

GRADUATE SCHOOL OF EDUCATION
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
BY-LAWS December 2023

These By-Laws were submitted by the Rules of Procedure Committee to the Faculty of the Graduate School of Education and adopted on February 2, 1968. Subsequent modifications were accepted by the faculty at its regularly scheduled meetings. The By-Laws are intended to be in consonance with University regulations. In any area of conflict, University regulations have precedence.

These By-Laws shall constitute the rules and procedures that will govern the conduct and business of the Graduate School of Education.

These By-Laws supersede all previous decisions as to procedures of the faculty of the Graduate School of Education.

For the purposes of these By-Laws the abbreviation GSE shall denote the Graduate School of Education. The term faculty shall refer to the faculty of the GSE. The term Department shall refer to the various organizational subdivisions within the GSE. The term Year shall refer to the academic year beginning September 1.

I. FACULTY MEMBERSHIP AND POWERS

A. Membership of the Faculty of the Graduate School of Education shall include:

1. President of the University and the Chancellor of the New Brunswick campus.
2. The Dean and Associate and Assistant Deans of the Graduate School of Education, if voting members of the faculty, as defined in B.1 of the GSE By-Laws, of the Graduate School of Education. Faculty member means a person holding tenure or a tenure track appointment, or Non Tenure Track appointment, except as specified in A.4 of the Graduate School of Education By-Laws.
3. Members of the University faculty who hold appointments in the Graduate School of Education, including faculty members on leave, faculty members holding University appointments outside the GSE but whose tenure is in the GSE, and visiting faculty holding appointments in the GSE.
4. Officers of the University and representatives of other colleges and divisions who are nominated by the Dean or the faculty and approved by a majority of the voting members of the faculty present.

B. Voting Membership

1. Voting Members of the faculty of the GSE shall be those faculty members listed in Article A, items 1, 2, and 3 who occupy 51 percent or more of a position in the current budget of the GSE except instructors and anyone currently enrolled in a degree program of the school. A faculty member eligible to vote in the GSE and in another division of the University shall vote in the unit where s/he has a tenure-track or a non-tenure track appointment.
2. Within each department, there shall be a definition of voting membership.

C. Powers of the Faculty

1. The faculty shall have the power within the GSE to determine the basic departmental structure as well as degree and certificate programs of the GSE. In the exercise of this power, the faculty must ensure that the rights of faculty and students are protected and that the individuals most affected by a change in organizational structure be consulted prior to such change. Consultation, in this sense, refers to the opportunity to present statements and arguments regarding the proposed change to GSE committees and faculty involved, and to the faculty as a whole in at least one regular faculty meeting prior to the meeting at which a vote is to be taken.
2. The faculty shall have such other powers as are not prescribed by other portions of the By-Laws and University regulations.

II. FACULTY OF THE GSE

A. Departments

1. Membership

Each faculty member who occupies at least 51 percent of a budget position in the GSE shall belong to a department in the GSE. The basic departmental structure of the GSE as follows:

- a. The Department of Educational Theory, Policy, and Administration programmatic scope includes the social and humanistic studies of educational systems, policy and administration, and social studies, broadly defined.
- b. The Department of Learning and Teaching programmatic scope includes teaching and learning within and across the disciplines and age groups, and the applications of technology to education.
- c. The Department of Educational Psychology programmatic scope includes lifespan psychological and educational development, counseling and student development, quantitative research methods, theories of learning and cognition, and special education.

2. Duties and Powers

In addition to departmental functions as stated in the University Regulations, members of departments in the Graduate School of Education will:

- a. Develop and contribute to master's degree specializations and school-wide programs, as appropriate.
- b. Be responsible for the assessment and accreditation of programs that are within its purview.

3. Specific Departmental Programs

Each department will maintain a current list of all approved academic programs and affiliated faculty. The list will be uploaded when program changes are approved by the faculty.

B. School-wide Programs

The GSE currently offers school-wide programs in the following areas:

Teacher Education
The Ed.D. in Education
The Ph.D. in Education
The Ph.D. in Higher Education

1. Program Directors of School-Wide Programs

- a. Each school-wide program shall have a Program Director. Each Program Director is to be responsible for the effective academic and educational administration of the Program and shall promote its efficiency by every approved means.
- b. Each school-wide program will maintain a current list of approved concentration areas and affiliated faculty.

2. Eligibility to Serve as Program Director

- a. Any tenured member of the school who is a professor or associate professor is eligible to serve as a Program Director provided that they occupy at least 51 percent of a budget position of the school and is a voting member of the GSE.

3. Term of Service

- a. The Director's term of office shall normally be three years.
- b. The Dean of the GSE shall make these appointments in accordance with any existing program By-Laws.

4. Governance

- a. Each school-wide program will develop its own By-Laws that address: program governance, membership, admissions, student academic progress, and program evaluation. These By-Laws will be publicly available upon ratification and/or revision by the constituent faculty.

III. OFFICERS OF THE GSE

A. Dean

As provided in the University Regulations: The Dean of each college shall be responsible for its effective academic and educational administration and shall promote its efficiency by every approved means.

In addition, the powers and duties of the Dean shall include the appointment of certain members of the GSE committees, the recommendation of the budget, ex-officio membership on all committees, except limited by these By-Laws.

B. Associate and Assistant Deans

The nomination for positions of associate and assistant deans will be recommended to the University by the Dean.

The associate and assistant deans will have such duties and powers as are delegated to them by the Dean.

C. Secretary/Parliamentarian of the Faculty

The faculty shall elect the secretary/parliamentarian of the faculty for a term of two years. The duties of the secretary/parliamentarian of the GSE shall be:

1. To supervise a clerical secretary (usually from the Dean's office) who will take minutes of the faculty meetings and assist the secretary of the GSE as necessary.
2. To maintain a record of all actions taken by the faculty.
3. To supervise the publication and distribution of minutes and send to each member of the faculty a record of all faculty actions not later than two weeks following the meeting.
4. To maintain and hold available for reference an up-to-date compilation of the By-Laws.
5. To ensure faculty meetings are held in accord with Robert's Rules of Order, as well as University Regulations and GSE By-Laws.
6. To conduct the elections for positions for faculty committees, the University Senate, the New Brunswick Faculty Council, and for the Secretary's successor.

IV. MEETINGS OF THE FACULTY

A. Meetings

1. Regular Meetings. At least three regular meetings of the faculty shall be held each semester at the call of the Dean. The first regular meeting shall be held within one month of the commencement of the fall semester.
2. Special Meetings. Special meetings of the faculty may be held at the call of the President of the University or of the Dean. Special meetings may also be called upon the written request of at least 25 percent of the voting members of the faculty.
3. Quorum. Only faculty members as defined in section I.B. will count towards the quorum requirements. A quorum shall consist of a simple majority of such faculty. Faculty members not included in quorum counts retain all other privileges of membership.

B. Conduct of Meetings

1. Presiding Officer. The Dean, or faculty member designated by the Dean, shall preside at regular or special meetings of the faculty. In the event of the failure of a faculty member to be so designated, the faculty shall elect a presiding officer for that meeting.
2. Order of Business. An agenda shall be prepared and circulated by the Parliamentarian five calendar days prior to each meeting, after consultation with the Dean and committee chairs. Any member of the faculty may request an item to be considered for inclusion on the agenda. Requests must be received at least

two weeks prior to the meeting. The agenda shall always include an opportunity to present new business.

3. Rules of Order. The procedures of Robert's Rules of Order shall be used.

C. Remote Meetings

1. In the case where the GSE faculty as a whole or in part are unable to convene in person, the faculty has the option to discuss and vote on matters via video or audio conferencing.
2. Materials to be considered by the faculty via remote conferencing will be submitted to the faculty at least (3) business days in advance of the vote to allow for review and discussion. After three days have elapsed, if there are no unanswered faculty questions or objections remaining, the faculty will proceed to vote on the motion when convened.

V. COMMITTEES OF THE GSE SHALL BE AS FOLLOWS:

(* denotes a committee mandated by University Regulations)

- A.** The Committee on Admissions and Scholastic Standing*
- B.** The Advisory Committee on Appointments and Promotions*
- C.** The Committee on Review*
- D.** The Committee on Courses of Study*
- E.** The Committee on Rules of Procedure*
- F.** The Committee on Planning*
- G.** The Awards Committee
- H.** Student Grievance Committee
- I.** The Online Learning and Technology Committee
- J.** The Assessment Committee
- K.** Diversity, Equity & Inclusion Committee
- L.** Teacher Education Committee

To further the work of the GSE, the Dean and/or faculty may appoint Ad Hoc committees as deemed necessary.

Election of all committee members-at-large to standing committees for a given year shall occur on or by the last regularly scheduled faculty meeting of the previous academic year. A list of nominations shall be sent to each voting member not less than a week in advance of the election date.

1. Committee Membership

The appointed members shall be those appointed by the Dean. Faculty members selected at-large shall be chosen by vote of the faculty. Faculty members selected by departments shall be chosen by a vote of their respective department faculty. Students selected by departments shall be chosen following broad postings of announcements to solicit student volunteers. Membership on a committee shall be staggered and for a minimum of two years, except in the case of a faculty leave. When a term has not been completed, the department chair will select a faculty member from the representative department to complete that term.

A faculty member who is elected to more than one at-large position may select which one or more committees they will join; the next highest vote recipient shall be elected to the committee that is not selected by this faculty member.

At the pleasure of the faculty, the membership of any committee except Committees B, C, E and F may be increased.

Members elected at-large by the GSE faculty shall be voting members of that faculty, and members elected by the departments shall be voting members of the departments. The quorum for GSE committees will be the attendance of at least 51% of the faculty. Student representatives to committees shall have full voting power unless specified otherwise in the By-Laws and University Regulations. Staff representatives to committees shall have full voting power unless specified otherwise in the By-Laws and University Regulations.

2. Ex-Officio Membership

Any officer of the University may serve as an ex-officio member of any committee at the invitation of the committee concerned. Ex-officio members shall have the privilege of voice but not vote. The Dean shall be an ex-officio member of the committees of the GSE, excluding the Committee on Review and the Committee on Appointments and Promotions. The Dean may designate a representative to serve in their stead in any situation where they, the Dean, holds ex-officio status.

3. Conduct of Meetings

Each committee shall elect, from among its voting membership, a chairperson, and a secretary who shall keep minutes of its actions, unless specified otherwise in the By-Laws. Each standing committee shall hold an organizational meeting not later than October 15 of each year. Meeting agendas shall be prepared in consultation with committee members and circulated by the Committee chair two calendar days prior to each meeting.

4. Records

Such minutes of each committee as are kept shall be filed in the office of the Dean at the end of each year. Minutes shall be stored for a period of not less than three years.

Any minutes of the Committee on Appointments and Promotions and the Committee on Review shall be strictly confidential and shall be kept only for use by the respective committee or by anyone authorized by those respective committees.

A. The Committee on Admissions and Scholastic Standing

1. Membership

The committee will be composed of one faculty member and one student from each department. Faculty membership on the committee shall be for two years with staggered terms. Student members will be appointed ad-hoc by the Dean when appeals are made to the committee.

2. Ex-Officio Membership

GSE's Director of Development and Director of Personnel Services serve as ex-officio members of the committee in order to support duty d (below). A member from the Office of Student and Academic Services will also serve as an ex-officio member on the committee.

3. Duties and Powers

The duties and powers of this committee shall be

- a. To review policies of the faculty concerning student admissions, scholastic standing, and academic progress, and to recommend to the faculty any changes in policy, and to resolve any disputes concerning admissions.
- b. To establish procedures for implementing faculty policy on admissions and scholastic standing and to establish procedures for deciding upon student appeals to those policies.
- c. To review documents bearing on student appeals of faculty decisions regarding admissions, scholastic standing, and academic progress, and to render a decision in these cases.
- d. To solicit, identify, and recommend to the Dean candidates to receive scholarships and fellowships.

B. The Advisory Committee on Appointments and Promotions

1. Membership

An advisory Committee on Appointments and Promotions shall consist of four to six tenured faculty members. The members shall be appointed by the Dean. The Dean shall have the option of including on the committee one or more faculty members from other units of the University. The Dean will consult with the faculty as to the number of Advisory Committees on Appointments and Promotions in the unit, their sizes, and their composition by discipline or field. A member of an Advisory Committee on Appointments and Promotions shall not participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own.

2. Duties and Powers

The duties of an Advisory Committee on Appointments and Promotions shall be to advise the Dean regarding appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee will also be forwarded by the Dean to the Executive Vice President. The committee may also on its own initiative make suggestions regarding personnel matters to administrative officers.

C. The Committee on Review

1. Membership

This committee shall consist of four members, two elected by the faculty at-large and two thereafter appointed by the Dean. Two alternate members, one elected and one thereafter appointed by the Dean, shall be available to fill parallel vacancies on the committee.

In the selection of elected members, the faculty member receiving the third highest number of votes shall serve as the elected alternate. The Dean shall thereafter designate the appointed alternate. In the event that the elected alternate is from the department of the appellant, the Dean shall name that faculty member receiving the next highest number of votes to fill the vacancy.

No member of the appellant's department shall serve on the Committee on Review when the case of that appellant is under consideration. In the event that the appointed alternate is from the department of the appellant, the Dean shall specify a second appointed alternate. No committee member shall sit or have sat on any case at more than one level of review.

Membership shall be open only to faculty on indefinite tenure. Of the six members (four regular and two alternate) of the committee, no more than two members shall be from the same department. Faculty members on approved leave of absence retain all privileges of membership.

2. Duties and Powers

The duties and powers of the committee shall be

- a. As specified in the faculty personnel grievance procedure contained in the agreement between the University and Rutgers Council of AAUP, (to hear charges of violation of established University regulations and procedures or provisions of the agreement regarding the failure to award tenure, promotion or reappointment to the grievant, and render decisions concerning same) as specified in University Regulations.
- b. To hear any charges other than those covered by the faculty personnel grievance procedure and advise the proper authority regarding the same.
- c. To counsel and advise any member of the faculty who seeks advice with respect to any personnel problem, other than one covered by the faculty personnel grievance procedure.

D. Committee on Courses of Study

1. Membership

The committee will be composed of one elected faculty member from each department and the GSE representatives of the Undergraduate Education Council (UEC) and the Professional Graduate Degree Committee (PGDC), or their equivalents. A staff member from the Office of Student and Academic Services shall also be appointed if that office is not already represented by either the UEC or PGDC representatives. All members will have voting privileges.

2. Duties and Powers

- a. To make recommendations to the faculty regarding proposals for new, revised or eliminated courses, services, and programs in terms of their relationship to the functions of the GSE.
- b. To distribute to the GSE faculty all recommended courses, services, and programs prior to the GSE meeting at which they will be voted on. When services or programs have been previously recommended by the Teacher Education Committee or the Ed.D. Curriculum Committee, the Committee on Courses of Study shall recommend and distribute these services or programs at least four days prior to the GSE meeting at which the

recommended services and programs will be voted on. When courses, services, or programs have not been previously recommended by the Teacher Education Committee or the Ed.D. Executive Committee, the Committee on Courses of Study shall recommend and distribute these services or programs at least one week prior to the GSE meeting at which the recommended services and programs will be voted on.

- c. To review periodically existing GSE course offerings regarding program requirements, resources, and faculty interests and expertise.

E. Committee on Rules of Procedure

1. Membership

The committee will be composed of four members: one faculty member elected by each department and the Parliamentarian. The Parliamentarian will serve as the Chair of the committee.

2. Duties and Powers

- a. To consider and recommend changes in the GSE By-Laws at least once every three years.
- b. To compile and highlight all changes of the GSE By-Laws and to distribute a revised document to the faculty for approval.
- c. To consult with the Dean and GSE faculty members to ensure that program By-Laws and operating procedures comport with the University Regulations and GSE By-Laws.

F. The Committee on Planning

1. Membership

The committee will be composed of the chairperson of each department and the Associate Deans.

2. Ex-Officio

The Senior Director of Finance and Administration serves as ex-officio member to support duty a (below).

3. Duties and Powers

- a. To advise the Dean on financial matters, in equitably allotting funds among its units, and in the development of overall and working budgets.
- b. To stimulate continuing discussion of the principles and effectiveness of the educational program.
- c. To advise the Dean on program priorities in the area of line assignments, teaching, research, and service in relation to resources allocated to the GSE.
- d. To advise the Dean on long range planning in the areas of line assignments, teaching, research, and service.
- e. All major actions taken by the committee shall be reported to the faculty.

G. The Awards Committee

1. Membership

The committee will be composed of three faculty members (one from each department), each serving a two-year staggered term. The GSE Alumni Association will select one representative to serve on the committee.

2. Duties and Powers

The duties and powers of the full committee shall be

- a. To select on the behalf of the GSE faculty a student speaker to deliver a commencement address.
- b. To select on the behalf of the GSE faculty, recipients of the Distinguished Leader in Education awards.
- c. To determine the winners of GSE Alumni Association dissertation awards to be presented at the commencement ceremony and to determine the procedures for soliciting nominations.

H. Student Grievance Committee

1. Membership

The Student Grievance Committee (SGC) shall be composed of two tenured faculty members elected by each department. Two students, one from each of the two departments not involved, will be appointed by department chairs on an ad hoc basis as needed for grievances. Each grievance or disciplinary action will be heard by an ad hoc subcommittee composed of three faculty selected in rotation from a random ordering from the full committee membership, and two appointed students. Each subcommittee will select a faculty chair, who will not vote except in the case of ties. Members selected to a subcommittee may recuse themselves for cause and be replaced by the next member in the rotation; recused members would be selected on the next grievance heard by the committee.

2. Duties and Powers

- a. The SGC shall hear grievances brought by students against GSE faculty according to the procedure described in #3 below.
- b. Grievances under this procedure shall be limited to allegations brought by students of violations of University academic policy, GSE academic policy, GSE departmental policy, or academic practice in the GSE or its departments.
- c. The SGC may not substitute its substantive academic judgment for that of GSE faculty.
- d. On grievances brought to this committee, the designated subcommittee will have the duty and power to submit a fact-finding report and recommendations to the Dean and to the relevant Department Chair.
- e. This committee will not address the following:
 - i. Appeals regarding admissions, scholastic standing, and academic progress, which will be addressed by the Admissions and Scholastic Standing Committee according to its procedures.
 - ii. Separable offenses shall be addressed by the University Office of Student Conduct.
 - iii. Grievances pertaining to the Ph.D. program, which will be addressed via Graduate School-New Brunswick procedures.

- iv. Allegations by Faculty against students and students against students.

3. Procedure

- a. Students alleging violations must make every effort to resolve the matter through timely, informal discussion with the parties involved. Informal resolution can take place at any time.
- b. Within six weeks after the conclusion of the semester in which the alleged violation occurred, the student (hereafter, the grievant) may initiate a grievance by informing his/her department chair in writing via e-mail or certified mail (return receipt). (If the grievance is against the department chair, the letter shall be forwarded to the Dean or the Dean's designated representative.) The letter shall:
 - i. Ask for a meeting with the department chair (or with the Dean or the Dean's designated representative, if the grievance is against the department chair)
 - ii. State the regulations or practice that has been violated.
 - iii. State who allegedly committed the violation and when the violation occurred
 - iv. Give dates and brief summary of informal attempts to resolve the grievance
 - v. Request an appropriate procedural remedy
- c. The department chair, Dean or Dean's designated representative, within 10 working days of receipt of the letter, shall meet jointly with the grievant and the parties grieved against, consider all the available evidence, and either:
 - i. Resolve the grievance to the satisfaction of all parties involved or
 - ii. Within 24 hours during the work week or 48 hours if meeting is on a Friday, refer the grievance to the Dean or the Dean's designated representative and so notify the grievant
- d. Within 10 working days of receipt of the referral from the chair, the Dean or the Dean's designated representative shall meet jointly or individually with the grievant and the parties grieved against, consider all the available evidence, and notify the grievant in writing of his/her disposition of the matter, within another 10 days. The letter shall give the grievant the option of referring the matter to the SGC by writing a letter to the Dean or the Dean's designated representative within 10 working days.
- e. The grievant may request a hearing with the SGC by notifying the Dean or the Dean's designated representative in writing within 10 working days of the grievant's receipt of the Dean's or the Dean's designated representative's letter.
- f. If the grievant requests that the matter be referred to the SGC, the Dean or the Dean's designated representative shall, after consulting with the chair of the SGC, provide written notification of the constitution of a SGC subcommittee to the grievant and the faculty grieved against. This notification will be provided within 5 working days of receipt of the grievant's request and will inform each party:

- i. Of the membership of the subcommittee, specifying the subcommittee chair
 - ii. The grievant may present all relevant evidence and witnesses before the subcommittee
 - iii. The grievant may be accompanied by an advisor who is not an attorney
 - iv. The grievant may present documentary evidence to the subcommittee within 10 working days of receipt of this notification
- g. The grievant may challenge participation of any committee member for cause before the commencement of the hearing. The committee shall decide if it is appropriate for the challenged member to continue. If the challenge is sustained, the vacancy will be filled in rotation from other available committee members.
- h. Faculty may also challenge participation of any committee member for cause before the commencement of the hearing. The committee shall decide if it is appropriate for the challenged member to continue. If the challenge is sustained, the vacancy will be filled by the other parallel available committee member, and then the grievant will be apprised of the revised committee as specified with the right to challenge any new members, as in (g) above.
- i. Within 10 working days of receipt of the notification of the composition of the subcommittee, the grievant and the parties grieved against will provide a list of potential witnesses and any documentary evidence to be considered by the committee.
- j. At the hearing, which will be held at a time designated by the chair of the subcommittee, and within 25 working days of the constitution of the subcommittee, the grievant may be accompanied by an advisor who is not an attorney. Faculty may also be accompanied by an advisor who is not an attorney. The grievant and the parties grieved against may present evidence and witnesses either in person or in writing. The grievant and the parties grieved against will be given an opportunity to present all relevant evidence and testimony, to respond to claims made, and to rebut evidence and testimony. Questions may be asked by committee members or advisors of any witnesses, the grievant, and faculty member.
- k. The grievant or the parties grieved against, or their advisors, may request during the hearing that additional witnesses be called to address points that arise in the hearing. The subcommittee will judge whether to grant any request(s). If a request is granted, the chair of the subcommittee will suspend the hearing to call any additional witnesses. The hearing will resume at a time and date determined by the subcommittee chair. This may range from within a few minutes of the suspension to within 10 working days of the suspension.
- l. Within 10 working days of the conclusion of the hearing, the committee will issue a draft of a fact-finding report and recommendations to the grievant and to the parties grieved against.

- m. Within 10 working days of receipt of the fact-finding report, the grievant and the parties grieved against may provide a written response to the SGC challenging any of the assertions of the fact-finding report.
- n. Within 10 working days of receiving the responses of the grievant and the parties grieved against, the subcommittee will make any desired revisions to the report in response to the responses of the grievant and the parties grieved against. The subcommittee will issue the final fact-finding report and recommendations to the grievant, to the parties grieved against, and to the Dean or the Dean's representative.
- o. Extensions of time limits which are specified above may be granted by mutual written consent.
- p. The findings of the committee are binding within the limits of university and GSE regulations.
- q. The Dean will issue a decision in the case within 10 working days of receipt of the report from the grievance committee.
- r. No reprisals shall be taken against any student, advisor, witness, or member of the SGC for participation in the grievance process. Claims of any such reprisals shall themselves be grounds for grievances.

I. The Online Learning and Technology Committee

1. Membership

The committee will be composed of one faculty member from each department. Faculty membership on the committee shall be for two years with staggered terms.

2. Ex-Officio Membership

A representative from the Dean's office and a representative from GSE-OIT serve as ex-officio members of the committee in order to support duties below.

3. Duties and Powers:

- a. To provide leadership and guidance in the area of online teaching and learning
- b. To make recommendations regarding online programs and technology use
- c. To provide models of effective online teaching to GSE faculty and staff through workshops, presentations, and guest lectures.
- d. To create a community of GSE faculty and staff who will work together to enhance their individual and collective expertise by exploring together examples of best practices in online teaching.
- e. To explore possible new directions and innovative online course offerings that have the potential to attract a wide range of students to our courses.

J. The Assessment Committee

1. Membership

The committee will be composed of the following: Chair of each department; one additional faculty member from each department; the Director of Assessment and Accreditation; and the Director of Teacher Education. All members have full voting rights and are eligible to serve as Chair of the committee. Faculty

membership on the committee shall be up to five years with staggered terms across the departments. Membership shall be open to all faculty.

2. Ex-Officio Membership

A representative may be selected by the Dean to serve as an ex-officio member of the committee in order to support the duties of the committee. Committee members may designate any other ex-officio members as needed. Ex-officio members will be invited to all meetings of the committee.

3. Duties and Powers:

- a. The Assessment Committee is responsible for providing GSE leadership regarding program assessment, school-wide assessment and accreditation, and the completion of programmatic reviews and audits.

K. Diversity, Equity, & Inclusion Committee

1. Membership

The committee will be composed of one faculty member and one student from each department; one representative from the GSE Alumni Association; and three representatives appointed by the Dean, including the Dean's appointed DEI director/leader. Faculty members shall be elected by departments for three year-terms, staggered across departments. Students shall be appointed by departments to serve for a one-year term. The Department Chair shall have the authority to select a faculty member or student to fill any unfinished terms. The GSE Alumni Association representative shall serve for renewable one-year terms. The three representatives appointed by the Dean will serve for staggered terms three-year terms and shall consist of at least two staff members. All committee members shall have voting privileges. Any member may be elected as committee chair.

2. Duties and Powers:

- a. To provide GSE guidance regarding diversity, equity and inclusion to achieve greater levels of academic excellence.
- b. To work in alignment with the University's Diversity Strategic Plan and in conjunction with other chancellor-led units of the University to advance equity and diversity at our institution.
- c. To develop, propose, and revise as necessary the GSE DEI Strategic Plan.

L. Teacher Education Committee

The committee will be composed of two subcommittees:

- The Initial Teacher Education Committee (ITEC) will represent all initial teaching licensure programs at the GSE.
- The Advanced Program Coordinating Committee (APCC) will represent all advanced instructional licensure programs, educational services programs, and educational leadership programs leading to licensure.

1. Membership

Subcommittees will be chaired by the Faculty Director of Teacher Education, appointed by the Dean. All faculty committee members and staff at the director or assistant dean level shall have voting privileges. committee membership will be comprised as follows:

ITEC Subcommittee Composition:

- Faculty Director of Teacher Education
- The faculty coordinator for each GSE initial instructional licensure program
- The Faculty Director of Clinical Experiences
- Coordinator for Clinical Experiences
- Director of Alternate Route Programs
- Assistant Director of Alternate Route Programs
- Director of Assessment and Accreditation
- Coordinator for Assessment and Accreditation
- OSAS Representatives -
 - The Senior Assistant Dean for Enrollment Management and Academic Affairs
 - Assistant Dean for Advisement
 - Administrative Coordinator for Admissions
 - Student Counselor for Teacher Education Students

APCC Subcommittee Composition:

- The faculty coordinator for every licensure program leading to advanced instructional certification, educational services certification, teacher leadership, or educational leadership/administration certification.
- Director of Assessment and Accreditation
- Coordinator for Assessment and Accreditation
- Coordinator for Clinical Experiences
- OSAS Representatives –
 - The Senior Assistant Dean for Enrollment Management and Academic Affairs
 - Assistant Dean for Advisement
 - Senior Student Program Coordinator

2. Duties and Powers:

- a. To ensure that GSE programs leading to state licensure meet all standards and requirements set forth by national accreditors and the NJDOE.
- b. To engage in data-informed continuous program improvement.
- c. To develop and approve all reports for accountability and accreditation.
- d. To ensure that programs adequately balance considerations around: best practices in education preparation, equity, coherence, enrollment.
- e. To develop, design, propose, and approve course and program changes to all licensure programs for direct recommendation to the Courses of Study Committee.
- f. To assemble and host 3 annual meetings of an Advisory Council comprised of district partners.

VI. OTHER GSE BODIES

A. **Dean's Administrative Council**

1. Membership

The Council will be composed of the chairperson of each department, the relevant Associate Dean(s), the school-wide Program Directors, and one faculty member representing each of the three departments, in addition to any Dean's appointments.

2. **Duties and Powers**

The Council shall function as a method of communication between the Dean and staff, and the faculty and staff. As such, the entire range of operations in the University and the GSE are within the province of the Council for purposes of information and discussion but the Council (as distinct from its several members) shall hold no decision-making powers on matters of policy.

B. Student Advisory Council

1. **Membership**

The committee will consist of three students, one from each department, selected by procedures deemed appropriate by the department concerned and certified by the department chairperson.

2. **Duties and Powers**

- a. Place items on the agenda of faculty meetings, or meetings of any standing or ad hoc committee.
- b. Present its viewpoints and recommendations at the general faculty meeting various other faculty meetings, or to any standing or ad hoc committee by written communication and/or formal oral presentation.
- c. Administer funds received from the university's student activities fees budget and any funds that might be allocated by the dean.
- d. Sponsor workshops, seminars, or other events that are of academic interest to students.
- e. Assist in recruiting student volunteers for GSE committees.

VII. DEPARTMENT CHAIRPERSON

Chairperson

The rights and duties of the chairperson are outlined in the University Regulations and are directly applicable to those departments whose budgets are administered by the Graduate School of Education. In addition, the department chairpersons will be responsible for effective collaboration with faculties, including the support of core courses and interdisciplinary offerings.

A. Eligibility to Serve as Chairperson

1. Any tenured member of the department who is a professor or associate professor is eligible to serve as chairperson provided that the member occupies at least 51 percent of a budget position of the department and is a voting member of the GSE.

B. Term of Office of Chairperson

1. The term of office for the department chairperson shall normally be three years.

2. If it is necessary to appoint an acting chairperson for a term longer than six months, the department shall nominate to the Dean a person to serve in this capacity according to the procedure for the Nomination of Chairperson.

C. Nomination of Chairperson: The procedures are described in University Regulations.

1. By the midpoint of the semester prior to the expiration of the term of the Chairperson, or in the event of a vacancy, the Dean's Office shall poll the members of the department eligible to vote regarding their interest in serving. The ballot shall contain the names of all eligible members (professors and associate professors) except those who have withdrawn their names. Each member shall vote for one choice on the ballot. The ballot shall be returned to the Dean's Office. Ballots shall be counted and the count certified by the Dean's Office. The candidate receiving the votes of a majority of those eligible to vote shall be the nominee of the department to the Dean. The results of the elections will be made available to the faculty by memorandum immediately upon certification by the Dean's Office. The Chair is appointed by the Dean.
2. If no candidate receives a majority on the first ballot, or if the candidate receiving a majority declines to serve, the Dean's Office shall prepare a second ballot containing the names of the two highest candidates or, in case of a tie for first place, the names of those involved in the tie. From this point on, the procedure shall be that set forth in Paragraph 1 above/ In case of a tie for second but not first place, the names of the highest candidate and those involved in the tie shall be placed on the second ballot. In such case, the procedure shall be that set forth in Paragraph 1 above, except that each voting member shall cast two votes, one for two different candidates. The two highest candidates' names will then be presented to the department by the Dean's Office on a third ballot, on which there shall be one vote per voting member. If ties still exist after the second ballot results are tallied, the matter shall be referred to the Committee on Rules of Procedure for development of a procedure, which will eliminate all but the two highest placed nominees.

D. Eligibility to Vote for Nomination of Chairperson

1. Any member of a department at the rank of instructor (including Non-Tenure Track Faculty) or above shall be eligible to vote subject to the limitations of the following sections.
2. No persons shall be eligible to vote for a candidate for chairperson in any department in the GSE, which provides less than 51 percent of their budgeted position.
3. Members of a department otherwise eligible shall not vote for a department chairperson if their services to the department are terminating at the end of the current academic year.

4. A faculty member who has been given a terminal one-year appointment for the coming year shall not vote for a department chairperson at any time after notification of such terminal appointment.
5. Members of a department on leave of absence and otherwise eligible may vote for department chairperson providing the leave does not exceed one year.