

**UNIVERSITY OF SOUTH CAROLINA  
COLLEGE OF EDUCATION  
BY-LAWS**

AMENDED – FALL 1985  
AMENDED – SPRING 1989  
AMENDED – FALL 1989  
AMENDED – SPRING 1995  
AMENDED – FALL 2001  
AMENDED – FALL 2003  
AMENDED – SPRING 2005  
AMENDED - SPRING 2007  
AMENDED – FALL 2009

**PREAMBLE**

Within the limits established by the University faculty, the College of Education faculty shall determine the educational goals and policies of the College. This shall include, but is not confined to matters of admission, curriculum, academic requirements and standards, degree requirements, and student academic responsibility.

**ARTICLE I - MEMBERSHIP**

***Section 1.1 - Membership Defined:***

**Undergraduate Faculty:** The faculty of the College of Education shall consist of all its members having the rank of professor, associate professor, assistant professor (*whether tenure track or clinical*), *those holding full time non-tenure track positions and professors emeriti and/or such other persons as the faculty sees fit to elect.*

**Graduate Faculty:** Regular members of the graduate faculty shall be composed of the dean, associate deans, department chairs, and all tenured and tenure-track faculty who meet their department's criteria for graduate faculty status (as recommended by the appropriate department chair and academic dean and approved by the dean of The Graduate School). *Non-tenure track faculty, other faculty* and scholars may be recommended by the department for term appointments to the graduate faculty.

***Section 1.2 - Voting Rights:***

- A. Undergraduate Faculty: Undergraduate faculty as defined in 1.1 A shall have the right to vote.
- B. Graduate Faculty: All members of the graduate faculty shall have the right to vote.

**ARTICLE II - OFFICERS**

***Section 2.1 - Elected Officers:***

- A. The Faculty officers shall be the Faculty Chairperson, the Faculty Chairperson-Elect, and the Secretary.
- B. Officers shall be tenured.
- C. Said officers shall be named to one-year terms during the final spring meeting of the faculty. They shall take office at the first faculty meeting in the fall semester immediately following.

***Section 2.2 - Appointed Officers:***

- A. Officers appointed by the Faculty Chairperson are the Parliamentarian and any other officer deemed necessary by the Faculty Chairperson.
- B. An incumbent may be reappointed.

**ARTICLE III - DUTIES OF OFFICERS**

***Section 3.1 - Faculty Chairperson:***

Shall preside at all meetings of the Faculty, Graduate and Undergraduate. The Chairperson shall have power to appoint such ad hoc committees as he or she may deem necessary for proper conduct of the Faculty's business.

***Section 3.2 - Faculty Chairperson-Elect:***

Shall perform all duties of the Chairperson in the absence of the Chairperson, serve as Chairperson of the College of Education Steering Committee, and serve as COE Faculty Senator-at-Large.

***Section 3.3 - Secretary:***

Shall send notices of meetings, keep permanent minutes of meetings, and conduct correspondence for the Executive Committee.

***Section 3.4 - Parliamentarian:***

Shall make rulings concerning parliamentary procedure when called upon by the Chairperson.

**ARTICLE IV - MEETINGS**

***Section 4.1 - Frequency and Date:***

- A. Regular meetings of the Faculty shall be held once in the fall and once in the spring semesters. Specific dates and times shall be determined by the Faculty Chairperson and the Dean of the College and announced prior to each semester.
  
- B. Special meetings for the transaction of urgent or emergency business may be called by the Faculty Chairperson, the Dean of the College, or upon petition by 20 percent of the voting members.

***Section 4.2 - Required Notification:***

- A. A schedule of regular meetings shall be announced prior to the beginning of each semester. An agenda and supporting materials shall be distributed to the membership at least 3 days prior to each regular faculty meeting.
  
- B. A written notice of the membership stating the purpose of the meeting is required 24 hours prior to a special (called) meeting.

***Section 4.3 - Quorum:***

A quorum for the transaction of business shall be a simple majority of the voting faculty on duty (or in residence) during the semester or summer session in which a meeting is called.

***Section 4.4 - Amending the By-Laws:***

Amending the By-Laws shall take place at Faculty Meetings and require a majority vote of eligible faculty present by voice vote or written ballot. Any changes must be presented to the faculty at least 30 days prior to a meeting to be considered.

## **ARTICLE V - COMMITTEES**

### ***Section 5.1***

Committees of the Faculty shall consist of Standing Committees and Ad Hoc Committees.

A. Standing Committees:

College Steering Committee  
College Student Affairs Committee  
College Basic Programs Curriculum Committee  
Advanced Programs Governance Committee  
College Faculty Affairs Committee  
College Diversity Committee

B. Ad Hoc Committees, Project Groups, Task Forces

Ad Hoc committees will be organized as the need arises in order to supplement the work of the Standing Committees. The Chair of the College of Education Faculty shall appoint such ad hoc committees deemed necessary for the proper conduct of the Faculty's business. Further, the Faculty or Graduate Faculty may elect Project Groups and the Dean may appoint Task Forces to pursue particular objectives. The Project Groups or Task Forces continue until the objectives are achieved or until the faculty decides by vote to dissolve the Project Group, or the Dean decides to dissolve the Task Force.

### **Duties of Standing Committees:**

#### ***Section 5.2***

Each committee shall submit a year-end report of activities not later than the Spring meeting of the College of Education Faculty. A schedule of regular meetings shall be announced at the beginning of each semester. An agendum and supporting materials shall be posted to the faculty at least three days prior to each meeting.

A. **The College Steering Committee** shall:

- 1) Advise the Dean on matters referred to it by the faculty, college committees, or the Dean;

- 2) Identify and refer issues, policy questions and other necessary business to the appropriate Departmental, College, or University committees for action;
- 3) Identify student representation for the College committees needing such representation, as requested by committees;
- 4) Receive and maintain records of the meetings of college committees;
- 5) Monitor and review multicultural and affirmative action activities in the College;
- 6) Recommend to the College Faculty Chairperson the formation of Ad Hoc Committees;
- 7) Draft proposals for revision of the College By-Laws as needed;
- 8) Establish guidelines for the selection of faculty officers.

B. **The College Faculty Affairs Committee** shall be responsible for planning social events for the faculty and reviewing research proposals submitted by the faculty with regard to the ethical guidelines for research with human subjects. When referred to the Committee by the College of Education Dean, grievances regarding faculty personnel matters will be considered in closed confidential sessions. The committee may consider other appropriate matters affecting the welfare of the faculty.

C. **The College Student Affairs Committee** shall a) hear student-initiated appeals including academic appeals and faculty related complaints and grievances; b) consider and act upon requests from students for relief from specific college or university rules and regulations pertaining to academic progress towards certification or degrees; c) adjudicate alleged infractions of the code of student academic responsibility; d) lastly, the Committee shall be responsible for the scholarship and awards processes delegated to it. Included in its functions are the formulation and implementation of appropriate policies and procedures for the granting of designated award decisions, overseeing the processes for awarding scholarships in the various program areas, assisting with publicity regarding available scholarships and awards, and planning the annual awards recognition ceremony.

D. **The College Basic Programs Curriculum Committee** shall receive from the departments and administrative personnel proposals for deletion, new programs, new courses and changes in the undergraduate or graduate basic

academic programs. (Basic programs are those programs that lead to initial teacher certification). The Committee shall advise departments to ensure that new proposals do not duplicate existing programs of courses.

- E. **The Advanced Programs Governance Committee** shall be responsible for the review of policies affecting professional education programs included in the Advanced Programs Component of the Professional Education Unit. The APGC shall receive from the departments and administrative personnel proposals for deletion, new programs, new courses and changes in the advanced graduate programs. The APGC meets monthly or as called by the Chairperson. Recommendations are made to the Dean of the College of Education who reviews them and makes recommendations to appropriate University committees and the Provost.
- F. **The College Diversity Committee** shall:
- 1) develop, monitor the implementation, and revise annually a strategic action plan for diversity for the College to be coordinated with Administrative Council
  - 2) provide leadership in the College's efforts to improve student, staff and faculty recruitment, retention, support and mentoring, informed by regular self-study research in the college, and by the COE Alliance for Social Justice and Diversity
  - 3) work cooperatively on diversity-related issues brought to the committee by department chairs, the deans, other standing committees or the College of Education Alliance for Social Justice and Diversity.
  - 4) recommend professional development activities to the dean
  - 5) consist of the faculty committee and two subcommittees, which will be dedicated to staff and student issues respectively.
  - 6) convene voluntary sub-groups around strategic goals involving both members and non-members of the standing committee

### ***Section 5.3 - Committee Membership***

The College Steering Committee will be comprised of the chairs of the other four standing committees of the College, the Faculty Chairperson, and the Faculty Chairperson-Elect. The Faculty Chairperson will have the responsibility to make up to three additional appointments to be certain that every department is represented

on the Steering Committee. The other committees will be comprised of seven people, two elected from EDST, EDLP, and ITE for two year terms (staggered), and one from Physical Education [except for the Diversity Committee]. Two student members will serve on the Student Affairs, Basic Programs and Advanced Programs Committees. At least one representative from each department must be a tenured faculty member.

**College Steering Committee** (composed of faculty members as described above - - the chairs of each standing committee, the Faculty Chairperson and Chairperson-Elect; up to three additional faculty appointed by the Faculty Chairperson to assure that every department and *both tenure track and full time non-tenure track faculty* is represented. Committee terms: one year).

**College Faculty Affairs Committee** (composed of seven faculty members - - two members from EDLP, EDST, ITE, and one from PE; committee terms: two years)  
- - ex-officio: College of Education Faculty Chairperson

**College Student Affairs Committee** (composed of seven faculty members - - two members from ITE, EDST, EDLP, one from PE; two students; committee terms: two years for faculty, one year for students)  
- - ex-officio: Associate Dean, Academic Affairs

**College Basic Programs Curriculum Committee** (composed of seven faculty members - - two members from EDST, ITE, EDLP, one from PE; two students; committee terms: two years for faculty, one year for students)  
- - ex-officio: Associate Dean, Academic Affairs

**Advanced Programs Governance Committee** (composed of seven faculty members - - two members from EDLP, ITE, EDST, one from PE; two graduate students; committee terms: two years for faculty, one year for students)  
- - ex-officio: Associate Dean, Academic Affairs

**College Diversity Committee** shall include:

- 1) seven faculty members, two each from each department, except physical education, which shall have one, for terms of two years,
- 2) the dean, or dean's designee, as ex-officio member.
- 3) The staff subcommittee will include one faculty member of the diversity

committee, and at least three staff members, including at least one from the general College staff, by an open solicitation, for terms of two years.

- 4) The student subcommittee will include one faculty member of the diversity committee, and at least three graduate students, with up to one from each department by an open solicitation, and two undergraduate students, selected by faculty nomination.
- 5) All full-time faculty members may nominate themselves to serve on the committee.

#### ***Section 5.4 - Standing Committee Officers and Members***

Non-tenured (probationary track) faculty may not serve as chair.

**Duties of Committee Chair:** The chair proposes and guides the work of each committee; facilitates the acquisition of student members; coordinates assignments within the committee; and solicits advice and suggestions from the dean's staff and the faculty. Non-tenured (probationary track) faculty may not serve as chair.

**Duties of Committee Secretary:** The secretary prepares minutes of each meeting; provides electronic copies of minutes for posting to the College website; and distributes committee materials, as needed.

**Duties of Faculty Committee Members:** Committee members represent their departments and are responsible for communicating committee business to department faculty when appropriate and for bringing interests and concerns of their department faculty to the committee.

**Duties of Student Committee Members:** Student committee members represent the general interests and concerns of students.