated by the Department Chair or by petition of five eligible voting members of the Department. Proposals must be circulated at least five days in advance of an announced vote, which may take place by secret ballot or during a regular meeting of the Department faculty. The amendment becomes a part of the Bylaws when approved by two-thirds (2/3) of the faculty eligible to vote.

ARTICLE IX COMPLIANCE

These By-laws are to be read and construed in conjunction with the policies and rules adopted and promulgated by the State of Florida, the Florida State University, and the College of Education.

SUMMARY OF AMENDMENTS

Fall 2002

Article V: Standing Committees, 2. Curriculum Committee

Added task of fellowship folder review [this is now handled by the student development and assistantship committee]

January 10, 2003

Article V: Standing Committees, 1. General Guidelines, i. representatives

Change from five to four. Faculty Vote January 10, 2003 Yes 21 No 0

Article V: Standing Committees, 1. General Guidelines, 5. replacements

Add phrase "and additions" Faculty vote January 10, 2003 Yes 18 No 3

November 1, 2006

Article I: Establishment *added*

Article IV: Departmental Advisory Committee, 2. Representation and Election
changed to reflect programmatic structure [Changed by faculty vote November 1, 2006 16 for 0 against]

Article V: Standing Committees, 2. Curriculum Committee

Chair of committee serves as Dept representative to the College Curriculum Committee - changed by faculty vote November 1, 2006 16 for and 0 against

August 27, 2010

Article IV: Departmental Advisory Committee, 2. Representation and Election
i. Changed to program coordinators of the two programs ELP & HE (previous language had five programs that included ELP specializations). Changed to also include a DAC member appointed by the chair and one committee member elected at large by the departmental faculty.

ii. student rep from one of the two program rather than five program

iii. change title to Office Administrator from Coordinator of Admin Service.

Article V: Standing Committees

-changed name of Undergraduate and Teacher Education Committee to Undergraduate Committee

-changed name of Faculty Development and Merit Pay Committee to Faculty Development Committee

-made the Student Development and Assistantship Committee, previously an ad hoc committee, a standing committee.

Article V: Standing Committees, 1. General Guidelines, 6. Departmental Student Advisory Committee

-struck all language related to the Student Advisory Committee – committee does not exist.

Article V: Standing Committees, 2. Curriculum Committee

-struck language related the committee representation – made consistent with the other descriptions

Article V: Standing Committees, 3. Undergraduate Committee

-changed name from Undergraduate and Teacher Education Committee to Undergraduate Committee

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-editorial change made – TEAC to PEAC – p for professional

Article V: Standing Committees, 5. Faculty Development Committee

-changed name from Faculty Development and Merit Pay Committee to Faculty Development Committee

-added language ‘as well as recognition of outstanding research, teaching or service.’

Article V: Standing Committees, 6. Student Development and Assistantships Committee

-changed status from ad hoc to standing committee and revised the name.

Article VI: Student Advisory Council

-struck from the Bylaws – no longer exists.

Article VII: Voting Membership

-struck reference to the Student Advisory Committee