1. **Purpose of the Academic Council**

A. The Academic Council of the School of Education (the “Academic Council”) provides overall governance of academic affairs within the School of Education and serves as a faculty advisory committee to the President, Provost, and Dean of the School of Education.

B. The Academic Council is charged, whether directly or through its duly appointed standing and ad hoc committees and designees, with preserving and enhancing academic excellence within the School of Education. Specific areas of responsibility include but are not limited to:

   i) Reviewing and approving faculty promotion recommendations for the following ranks: Associate Professor (research and clinical pathways), full Professor (research and clinical pathways); Associate Research Scientist, Research Scientist, and Principal Research Scientist;

   ii) Reviewing and making recommendations to the Provost on proposals for new academic programs and substantial modifications to existing academic programs requiring approval by the Maryland Higher Education Commission (and other regulatory bodies as needed); and

   iii) Reviewing and approving proposals to introduce new or substantially revised policies relating to faculty, students, and academic/curricular matters.

2. **Membership and Voting**

   A. The Academic Council shall be composed of the following voting and non-voting members, as listed in 2.B and 2.C.

   B. **Voting Members:**

   i) The President and Vice President of the School of Education’s Faculty Senate;

   ii) School of Education faculty with Associate Dean appointments;

   iii) The chairs (or co-chairs) of the Curriculum Policy and Faculty Promotions committees; and

   iv) Three faculty-at-large representatives chosen from and elected by the School of Education’s Faculty Senate to represent the school’s broader faculty at large.
C. **Non-Voting/Ex-Officio Members:**
   i) The President of Johns Hopkins University;
   ii) The Provost and Senior Vice President for Academic Affairs of Johns Hopkins University;
   iii) The Dean of the School of Education;
   iv) The Vice Dean of Academic Affairs of the School of Education;
   v) The Associate Dean of Finance and Administration of the School of Education; and
   vi) The Director of Institutional Systems, Research and Policy of the School of Education.

D. **Officers:** The Provost of the University shall serve as the permanent Chair of the Academic Council. In the event the Provost is unable to attend, a designee from the Provost’s Office shall chair the Council.

E. **Quorum:** A quorum shall constitute fifty (50) percent plus one of the eligible voting members of the Academic Council, as specified under 2.B. When voting on candidates for promotion, a quorum shall constitute fifty (50) percent plus one of the eligible voting members that meet the qualifying academic rank criteria, as specified under 2.F. A quorum must be present in order to conduct any official voting during a meeting of the Academic Council.

F. **Voting Eligibility:** Eligible voting members of the Academic Council, as specified under 2.B, can vote on all matters brought before the Academic Council, except when voting on candidates for promotion.
   i) When voting on candidates for promotion to the rank of Associate Research Scientist, only voting members with a rank of Assistant Professor or Associate Research Scientist and above are eligible to vote;
   ii) When voting on candidates for promotion to the rank of Associate Professor (research and clinical pathways) or Research Scientist, only voting members with a rank of Associate Professor or Research Scientist and above are eligible to vote; and
   iii) When voting on candidates for promotion to the rank of full Professor (research and clinical pathways) or Principal Research Scientist, only voting members with a rank of full Professor or Principal Research Scientist are eligible to vote.
G. **Voting:** When voting at meetings, a simple majority of the quorum of eligible voting members present (whether attending in-person or participating remotely via technology), as specified under 2.E, is necessary in order for a vote to pass.

i) Under certain circumstances, with the approval of the Provost, the Academic Council may choose to vote on agenda items outside of regularly scheduled meetings via an electronic email vote. For electronic email votes, a simple majority of the entire eligible voting membership, as specified under 2.B, is necessary in order for a vote to pass.

3. **Guidelines for Meetings**
   
   A. The Council shall meet at least four times each academic year, twice in the fall semester and twice in the spring semester. Additional meetings may be called during the academic year as needed.
   
   B. The Dean of the School of Education shall be responsible for the preparation of the agenda. The agenda shall be circulated by the Office of the Dean to members of the Academic Council at least three days before a scheduled meeting.
   
   C. Any member of the Academic Council may request the inclusion of a specific item on the agenda. Agenda item requests should be submitted in writing to the Office of the Dean at least one week in advance of a scheduled meeting. The Dean shall reserve the right to include or exclude agenda items at his/her discretion.
   
   D. Formal minutes of all meetings shall be recorded and maintained by the Office of the Dean.

4. **Standing Committees**

   A. The Academic Council may establish standing and ad hoc committees, as necessary, to carry out its activities.

   B. **Faculty Promotions Committee:** The Faculty Promotions Committee is a standing committee of the School of Education’s Academic Council charged with:

      i) Development and periodic review of criteria, policies, and procedures related to School of Education faculty appointments and promotions for research, clinical, and research scientist faculty;
ii) Serving in a consultative capacity, advising the Dean and search committees on an as-needed basis, with respect to initial faculty appointments at the following ranks: Associate Professor (research and clinical pathways), full Professor (research and clinical pathways), Research Scientist, and Principal Research Scientist;

iii) Implementation of third year reviews for Assistant Professors (research pathway);

and

iv) Review and evaluation of all candidates seeking promotion to the following ranks: Associate Professor (research and clinical pathways), full Professor (research and clinical pathways), Associate Research Scientist, Research Scientist and Principal Research Scientist. The committee’s recommendation regarding a candidate seeking promotion shall be forwarded to the Dean, who shall, if s/he supports the recommendation, in turn forward it to the Academic Council for final ratification.

v) The membership and chair (or co-chairs) of the Faculty Promotions Committee shall be appointed by the Dean of the School of Education. The committee shall be composed of seven (7) members. Membership of the committee is restricted to full-time School of Education faculty holding the following ranks: Associate Professor (research and clinical pathways), full Professor (research and clinical pathways), Research Scientist, and Principal Research Scientist. Committee members shall serve for a term of three years, renewable at the discretion of the Dean. Initial appointments to the Faculty Promotions Committee shall be staggered. When appointing the committee, the Dean shall consider the representation of research, clinical, and research scientist faculty, including representation from the centers. The committee shall be chaired (or co-chaired) by a full Professor.

5. Revisions to the Bylaws of Academic Council

A. These Bylaws shall be reviewed annually by the Academic Council at its first meeting of the new academic year to determine if there are any revisions to be made. However, revision proposals may be introduced at any regular Academic Council meeting.

B. Approval of a revision to the Bylaws requires a simple majority vote in support by eligible voting members.