

## **Bylaw on Faculty Council on Education**

### **XI. Faculty Council on Education (Ref 4/04)**

A. The Mission of the Faculty Council on Education shall be to provide a forum for faculty to discuss and make recommendations on issues related to effective teaching and learning and educational excellence.

B. The Faculty Council on Education shall:

1. Elect Co-Chairs from among its Representatives who shall not also be General Officers of the Federation;
2. Establish committees of the Faculty Council on Education and appoint members to such committees;
3. Meet at least once during each month of the regular academic year on regularly established days and times, and additionally as needed. All members of the Federation bargaining units, and Department Heads, shall have the right to attend and speak at Faculty Council on Education meetings. In addition, the Council may invite non-members to attend and speak at meetings for informational purposes. A quorum for meetings of the Council shall be 30% of the number of Representative positions. By vote of the Council, electronic voting may be used, on a case by case basis, for approval of individual motions;
4. Review and act on reports from Faculty Council on Education committees;
5. Make recommendations to the Standing Committees;
6. Make recommendations to the General Education Coordinator and Committee on matters of implementation of General Education policy, should this Coordinator and this Committee be instituted;
7. Make recommendations to the Representative Council, or to the bargaining units' Proposals Committees, or the General Membership;
8. Send copies of its recommendations to the Executive Committee of the Faculty and Staff Federation for review concerning their impact on contractual issues and for possible referral to the appropriate bargaining unit or General Membership. The Federation's General Membership and bargaining units have final authority on all contractual matters.

C. Faculty Council on Education Representatives

1. Department Representatives to the Faculty Council on Education.
  - a. Each of the academic Departments shall elect Faculty Council on

Education Representative(s) from among its members (including the Department Head). Departments are identified in the attached document.

b. A department with one Federation member shall be entitled to a representative. For each additional thirty (30) Federation members, the department is entitled to elect one (1) additional representative. Notwithstanding the above, no Department shall be entitled to more than six representatives. Alternate Representatives shall be listed in the order of votes received.

2. At-Large Representatives to the Faculty Council on Education.

In addition to departmental representatives to the Faculty Council on Education, there shall be four at-large representatives elected from the FT Bargaining Unit and four at-large representatives elected from the PT/VL Bargaining Unit. Candidates may run for election both in their department and at-large.

3. Faculty Council on Education Representatives shall be elected in the Spring of each academic year for a one-year term, in accordance with the provisions of Article XII of the Federation's Constitution, except that all members of each of the Faculty Bargaining Units and Department Heads shall be eligible to vote. The terms of all Representatives shall begin on the following September 1.

4. A Faculty Council on Education Representative shall:

- a. Serve as a voting member of the Faculty Council on Education, helping the Council to carry out its mission;
- b. Convey to the Council concerns and insights of his/her colleagues; and
- c. Communicate with his/her Department, and with the faculty in general, all questions under consideration by the Faculty Council on Education.

5. A Faculty Council on Education Alternate shall:

- a. Serve as a member of the Faculty Council on Education, helping the Council to carry out its mission. Alternates are non-voting members of the Council except in the circumstances described in the provisions of C. 5. b. below;
- b. Vote at meetings of the Faculty Council on Education under the following circumstances: the Alternate Representative present who has the highest number of votes received in the Council Election shall be entitled to vote in the absence of the Representative for a corresponding Department or At-Large position;

#### D. Co-Chairs of the Faculty Council on Education

1. The Co-Chairs shall:
  - a. Call meetings of the Faculty Council on Education as required by Section XI.B.3; or upon the request of the Co-Presidents or the Executive Committee of the Faculty and Staff Federation; or upon presentation to the Co-Chairs of a petition of twenty (20%) per cent of the Council's membership;
  - b. Preside at meetings of the Faculty Council on Education;
  - c. Be *ex officio* members of the Federation's Executive Committee; and
  - d. Make a written or oral report at each Representative Council meeting on proposals being considered by the Faculty Council.
  - e. Serve as members of the Steering Committee, and call meetings of the Steering Committee.

#### E. The Steering Committee of the Faculty Council on Education

1. The Steering Committee of the Council shall set the agenda for Council meetings, and make recommendations to the Council about the formation of committees, and about other Council actions.
2. The Steering Committee shall consist of the Co-Chairs, a representative of each of the committees of the Council (to be elected by the Council at a regular meeting), and two at-large members (elected by the Council annually from among the Council Representatives ).