Johns Hopkins University

School of Education

Bylaws of the Faculty Senate
Article I: Function of the Faculty Senate

Article II: Membership of the Faculty Senate

Article III: Officers of the Faculty Senate

Article IV: Elections of Faculty Senate Officers and Committee Chairs

Article V: Faculty Senate Meetings

Article VI: Executive Committee of the Faculty Senate

Article VII: School of Education Committees

Article VIII: Amendment of the Bylaws
These bylaws and all amendments adopted as hereinafter provided shall henceforth constitute the rules and regulations governing the conduct and procedures of the Faculty of the School of Education, Johns Hopkins University. These bylaws are designed to provide an effective system for the participation of faculty in the development of policy and academic curriculum and promote the mission of the School of Education through teaching, research, and service.

The purpose of the Faculty Senate is to create an effective faculty organization that can enter into shared responsibility, advisory, and consultative partnership between the faculty, administration, staff, and students in order to promote the general welfare of the School of Education.

In order to foster an environment at the School of Education, Johns Hopkins University, which promotes continual improvement towards excellence, the Faculty Senate has as its basic purposes advocating for faculty viewpoints on issues in which faculty perceive themselves as stakeholders, promoting communication between faculty, administration, and campus organizations, providing recommendations on policies and governance issues concerning faculty, and soliciting faculty perceptions, suggestions, and recommendations.

Article I

Function of the Faculty Senate

A. Charge of the Faculty Senate

A deliberative body of faculty makes formal recommendations on specified matters. Such recommendations are subject to administrative review and shall require an official administrative response. In the event a recommendation is not approved, the administrator making the decision must show cause for not approving the specified matter.

Faculty Senate areas of responsibility:
1. Academic freedom
2. Quality of academic life
3. Criteria, policies, and procedures (e.g., conditions of work, faculty grievances/appeals)
4. Policies concerning curricula, degree requirements, standards of instruction
5. Academic policies related to students (e.g., student admissions, code of conduct, registration, student grievances, grades, retention, graduation requirements)
6. Educational, research, and scholarly activities
7. Faculty development and mentoring, faculty associates, faculty awards
8. Maintaining a website with information about the Faculty Senate
9. Legislative power over all matters pertaining to Faculty Senate meetings
10. Determination of the establishment, discontinuance, and representative composition of the membership of all Faculty Standing and Special Committees
11. Other areas deemed appropriate

Revised, Spring 2014
B. **Shared Responsibility**

A deliberative body of faculty makes recommendations or consults with an administrator. Such recommendations and consultations are subject to administrative review and shall require an official administrative response. In the event a recommendation is not approved, the administrator making the decision must show cause for not approving the specified matter.

Areas the Faculty Senate have shared responsibility with the administration include:

1. Developing the mission, priorities, strategic plans, and program initiatives for the School of Education
2. Technology in the School of Education to enhance instruction, research, scholarly work, and service
3. Rights and responsibilities of students
4. Criteria, policies, and procedures for salary, incentives, retirement, and benefits for faculty
5. Budget and fiscal responsibility
6. Criteria for faculty evaluation (e.g., teaching evaluations, annual faculty activity report)
7. Administrative reports

C. **Advisory/Consultation**

A deliberative body of faculty recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

Areas the Faculty Senate shall serve in an advisory and/or a consultative capacity include:

1. Criteria and procedures for the selection of Academic Administrators and administrative support
2. Other areas deemed appropriate

D. **Areas of Exclusion**

There are areas in which the Faculty Senate shall not have delegated authority, shared responsibility, or advise/consult with the administration.

Areas of exclusion include:

1. Hiring procedures for administrative staff
2. Salary and benefits for administrative staff
3. Other areas deemed appropriate

*Revised, Spring 2014*
Article II

Membership of the Faculty Senate

The voting members of the Faculty Senate include:
A. Full-time promotion track (clinical or research) faculty
B. Part-time promotion track (clinical or research) faculty defined as the School of Education is responsible for paying between 51% and 75% of the salary
C. Joint-appointment, full-time Johns Hopkins University, promotion track faculty in which the School of Education is responsible for at least 50% of the salary

The non-voting members of the Faculty Senate include:
A. Full-time non-promotion track faculty with the rank of Instructor
B. Faculty Associates/Adjunct Faculty
C. Visiting Faculty
D. Joint-appointment as defined as full-time Johns Hopkins University faculty for whom the School of Education is not responsible for paying more than 49% of the salary
E. The Dean of the School of Education
F. The Vice-Dean of Academic Affairs of the School of Education

Article III

Officers of the Faculty Senate

The Officers of the Faculty Senate shall comprise the Executive Committee. Officers include the President, Vice-President, Secretary, and Parliamentarian. The President and the Vice President are not required to serve on a Standing Committee.

A. President

1. Responsibilities
   a. Ensure to the greatest extent possible that the will of the Faculty, is determined by its Senate, is accomplished
   b. Preside at Faculty Senate meetings and oversee Senate business.
   c. Work with members of the Senate Executive Committee to oversee appointments for Senate Standing Committees and the preparation of slates of candidates for Senate Special Committees.
   d. Serve as an ex-officio, non-voting member of all Senate Standing and Special Committees.
   e. Serve as a full voting member and Chair of the Faculty Senate Executive Committee.
   f. Serve as a full, voting member of the Academic Council and represent the will of the Faculty Senate on this Committee.
   g. Provide support to the Secretary and ensure relevant information is transmitted to the Faculty.
   h. Coordinate meetings with Administration.

Revised, Spring 2014
i. Serve on the Dean’s Leadership Council.

j. Coordinate Executive Committee meeting calendar.

k. Coordinate Faculty Senate meeting calendar

l. Work with the Secretary to ensure information on the Faculty Senate website is current (e.g., information about Standing and Special Committee decisions, Senate and Committee agendas and minutes, and other documents as appropriate)

m. Work with the Secretary to prepare agendas and minutes for Executive Committee meetings.

n. Prepare, in consultation with the Executive Committees, agendas for Faculty Senate Meetings.

o. Transmit a copy of the minutes of Faculty Senate meetings prepared by the Secretary to all Faculty within two weeks of the meeting.

p. Ensure the implementation of these Bylaws.

q. Oversee the revision of the Bylaws when necessary.

r. Complete other duties as appropriate.

s. Receive at least one course release per semester to responsibilities related to the presidency.

t. Receive at least 25% clerical support to assist with the tasks of the Faculty Senate.

2. **Qualifications**

   a. The President of the Faculty Senate must be at the rank of Associate or Full Professor.

   b. The President of the Faculty Senate cannot simultaneously hold an administrative position, such as dean, vice dean, assistant dean or associate dean within the School of Education.

   c. The President of the Faculty Senate must be a full-time School of Education faculty member.

3. **Term**

   a. The President of the Faculty Senate shall serve a two-year term, followed by a one year term as Past President, an ex-officio member of the Executive Committee.

   b. The President of the Faculty Senate will assume the responsibilities of the presidential position beginning August 1, of the year in which s/he is elected.

4. **Election**

   a. The President of the Faculty Senate will be elected at the end of the Spring Semester.

5. **Re-election**

   a. The President of the Faculty Senate can serve a maximum of two consecutive terms (a total of 4 years).

*Revised, Spring 2014*
b. Once the President has completed her/his term(s) of service, s/he may stand again for re-election as President after an absence of one term.

6. **Resignation**
   a. If the President resigns from the position and cannot fulfill these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may accept the President’s resignation from office.
   b. If the President resigns, a written notice shall be provided. The resignation shall be effective upon the date of receipt of the notice of resignation or the date specified in such notice.

7. **Removal**
   a. If the President fails to fulfill the responsibilities outlined in these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may remove the President from office.
   b. If the Faculty Senate approves the removal of the President, the removal of the President goes into effect immediately.

**B. Vice President**

1. **Responsibilities**
   a. Serve as an assistant to the President.
   b. Preside over Faculty Senate or Executive Committee meetings in the event the President is not available.
   c. Serve as a full, voting member of the Academic Council and represent the will of the Faculty Senate on this Committee.
   d. Assume the responsibilities of the president in the event the President resign or is removed from office.
   e. Serve on the Dean’s Leadership Council.
   f. Receive at least one course release per semester to responsibilities related to the presidency.

2. **Qualifications**
   a. The Vice President of the Faculty Senate must be at the rank of Associate or Full Professor.
   b. The Vice President of the Faculty Senate may be any voting member of the Faculty Senate who meets the above qualifications.
   c. The Vice President of the Faculty Senate cannot simultaneously hold an administrative position within the School of Education.
   d. The Vice President of the Faculty Senate must be a full-time School of Education Faculty Member.

3. **Term**

Revised, Spring 2014
a. The Vice President of the Faculty Senate shall serve a three-year term upon implementation of these bylaws. For each subsequent election period, the Vice-President shall serve a two-year term.

b. The Vice President of the Faculty Senate will assume the responsibilities of the vice-presidential position beginning August 1.

4. Election
   a. The Vice President of the Faculty Senate will be elected at the end of the Spring Semester.

5. Re-Election
   a. The Vice-President of the Faculty Senate can serve two consecutive terms (a total of 5 years upon implementation of these bylaws; and thereafter for a total of 4 years).
   b. Once the Vice President has completed his/her term(s) of service, s/he may stand again for re-election as Vice-President after an absence of one term.

6. Resignation
   a. If the Vice-President resigns from the position and cannot fulfill these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may accept the Vice-President’s resignation from office.
   b. If the Vice-President resigns, a written notice shall be provided. The resignation shall be effective upon the date of receipt of the notice of resignation or the date specified in such notice.

7. Removal
   a. If the Vice-President fails to fulfill the responsibilities outlined in these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may remove the Vice-President from office.
   b. If the Faculty Senate approves the removal of the Vice President, the removal of the Vice President goes into effect immediately, and a special election will be held.

C. Secretary

1. Responsibilities
   a. Record minutes during Faculty Senate and Executive Committee meetings.
   b. Record minutes during regularly scheduled meetings with the Administration.
   c. Keep a record of attendance at all meetings and enter it in the minutes.
   d. Work with the President to ensure information on the Faculty Senate website is current (e.g., information about Standing and Special

Revised, Spring 2014
Committee decisions, Senate and Committee agendas and minutes, and other documents as appropriate)

- e. Work with the President to prepare agendas and minutes for Executive Committee meetings.
- f. Prepare, in consultation with the Executive Committee, agendas for Faculty Senate meetings.
- g. Prepare, in consultation with the Executive Committee, agendas for meetings with the Administration.
- h. Transmit a copy of the Faculty Senate meetings minutes to all Faculty within two weeks of the meeting.

2. Qualifications
   - a. The Secretary of the Faculty Senate must be at the rank of Assistant, Associate, or Full Professor.
   - b. The Secretary of the Faculty Senate cannot simultaneously hold an administrative position within the School of Education.
   - c. The Secretary of the Faculty Senate must be a full-time School of Education Faculty Member.

3. Term
   - a. The Secretary of the Faculty Senate shall serve a one-year term.
   - b. The Secretary of the Faculty Senate will assume the responsibilities of the secretarial position beginning August 1.

4. Election
   - a. The Secretary of the Faculty Senate will be elected at the end of the Spring Semester.

5. Re-Election
   - a. The Secretary of the Faculty Senate can only serve one term. The Secretary cannot serve consecutive one-year terms.
   - b. The Secretary may be re-elected after an absence of one term.

6. Resignation
   - a. If the Secretary resigns from the position and cannot fulfill these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may accept the Secretary’s resignation from office.
   - b. If the Secretary resigns, a written notice shall be provided. The resignation shall be effective upon the date of receipt of the notice of resignation or the date specified in such notice.

7. Removal
   - a. If the Secretary fails to fulfill the responsibilities outlined in these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum

Revised, Spring 2014
of eligible voting faculty members, may remove the Secretary from office.
b. If the Faculty Senate approves the removal of the Secretary, the removal of the Secretary goes into effect immediately.

D. Parliamentarian

1. Responsibilities
   a. The Parliamentarian shall advise the Faculty Senate on formal rules and procedures using Robert’s Rules of Order.

2. Qualifications
   a. The Parliamentarian of the Faculty Senate must be at the rank of Assistant, Associate, or Full Professor.
   b. The Parliamentarian of the Faculty Senate cannot simultaneously hold an administrative position, such as dean, vice dean, assistant or associate dean, within the School of Education.
   c. The Parliamentarian of the Faculty Senate must be a full-time School of Education Faculty Member.

3. Term
   a. The Parliamentarian of the Faculty Senate shall serve a one-year term.
   b. The Parliamentarian of the Faculty Senate will assume the responsibilities of the parliamentarian position beginning August 1.

4. Election
   a. The Parliamentarian of the Faculty Senate will be elected at the end of the Spring Semester.

5. Re-Election
   a. The Parliamentarian of the Faculty Senate can serve a maximum of two consecutive terms (a total of 4 years).
   b. The Parliamentarian may be re-elected after an absence of one term.

6. Resignation
   a. If the Parliamentarian resigns from the position and cannot fulfill these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum of eligible voting faculty members, may accept the Parliamentarian’s resignation from office.
   b. If the Parliamentarian resigns, a written notice shall be provided. The resignation shall be effective upon the date of receipt of the notice resignation or the date specified in such notice.

7. Removal
   a. If the Parliamentarian fails to fulfill the responsibilities outlined in these Bylaws, the Faculty Senate, with the approval of two-thirds of a quorum
of eligible voting faculty members, may remove the Parliamentarian from office.

b. If the Faculty Senate approves the removal of the Parliamentarian, the removal of the Parliamentarian goes into effect immediately.

Article IV

Elections of Executive Committee Members

The procedures for the nomination and election of Executive Committee Members shall be administered by the Executive Committee of the Faculty Senate or their designee. The Executive Committee will be responsible for keeping records of such elections on file for future reference. Members of the Executive Committee of the Faculty Senate shall consist of President, Vice President, Secretary, and Parliamentarian. There shall be an additional three members elected by the Senate to represent faculty on the Executive Committee. The three elected members shall be representative of the three professorial ranks (i.e., an Assistant Professor, an Associate Professor, and a Full Professor). The immediate Past President shall serve as an ex-officio member on the Executive Committee.

A. Nomination Process

1. Eligible voting faculty members may nominate other individuals who meet the requirements outlined in this document for the Faculty Senate Officers and elected representatives (Full Executive Committee).
2. Eligible voting faculty members who meet the requirements outlined in this document may nominate themselves for a Faculty Senate Office or Executive Committee position.
3. The Executive Committee shall compile a list of open positions for the Faculty Senate Officers and the Executive Committee members in January for the upcoming academic year.
4. The Executive Committee shall make this list available to eligible voting faculty members by February 1 to begin the nomination process.
5. Eligible voting faculty members will have until March 1 to nominate themselves or others for the open positions. The Executive Committee shall determine and publish the method procedures of nominating members for the open positions.
6. The Executive Committee shall contact faculty members nominated for Executive Committee positions and ask if the faculty member accepts the nomination and is willing to serve.
7. The Executive Committee shall review the nominees for the open positions by March 31, to ensure they meet the requisites for the positions outlined in this document.
8. The Executive Committee shall develop a ballot with the nominees.
B. *Election Process*

1. The Executive Committee shall distribute the ballots to eligible voting faculty members by April 1. Ballots shall be completed and returned to the Executive Committee by April 15. The Executive Committee shall determine and publish the method of election of its members.
2. Each eligible faculty member may vote for as many nominees as there are positions to be filled.
3. The nominee who receives the most votes for each vacant Faculty Senate Officer and Executive Committee position shall be elected to that position.
4. In the case of tie votes for Faculty Senate Officers and the Executive Committee positions, a second ballot shall be established and distributed to eligible voting faculty members by April 16. Ballots shall be completed and returned to the Executive Committee by April 30. The second ballot shall establish the elected Faculty Senate Officers and the Executive Committee members.
5. The names of the persons elected as Faculty Senate Officers and Executive Committee members shall be announced to the Faculty by May 15.

C. *Special Election Process*

1. In the event the President resigns or is removed from office, the Vice President will assume the responsibilities of the President and complete the term.
2. The Vice President, now serving as the President, along with the Executive Committee, shall hold a special election within one month of the resignation or removal of the President to elect an eligible replacement to fulfill the role of the Vice-President for the remainder of the term.

*Article V*

**Faculty Senate Meetings**

The Faculty Senate meetings are open for any voting member and non-voting members to attend.

**A. Frequency of Faculty Senate Meetings**

1. The Faculty Senate shall meet in regular sessions at least four times per year, twice during the fall and spring semesters at a time and place to be determined by the Executive Committee.
2. The Faculty Senate meetings shall be scheduled at least two weeks prior to Academic Council meetings.
3. The Executive Committee shall have the authority to convene special sessions of the Faculty Senate during any semester.
B. Notice of Meetings

1. Notices of Faculty Senate meetings shall be communicated by the President and Secretary to each voting and non-voting member at least two weeks prior to such regular meetings.
2. Notices of special meetings shall be communicated by the President and Secretary to each voting member and non-voting member at least three working days (72 hours) prior to the date of the special meeting.
3. Notices of all Faculty Senate meetings shall specify the time and place of the meeting and the matters to be discussed and acted upon at such meetings.
4. Eligible voting and non-voting members may attend meetings in-person or remotely (using technology).

C. Order of Business

1. Distribution of list of members for determining attendance.
2. Approval or revision and approval of minutes
3. President’s report
4. Secretary’s report
5. Agenda business items
6. Introduction of new business
7. Announcements, concerns, future agenda items

D. Agenda

1. The Executive Committee shall set the agenda for the Faculty Senate meetings.
2. Any voting and non-voting faculty member can suggest an agenda item by submitting it to the President or a member of the Executive Committee.
3. Suggested agenda items must be submitted three weeks prior to the Faculty Senate meeting. Agenda items cannot be added to the Faculty Senate meeting agenda once the agenda has been disseminated to the Senate membership.
4. Committee reports must be submitted one week prior to the Faculty Senate meeting.
5. The President shall submit the agenda to the Dean when the agenda is disseminated to the Senate membership.

E. Quorum

1. Fifty-one (51) percent of the voting faculty of the Faculty Senate shall constitute a quorum.
2. A quorum (fifty-one percent) of the Faculty Senate must be present, face-to-face or through technology, in order to hold the meeting and conduct any official action.
3. Of the quorum (fifty-one percent), two-thirds of the voting faculty must agree on an official action in order for it to pass.

Revised, Spring 2014
4. If a quorum (fifty-one percent) is not present, the Executive Committee reserves the right to vote on decisions on behalf of the Faculty Senate.

F. Voting, Absences and Proxies

1. Eligible voting members who are unable to attend a meeting in-person may vote on agenda items remotely (using technology) provided: 1) that the Executive Committee has agreed in advance that a remote vote is appropriate for the specific agenda in question, and 2) arrangements have been made in advance to conduct a remote vote.
2. A voting member of the Faculty Senate who does not attend the regularly scheduled meeting, whether in-person or remotely (via technology), forfeits the right to vote on agenda items. A Proxy cannot attend the meeting in place of the member of the Faculty Senate.
3. A voting member of the Faculty Senate who is present, whether face-to-face or through technology, at the regularly scheduled meeting can vote on agenda items.
4. A member of the Faculty Senate who cannot attend a special meeting in person, may have the option to attend the meeting remotely using available technology. If a voting member is not able to attend a special meeting either face-to-face or via technology, the member forfeits the right to vote on agenda items.

G. Closed Meeting

1. The Faculty Senate President may call for a closed meeting to discuss matters that are exempted from public discussion.
2. The roll call shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting.
3. Minutes of closed meetings will be kept by the Secretary and will be available after The Executive Committee has reviewed the minutes as stated in this document.

H. Minutes

1. The minutes of each meeting, including voting and non-voting members present, will be prepared by the Secretary and distributed to the Executive Committee for preliminary approval or correction.
2. After preliminary approval by the Executive Committee, the minutes will be distributed to the voting members of the Faculty Senate one week prior to the next regularly scheduled meeting.
3. The minutes will be approved or corrected at the meeting that follows their distribution.
4. Corrections will appear in the minutes of the meeting at which the corrections were made.

Revised, Spring 2014
5. After approval by the Faculty Senate, the finalized minutes will be made available (e.g., Faculty Senate website) to faculty, staff, and administration of the School of Education. The minutes will be distributed to every voting and non-voting faculty member.

Article VI

Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate consists of: the President, Vice President, Parliamentarian, and Secretary, and three additional members elected by the Senate to represent faculty on the Executive Committee. The three elected members shall be representative of the three professorial ranks (i.e., an Assistant Professor, an Associate Professor, and a Full Professor). The immediate Past President shall serve as an ex-officio member on the Executive Committee.

A. Responsibilities of the Executive Committee

a. Implement policy as directed by the Faculty Senate.

b. Meet monthly with the Dean and Vice Dean and other times as deemed necessary. This meeting can be requested by either the Executive Committee or the Dean and Vice Dean.

c. Consult regularly with each Standing Committee Chair and Special Committee Chair.

d. Assign business to Standing Committees, as deemed necessary, including business at the request of the Dean or the Vice Dean.

e. Prepare the agenda for Senate meetings.

f. Address emergency issues that require immediate response or action and act on behalf of the Faculty Senate.

g. Appoint the chair of the standing committees and special committees.

h. Appoint members of the standing committee.

i. Appoint members to special committees, in conjunction with the Administration, as deemed necessary.

j. Classify any issue requiring a vote from the Faculty Senate.

k. Address other responsibilities as appropriate.

B. Executive Committee Meetings

a. The Executive Committee shall meet monthly.

b. The Executive Committee may invite others (e.g., administrators, Committee Chairs, individual faculty members, and other guests), as appropriate to attend Executive Committee meetings.

c. Faculty Senate meetings shall be open unless otherwise indicated in these Bylaws.

Revised, Spring 2014
Article VII

School of Education Committees

The Faculty Senate shall have the following Committees: an Executive Committee, Standing Committees, and Special Committees as needed.

A. Responsibilities of Committees

1. To ensure responsible faculty governance, members of all Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and procedures of the Committees on which they serve as stated in these Bylaws.
2. All Committees shall follow Robert’s Rules of Order.
3. All Committees shall record attendance and minutes of the meetings and submit the attendance and minutes to the Executive Committee unless otherwise indicated in these Bylaws.
4. Committee Chairs shall communicate pertinent information to the Executive Committee, Dean and Vice-Dean, if applicable, and support staff.
5. Each Special Committee, when it is formed, shall be appointed a Chair by the Executive Committee.
6. Committee Chairs who facilitate the work of Standing Committees and Special Committees shall be responsible for informing new committee members of committee responsibilities and procedures.
7. Committees shall meet regularly to accomplish the work of the Committee in a timely fashion and according to timelines described in these Bylaws and/or provided by the Executive Committee.
8. Committee Chairs of Standing Committees and Special Committees shall prepare and forward to the Faculty Senate President, agenda items for consideration by the Senate with supporting documentation that includes but is not limited to minutes from the last committee meeting. The Faculty Senate President or Secretary will be responsible for approving and posting committee agendas and minutes on the Faculty Senate website. The Promotions Committee and the Dispute Resolution Committee shall be exempt from the requirement to submit minutes due to the sensitivity of the work performed by these committees; however, they are expected to submit a summary report of their activities.
9. Committee Chairs shall prepare a written report of the year’s activities that shall be posted on the Senate website and shall present that report in person at the last Senate meeting of the year.
10. Committee Chairs shall bring proposals (with rationales) to the floor of the Faculty Senate for a vote to change the Purpose, Responsibilities, Composition, Term, or Operating Procedures of Committees.
11. Committee Chairs shall be responsible for reviewing the Senate Bylaws annually to ensure that the responsibilities and procedures of the Committee conform to these Bylaws and shall be responsible, if appropriate, for informing the President and Executive Committee of suggested revision of the Bylaws.

Revised, Spring 2014
B. Composition of Committees

The composition of each Committee is described in these Bylaws. Faculty members shall typically serve concurrently on a maximum of two Standing Committees. Executive Committee members (excluding the President and Vice President) shall be required to serve on one standing committee.

C. Standing Committees

Standing Committees are permanent Committees that aid the Faculty Senate and the School of Education in accomplishing its duties. The tasks and responsibilities of the committees are intended to serve as a representative set of activities and not a definitive set of activities.

   1. Responsibilities. Many functions of the School of Education are conducted by Standing Committees of the Faculty Senate. To ensure responsible faculty governance, members of Standing Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Standing Committees on which they serve as stated in these Bylaws. Members who do not participate responsibly in the work of the Committee shall be removed by the President and the Executive Committee, and the Executive Committee shall solicit a volunteer from among the Faculty Senate to fill that vacancy. The removed committee member and the Vice-Dean of Academic Affairs shall be notified of the action by the Executive Committee.

   2. Composition. Members of Standing Committees shall be appointed by the Faculty of the School of Education as stated in these Bylaws with the exception that each area of emphasis shall select one representative for the Curriculum, Assessment, and Accreditation Committee. Faculty members shall typically serve concurrently on a maximum of two Standing Committees, unless otherwise specified in this document.

   3. Term. Members of Standing Committees shall serve a two-year term with half the members rotating off the committee each year when possible. At the implementation of these bylaws, half of the Standing Committee members for each Committee shall serve a one year term while the other half shall serve a two year term, as decided by the Executive Committee with recommendations from the Committee Chairs. Each subsequent year, after the adoption and implementation of these bylaws, Standing Committee members shall serve two-year terms.

   4. List of Standing Committees.

      During the inception of the Faculty Senate there may be instances in which all committees cannot be chaired by an Associate Professor-Research, Full Professor-
Research, Associate Professor-Clinical, or Full Professor-Clinical. In such instances, the Executive Committee shall make an exception to this proviso.

a. **Student Academic Affairs Committee**

1. **Responsibilities.** The Student Academic Affairs Committee shall address the academic affairs of students in all academic programs, excluding doctoral programs, in the School of Education. The Committee shall oversee student-related policies and procedures (e.g., admissions, comprehensive examinations, portfolios). The Committee shall study and develop effective means of recognizing student achievement in scholarship and leadership. The Committee shall serve as an advisory role to student administrative services, including but not limited to, admissions, registration, orientation, financial aid, and scholarship. The Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it selects recipients for scholarships awarded by the School of education to students. The Committee shall hear and act upon academic appeals cases involving graduate student courses and programs that cannot be resolved at the Program level. Such appeals may include, but are not limited to, appeals concerning course grades earned by graduate students. The Committee shall promote and enhance the international mission of the School of Education by initiating and developing policy recommendations concerning international issues; gathering and disseminating information pertinent to international scholarship and cooperation; serving as liaison with university-wide international committees and offices; supporting international students, educators, visiting scholars, alumni, guests, and friends while engaging in other activities pertinent to the international character of the School of Education.

2. **Composition.** The Student Academic Affairs Committee is a Standing Committee and is chaired by an Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, or Full Professor-Clinical. The Committee shall consist of one faculty member from each Area of Emphasis and the Division of Public Safety and Leadership. The Director of Student Affairs shall serve as an ex-officio member of the committee. Administrators (e.g., admission representatives) may be asked to attend committee meetings.

b. **Faculty Development Committee**

1. **Responsibilities.** The Faculty Development Committee shall address the development of full time faculty, part time faculty,
faculty associates, and adjunct faculty in the areas of teaching, research, and service. The Committee shall develop professional development opportunities (e.g., Brown Bag Lunches) and mentoring programs for all faculty members. Types of professional development opportunities and mentoring opportunities may include, but are not limited to supporting teaching through observations, promoting diversity and inclusive excellence, providing workshop series on teaching in face-to-face, online, or hybrid courses; identifying and supporting research opportunities; and informing faculty about policies and procedures related to courses (e.g., workshop for faculty associates and adjunct faculty on the library services). The Committee shall provide research support including, but not limited to: organizing a speaker series for research purposes, disseminating news about grant funding announcements or opportunities to collaborate with development, advocate for administrative support for the research process (e.g., developing grant proposals, grant budgets), and creating processes to provide student research support. In order to execute the charge of developing faculty, this committee should be allocated at least $10,000 annually to support its mission. The Committee shall review technology available to faculty that supports instruction and research and make recommendations to the Faculty Senate of technological enhancements.

2. **Composition.** The Faculty Committee is a Standing Committee and is chaired by an Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, or Full Professor-Clinical. The Committee shall consist of one faculty member from each Area of Emphasis, the Division of Public Safety and Leadership, and one Faculty member from each Center. The Director of Information Technology Systems and Services (e.g., admissions representatives) may be asked to attend committee meeting.

c. **Promotions Committee**

1. **Responsibilities.** The Promotion Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it considers faculty applications for promotion and makes recommendations to the Dean according to the standards and procedures described in Johns Hopkins University School of Education Full-Time Faculty Appointment and Promotion Policies document. Areas of responsibility for this committee include: (1) development and periodic review of criteria, policies, and procedures related to School of Education faculty promotions for Research Faculty and Clinical Faculty; (2) implementation of third year reviews for Assistant Professors; and (3) review and

*Revised, Spring 2014*
evaluation of all faculty promotion proposals at the ranks of associate and full professors. The Promotions Committee shall present the development or changes in policies and procedures of the promotion process to the Faculty Senate, with endorsement from the Executive Committee. Recommendations for promotion decisions (e.g., assistant professor to associate professor, associate professor to full professor) by the Promotions Committee shall go directly to Academic Council for ratification.

2. **Composition.** The Promotions Committee is a Standing Committee and is co-chaired by a Full Professor-Research and Full Professor-Clinical. Other Committee shall consist of Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, and/or Full Professor-Clinical, and one Center Faculty member from each Center with Associate or Full rank status. The Chairs of this committee shall serve on Academic Council.

d. **Curriculum, Assessment, and Accreditation Committee**

1. **Responsibilities.** The Curriculum, Assessment, and Accreditation Committee shall consider action on all curricular matters that affect the School of Education or relations among Programs and Areas of Emphasis within the School of Education. The primary responsibility for initiating changes in the curriculum, including modification, addition, and deletion of courses, shall reside with Programs and Areas of Emphasis. The Committee shall rely on the originating unit’s expert knowledge and best efforts to improve and assess curriculum even as it attends to the broader concerns of the School of Education. The Committee shall review all proposals from Programs and Areas of Emphasis concerning, but not limited to, (1) new program and course offerings; (2) changes in existing program, including major modifications (such as program name changes and the suspension or discontinuation of programs); and (3) other program-related proposals as appropriate. The committee shall oversee all activities related to accreditation as deemed appropriate. The Committee shall work with the Field Experience Office to ensure field experiences and internships are aligned with Program and Area of Emphasis curricula, data are collected on student performance, and standards for accreditation are met. The Committee shall make curricular recommendations to the Dean and Vice-Dean of Academic Affairs. The Curriculum, Assessment, and Accreditation Committee shall also serve as the primary advisory body regarding the evaluation of student learning outcomes in academic programs. The Committee shall coordinate the overall comprehensive assessment plan for the School of Education. The Committee shall be responsible for providing
feedback and support to faculty and academic leadership by reviewing assessment reports highlighting student-learning outcomes and for identifying and disseminating promising assessment practices. The Committee shall work in conjunction with the Strategic Planning, Policies, and Partnership Committee to identify the development and retention of programs.

2. **Composition.** The Curriculum, Assessment, and Accreditation Committee shall be co-chaired by the Assistant Dean of Assessment and an Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, or Full Professor-Clinical. The Committee shall consist of one faculty member from each Area of Emphasis, the Division of Public Safety and Leadership, one Faculty member from each Center.

e. **Doctoral Committee**

1. **Responsibilities.** The Doctoral Committee shall address the academic affairs of students in the doctoral programs, including the Doctorate of Education (EdD) and Doctorate of Philosophy (PhD) programs. The Committee shall oversee doctoral program procedures (e.g., admissions, comprehensive examinations, dissertation proposals, and dissertations) in the School of Education. The Committee shall develop research opportunities for students, provide research support (e.g., sharing with students the process of completing the Institutional Review Board application), and identify funding opportunities to support research. The Committee shall study and develop more effective means of recognizing student achievement in scholarship and leadership. The Committee shall serve as an advisory role to student administrative services, including but not limited to, admissions, registration, orientation, financial aid, and scholarship. The Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it selects recipients for scholarships awarded by the School of Education to graduate students. The Committee shall hear and act upon academic appeals cases involving doctoral student courses and programs that cannot be resolved at the Program level. Such appeals may include, but are not limited to, appeals concerning course grades earned by graduate students. The Committee shall be responsible for providing feedback and support to faculty and academic leadership by reviewing assessment reports highlighting student-learning outcomes and for identifying and disseminating promising assessment practices.

*Revised, Spring 2014*
Composition. The Doctoral Committee is a Standing Committee and is co-chaired by the Director of the EdD program and the Director of the PhD program. The Director of Student Affairs and Administrators (e.g., admissions representatives) may be asked to attend committee meetings. The Committee shall consist of one faculty member from each Area of Emphasis and one Faculty member from each Center.

f. Diversity and Civility Committee

1. Responsibilities. The School of Education's Committee on Diversity and Civility shall seek avenues to promote a culture of inclusion and civility within the School of Education. The committee shall review school policies to ensure that they are inclusive, contribute to the school’s annual diversity report submitted to the provost’s office, conduct and/or responds to climate surveys, organize professional development workshops and, seek avenues to build knowledge and understanding, take an active role in any projects with a diversity focus; and broadly seek to identify opportunities to further promote inclusion and civility within the School.

2. Composition. The Diversity and Civility Committee is a standing committee and is chaired by an Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, or Full Professor-Clinical. The Committee shall consist of one faculty member from each Area of Emphasis, the Division of Public Safety and Leadership, one Faculty member from each Center, Administrators (e.g., director of human resources) and students.

g. Strategic Planning, Policy, and Partnership Committee

1. Responsibilities. The Strategic Planning, Policy, and Partnership Committee shall seek avenues to promote and enhance the mission of the School of Education by initiating and developing policy recommendations concerning the business of the school. The Committee shall review programs, have opportunities to engage in a market analysis, review what is needed in the field of higher education to remain competitive, participate in economic decisions to improve access to education, and represent the faculty on the feasibility of developing and/or implementing new programs. The Committee shall annually review the school’s budget and make policy and programmatic recommendations in conjunction with the Curriculum, Assessment, and Accreditation committee.
2. **Composition.** The Strategic Planning, Policy, and Partnership Committee is a standing committee and is chaired by an Associate Professor-Research, Full Professor-Research, Associate Professor-Clinical, or Full Professor-Clinical. The Chair of this committee will represent the faculty on the Dean’s Leadership Council. The Committee shall consist of one faculty member from each Area of Emphasis, the Division of Public Safety and Leadership, and one Faculty member from each Center. The Associate Dean of the Office of Business and Financial Services and other Administrators (e.g., admissions representatives) may be asked to attend committee meetings.

**D. Special Committees**

Special Committees perform special functions of the Faculty Senate that are beyond the authority of a Standing Committee.

1. **Responsibilities.** Many functions related to personnel matters are conducted by Special Committees of the Faculty Senate. For that reason, meetings of these committees are generally not open. To ensure responsible faculty governance, members of Special Committees shall represent the Faculty in a fair, appropriate, professional, and objective manner and shall be knowledgeable of the responsibilities, functions, and operating procedures of the Committees on which they serve as stated in these Bylaws. Members who do not participate responsibly in the work of the Committee shall be removed by the Executive Committee, and the Executive Committee shall solicit a volunteer from among the Faculty to fill that vacancy. The removed committee member shall be notified of the action by the Senate President.

2. **Composition.** Members of Special Committees shall be appointed by the Faculty of the School of Education as stated in these Bylaws. The composition of members of the Special Committees shall be determined by the Executive Committee and shall align with the charge of the Committee. The Executive Committee shall elicit feedback about the composition of the Special Committees from eligible faculty members.

3. **Term.** The length of the terms shall be determined by the Special Committee members based on the charge of the Committee, but shall not exceed three years.

   a. **Dispute Resolution Committee.**

   1. **Responsibilities.** The Dispute Resolution Committee shall represent the Faculty in a fair, appropriate, professional, and objective manner as it addresses disputes among members of the School of Education in accordance with university and School of Education policies, procedures and guidelines.
2. **Composition.** The composition of the Dispute Resolution Committee will be determined by the Executive Committee on a case-by-case basis.

**Article VIII**

**Amendment of the Bylaws**

**Procedures for Amending Bylaws**

A. The Faculty of the School of Education shall have the power to alter, repeal, or amend these Bylaws and to adopt new Bylaws.

B. Proposed amendments and new Bylaws shall be distributed to all voting Faculty, and an electronic forum shall be provided for open discussion for no less than one week before a vote on such amendments and revisions is taken.

C. Sixty-seven (67) percent of the voting members of the Faculty Senate shall constitute a quorum.

D. A quorum (sixty-seven percent) of the Faculty Senate must be present in order to hold the meeting and conduct any official action.

E. Of the quorum (sixty-seven), two-thirds of the voting faculty must agree on an official action in order for it to pass.

F. The President of the Faculty Senate shall ensure the provisions of the articles are properly implemented.

G. If a quorum is not reached, the Executive Committee cannot make decisions on behalf of the Faculty Senate.

H. Faculty must be present (see above with the meeting) in order to vote on the bylaws (see Article V.F.4).

I. The President of the Faculty Senate shall ensure the provisions of the articles are reviewed by the Faculty Senate two years after these bylaws have been adopted.
Appendix A

Once the structure of the Faculty Senate is in effect, it is suggested the Executive Committee address the following:

1. Identify the policy, procedures, and processes when there is a disagreement between the administration and the Faculty Senate.

2. Ask Standing Committees to review and revise (if applicable) their committee descriptions as stated in the JHU SOE Constitution and Bylaws.
   a. Committee Chairs shall bring to the floor of the Faculty Senate proposals, with rationales, to change the Purpose, Responsibilities, Composition, Term, or Operating Procedures of Committees.
   b. Subject to endorsement from the Executive Committee, Committee Chairs shall bring business to the Faculty Senate for a full report

3. Ask Standing Committees to develop an evaluation system of the committee members (e.g., contribution to committee work), evaluate performance, and have this evaluation system added to digital measures.

4. Negotiate with the Administration a reduced workload or an incentive package (e.g., administrative support) for the Executive Committee members; suggesting a renegotiation occurring every three years.