

INSTRUMENT OF GOVERNANCE
SCHOOL OF EDUCATION
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

I. Statement of Purpose

This instrument is designed to facilitate and govern the School of Education (SOE) Faculty's academic and professional responsibilities. In order to meet these responsibilities, the Faculty will require regular consultation with the Dean and active committee and Faculty Assembly participation.

The Faculty recognizes that legal responsibility for governance is vested in the Chancellor as the Board of Governors delegates it to her/him and as she/he has delegated it to other officers of the University.

II. Governing Bodies

- A. This Instrument of Governance establishes the following governing bodies: the Faculty Council, the Faculty Assembly, and standing committees of the Faculty Assembly. Provisions are also made for such special and ad hoc committees as may become necessary.
- B. If any positions are not filled on the Faculty Council or the Faculty Assembly, these bodies may still function.

III. Faculty Council

A. Function:

The Faculty Council serves as a vehicle to facilitate communication and discussion between the SOE Faculty and the Dean's office and the Chairs. The Faculty Council serves in a consultation and advisory role to the Dean and SOE administration. Additionally, representatives from each department elected to Faculty Council serve on the SOE Elections and Appointments Committee.

B. Membership

The Faculty Council is chaired by the Dean and shall include as members six (6) tenured faculty members (one from each department) elected within their departments, two (2) at-large faculty members elected from the SOE (one to be a pre-tenure/post-reappointment position and one to be a clinical faculty member, with the two at-large members elected from different departments). Ex-officio members of the Faculty Council include the Chair of the Faculty Assembly, the Associate Deans, and the Department Chairs. All elected members of the Faculty Council will serve a 2-

year term, with staggered elections such that four members of the Council (three departmental representatives and one at-large representative) are replaced each year. Terms of Faculty Council members may be renewed by vote of their respective department.

C. Duties

The duties of the Faculty Council include sharing and discussing information and concerns of the School; providing advice and counsel to the Dean; discussing the budget and allocation of resources; consulting on management of the SOE; facilitating communication with the Faculty; suggesting items for the agenda for the Faculty Assembly; advising the Chair of Faculty Assembly on committee appointments and other matters that may be in the purview of the Faculty Council. The Faculty Council is an advisory rather than voting body.

D. Meetings

Meetings will be called by the Dean or at the request of a majority of the Faculty Council. Minutes of Faculty Council meetings will be circulated to the Faculty. Faculty Council meetings will be open to the Faculty.

IV. Faculty Assembly

A. Function

1. The Faculty Assembly is a forum for Faculty discussion of critical issues related to the SOE's progress. The Faculty Assembly shall enact general policies for the governance of the Faculty of the SOE and approve procedures for all standing committees. The Faculty Assembly acts on reports and recommendations from Committees.

B. Membership

1. Faculty members with full-time University academic appointments, including clinical faculty, in the SOE and those having joint academic appointments in the SOE are eligible to vote.
2. Other persons having adjunct or part-time teaching responsibilities in the SOE are non-voting members.

C. Chair

1. The Chair of Faculty Assembly is responsible for convening the faculty at least once a semester, conducting the meetings, holding elections as required in the IOG, and all other duties identified in Article IV, Section F below. The Chair will also serve as the Co-Chair of the SOE Elections and Appointments

Committee in support of and assistance to the Committee Chair (Elections Officer). Other duties include ensuring the election for the next Chair-Elect in collaboration with the SOE Elections and Appointments Committee Chair and the Dean's Executive Assistant.

2. The Chair will also serve as an ex-officio member of the Faculty Council. In the event that the Chair is unable to attend a meeting of Faculty Council, it is the Chair's responsibility to reach out to the Chair-Elect with an invitation to attend.

D. Chair-Elect

1. The Faculty Assembly shall elect a Faculty member to serve as Chair-Elect for a term of one year to be followed immediately by the assumption of the office of Chair. The Chair-Elect will assist the Chair in all duties and, when required, stand in for the Chair as the representative of the Faculty Assembly.
2. The Chair-Elect will work with the Faculty Council representatives and the SOE Elections and Appointments Committee Chair to administer departmental elections for the Faculty Council.
3. The Chair-Elect is welcome to attend all Faculty Council meetings and is expected to stand in for the Chair in the Chair's absence.

E. Past-Chair

1. Upon completion of her/his term as Faculty Assembly Chair, Past-Chair will actively orient and mentor the Chair, providing support, guidance, and assistance as requested by the Chair.
2. When required, the Past-Chair will stand in for the Chair or Chair-Elect as the representative of the Faculty Assembly.

F. Quorum

1. A quorum shall consist of a majority of the voting membership.

G. Duties, Responsibilities, and Authority

1. The Faculty Assembly shall:
 - a. provide a forum for the discussion of issues;
 - b. act as the legislative body of the Faculty;
 - c. determine which matters shall be delegated to other bodies established by this Instrument;
 - d. maintain and promote high educational and professional standards of the SOE;
 - e. promote the health, safety, and welfare of all members of the SOE; and

- f. support the Curriculum Committee in approving academic and program requirements for undergraduate and graduate degrees and programs when requested.

2. Meeting and Procedures

- a. The Faculty Assembly shall hold at least one regular meeting each semester. The primary aims of meetings will be to disseminate vital information to the faculty, dialogue about critical issues impacting the SOE and/or the University, and gather faculty feedback to inform SOE administrators. The Chair of the Faculty Assembly shall determine the time, place, and the date of the meetings. Special meetings may be called at the discretion of the Chair or by a written request to the Chair by a majority of the members of the Faculty Council.
- b. The Chair of the Faculty Assembly shall serve as presiding officer of the Faculty Assembly. In the absence of the Chair, the Chair-Elect or some other member of the Faculty Assembly designated by the Chair shall preside.
- c. The Faculty Assembly may vote on any proposal, except amendments to the Instrument of Governance, at the time of the presentation of the proposal, provided that the proposal shall have been delivered to the Faculty Assembly members at least ten (10) calendar days prior to the Faculty Assembly meeting. The Faculty Assembly may vote on amendments to the Instrument of Governance provided that the amendment shall have been delivered to the Faculty Assembly at least twenty (20) calendar days prior to the Faculty Assembly meeting. Any proposal introduced from the floor with no prior circulation to the members of the Faculty Assembly shall lie on the table until the next regular or called Faculty Assembly meeting.
- d. The rules of order for the Faculty Assembly shall be based on the latest edition of Robert's Rules of Order.

H. Committees

To further conduct the business of the Faculty Assembly, standing, special, and ad hoc committees shall be established. All such committees are responsible to the Faculty Assembly, shall submit recommendations, and shall submit an annual report to the Faculty Assembly. Each standing committee shall be charged with developing its own procedures, which shall be approved by the Faculty Assembly.

The SOE Elections and Appointments Officer and Faculty Assembly Chair are responsible for ensuring that all members are seated as specified in Article IV for each SOE standing committee. The names of the SOE committee replacements for all standing committees for the following academic year are due to the Chair of the Elections and Appointments Committee (Elections Officer) by April 1st.

Special and ad hoc committees shall be appointed to meet the needs of the SOE not addressed by standing committees. Creation of standing and ad hoc committees shall be approved by the Faculty Council. The Chair of the Faculty Assembly and Dean, in consultation with the Faculty Council, shall appoint committee members as required. All such committees are responsible to the Faculty Assembly, shall submit recommendations, and shall submit reports to the Faculty Assembly as needed.

The standing committees of the Faculty Assembly are:

1. Curriculum Committee

- a. UNCG and SOE adhere to the principle that faculty are responsible for curriculum. With this in mind, the SOE's Curriculum Committee has three primary purposes:
 1. to review and make recommendations on proposals for routine changes in courses and programs to ensure compliance with university regulations and licensure requirements.
 2. to review and make recommendations on proposals for non-routine changes including the development of new courses and programs.
 3. to consider and make recommendations about policy issues that have arisen in the context of the Committee's work or that have been brought to the Committee by the Dean, Faculty Council or Faculty Assembly.
- b. The Curriculum Committee shall be comprised of one elected faculty member from each Department. The Associate Dean for Academic and Student Affairs shall serve as an *ex-officio* member and keep all records of meetings. The Committee shall elect the Chair from its membership. The Chair must be at the Associate or Professor level (tenure-line or clinical). Members of the Curriculum Committee shall serve for two years, and their terms will be staggered.

2. Promotion and Tenure Committee

- a. The Promotion and Tenure Committee shall have the responsibility to review Departmental recommendations concerning promotion, tenure, and reappointment for individual Faculty members.
- b. The Promotion and Tenure Committee shall consist of two Representatives elected by each Department and shall elect its Chair. Both Department Representatives must be tenured, and at least one must be a full professor, if at all possible. Department Chairs may not serve on the Committee.

- c. The Promotion and Tenure Committee Chair shall appoint an At-large Clinical faculty member as a voting member of the Committee when Clinical faculty members are to be reviewed by the Committee. The At-large Clinical faculty member will not be a member of a Clinical faculty candidate's department and will hold a rank above that of any Clinical faculty candidate for promotion.
- d. Members of the Promotion and Tenure Committee will serve for three years. Their terms will be staggered.
- e. A tenured member of the Faculty Access and Equity Committee of the Faculty Assembly, selected by this committee, will serve as an *ex-officio*, non-voting member of the Promotion and Tenure Committee.

3. Faculty Access and Equity Committee

- a. The purpose of the Faculty Access and Equity Committee (FAEC) is to strengthen the mission of the SOE by focusing attention on issues of access, equity, and diversity. Toward this end, the committee works to enhance the School's ability to be a welcoming, supportive, and pluralistic environment in which all members thrive. The FAEC designs and implements formalized activities that facilitate dialogue and raise awareness about access and equity issues in teaching, research, service, and community engagement. The FAEC also works with other groups across campus to support a university-wide inclusive campus.
- b. The Faculty Access and Equity Committee shall consist of one faculty representative from each department in the SOE. Representatives of other SOE groups will be invited on an *ad hoc* basis as needed. At least one member of the FAEC must be tenured, and at least one member must be from the clinical faculty. If no tenured faculty are elected by the Departments, then the Faculty Council will appoint a tenured faculty member to serve on the Committee. Similarly, if no clinical faculty are elected by the Departments, then the Faculty Council will appoint a clinical faculty member to serve on the Committee. A tenured FAEC member will serve, *ex-officio*, on the Promotion and Tenure Committee. A FAEC representative must be included on the agenda for a brief meeting with all candidates interviewing for faculty positions.

4. International Committee

- a. The International Committee supports the mission of the University and the SOE by focusing on SOE activities related to internationalization. In collaboration with other committees and offices within SOE and across campus, the committee supports SOE faculty, staff, and students by sharing resources for internationalization; fostering a welcoming and

supportive environment for SOE international students, visitors, and scholars; and promoting SOE international collaborative opportunities.

It also serves in an advisory role by providing information to faculty about university, state, and national initiatives regarding international issues and will consider any policy issues that have arisen in the context of the Committee's work or that either the Dean, Faculty Council or Faculty Assembly have asked the Committee to explore. The Committee reviews such policy matters then forwards recommendations to the appropriate source for action.

- b. Based on the working definition of internationalization provided by the NAFSA taskforce, the committee defines internationalization as “the conscious effort to integrate and infuse international, intercultural, and global dimensions into the ethos and outcomes of postsecondary education.” It involves “active and responsible engagement of the academic community in global networks and partnerships.”¹
- c. The International Committee shall consist of at least four faculty members from the SOE. Members will be solicited and recommended by existing committee members and serve a two-year term. Terms will be staggered. In addition to faculty members, the Committee will also include staff and student representatives. Every effort will be made to ensure the committee has a representative from each department in the SOE. At least one of the members shall be tenured faculty. A chair will be elected among the members at the start of each year.

5. Elections and Appointments Committee

- a. The SOE Elections and Appointments Committee is responsible for overseeing the elections and appointment processes for all UNCG Faculty Senate (see faculty senate.uncg.edu) and School standing and ad hoc committees.
- b. The Elections and Appointments Committee Chair (Elections Officer), elected by the Faculty, will lead the committee and will serve as the SOE representative to the UNCG Faculty Senate's Elections and Appointments Committee. The Chair's term will be three years.
- c. The Faculty Assembly Chair will serve as co-chair in support of and assistance to the Elections and Appointments Committee Chair. The

¹ NAFSA (2011). Contribution to internationalization of higher education. Retrieved from: http://www.nafsa.org/File/2011_izn_contributions.pdf.

Committee will be comprised of the representatives from each department elected to Faculty Council.

- d. Nominees for all open UNCG Faculty Senate committees for the following academic year are due to the Elections and Appointments Committee Chair by no later than March 1st.
- e. Elections for open positions on UNCG Faculty Senate committees and for School roles, including Faculty Assembly Chair-Elect, Elections and Appointments Committee Chair, etc. will be held during March of each academic year. Election results for all open UNCG Faculty Senate committees for the next academic year are due to the Faculty Senate by no later than March 31st.
- f. When applicable, the Elections and Appointments Committee will hold an election for the two (2) at-large faculty members of the SOE Faculty Council (one to be a pre-tenure/post-reappointment position and one to be a clinical faculty member, with the two at-large members elected from different departments per Article III, Section B).
- g. For standing School committees, the names of the committee replacements for the following academic year are due to the Elections Officer by April 1st.
- h. The Faculty Assembly Chair-elect election should also be finalized by April 1st.

V. Relationship of the Faculty Assembly and the Collaborative for Educator Preparation

The Faculty Assembly is responsible for governance of the functions and responsibilities of the Faculty of the SOE; courses, degrees, and programs provided in the SOE; and general academic oversight. When the Faculty Assembly makes a decision that affects a licensure program(s), the decision will be forwarded to the Collaborative for Educator Preparation for its consideration as it relates to implications for licensure. Collaborative for Educator Preparation decisions about licensure programs will in turn be forwarded to the Faculty Assembly's Curriculum Committee for consideration as they relate to the SOE and University curriculum.

VI. Amendments

Amendments to the Instrument of Governance shall be submitted to the Faculty Assembly by the Faculty Council. Any Faculty Assembly member may request the Faculty Council to consider amendments. The Faculty Council shall review all proposed amendments, and the Faculty Council may make such recommendations to the Faculty

Assembly, as it deems necessary and appropriate. All proposed amendments referred to the Faculty Council shall be submitted to the Faculty Assembly, together with its recommendations and rationale, for the Faculty Assembly's debate and action. The Faculty Assembly may act on amendments at the regular Faculty Assembly meeting in which they are introduced provided that all members of the Faculty Assembly shall have received a copy of the amendments at least twenty (20) calendar days prior to the regular Faculty Assembly meeting. Amendments must receive the approval of two-thirds of the Faculty Assembly members present and voting.

VII. Adoption of the Instrument

This Instrument of Governance shall become effective upon its adoption by a two-thirds vote of the Faculty Assembly and the approval of the Dean.

Approved by SOE Faculty

Date April 20, 2021



Katherine Cumings Mansfield, Chair, Faculty Assembly

04/21/21

Date



Randall Penfield, Dean, UNCG School of Education

04/21/21

Date