

CONSTITUTION OF THE COLLEGE OF EDUCATION
HIGHER EDUCATION FACULTY ASSEMBLY

PREAMBLE

The

- a. The Secretary shall compile and distribute minutes for all meetings of the Assembly to each member within two weeks following each meeting.
- b. The Secretary shall distribute to each member a meeting notice with an agenda at least seven working days prior to each meeting of the Faculty Assembly.
- c. The Secretary shall provide sign-in sheets for meetings; maintain the current membership list and list of members eligible to serve as officers.
- d. The Secretary of the Faculty Assembly shall compile and distribute minutes of the Steering Committee.

4. Archivist

- a. The Archivist shall maintain records of the Faculty Assembly, including minutes of all meetings of the Faculty Assembly and its Committees.
- b. The Archivist shall manage the Faculty Assembly Web Site.
- c. The Archivist shall ensure that all documents, including policy statements, reflect approved changes.

5. COE

year two as President.

The Secretary shall serve for a one-year term.

In the event that the Vice-President is unable to complete the term and cannot serve year two as

time specified in writing to the membership. Notice of meetings and agenda shall be

If at least ten voting members submit an agenda item by petition at least 2 weeks prior to a meeting, the President must include it on the agenda for the next meeting.

E. Meeting Dates

Dates for the required Faculty Assembly meetings will be coordinated with college events. At the first meeting of the fall

communication, and
to make recommendations accordingly.

3. Equity & Work Life Committee. Purpose is to review issues related to diversity, equity in assignments and salary, and ethics, and to make recommendations accordingly.
4. Research Committee. Purpose is to conduct research and provide data to assist Faculty Assembly decision-making.

C... Ad hoc Committees

In performing its functions the Assembly may establish ad hoc committees as needed.

D. Special Committees

The Assembly may establish special committees to examine issues which are temporary in nature or are outside the scope of standing committees. All special committees will be established with a sunset provision for their existence.

Section 7. Support

The office of the Dean of the College of Education shall

The Faculty Assembly will receive adequate resources for technical and other operational expenses.

ARTICLE II: ADMINISTRATION

Section 1. The Dean

The Dean shall administer the affairs of the College under policies determined with the College's Faculty Assembly, consistent with University-wide policies.

Section 2. Evaluations

In line with the Provost's policy on administrator evaluations, the Assembly may establish a formal procedure for evaluating the performance of the Dean and Associate Deans. Evaluation of the Dean by the college Assembly may be done on an annual basis. The results shall be provided to the Dean and Associate Deans respectively.

Each department shall conduct a formal evaluation of chairpersons annually

appropriate faculty governance body in the event the administrative decision or re-organization is contrary to the majority vote of the Faculty Assembly.

ARTICLE III: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution may be amended through a two-step process.

Step 1. The proposed amendment should be