

Teacher Education Council Bylaws

ARTICLE I - Purposes

The Teacher Education Council (T-E-C) functions in an advisory capacity to the President through the designated head of the teacher education unit and the Vice President for Academic Affairs. Comprised primarily of representatives of each teacher education program, it is charged with the responsibility for supporting and assisting the head of the teacher education unit in:

1. ensuring necessary and productive dialogue between and among faculty in teacher education programs across the entire college;
2. facilitating the delivery, assessment, evaluation, and development of teacher education curricula;
3. monitoring admission requirements to teacher education programs;
4. recommending standards for faculty in teacher education programs and for professionals with whom teacher candidates work in the schools; and
5. communicating both general and specific recommendations for teacher education program improvements to the unit head.

ARTICLE II – Governance

A. Membership

1. Faculty Representatives – Faculty representation on T-E-C shall be comprised of one representative from each department with teacher education program(s). Members shall be selected to two year, staggered terms by whatever internal means the departments establish.
2. Unit Head – The President of the college shall designate the unit head for all teacher education programs at the college. The Unit Head will serve on the T-E-C ex-officio and without vote.
3. Ex-Officio Members – The three faculty deans (or designees), the associate vice president for undergraduate studies, the graduate dean, the Teacher Certification officer and the NCATE Coordinator will serve on the council, ex-officio and without vote.

B. Chair: The council will elect a chair and a vice chair for a two-year term from among T-E-C members. The chair/vice chair election for the ensuing term will be held during the last scheduled T-E-C meeting every other spring semester.

C. Executive Committee: There shall be a five member executive committee comprised of the chair, vice chair, and three members (one from each deanship) elected from the T-E-C membership every two years.

D. Committees: The chair of the T-E-C is authorized to establish committees and task forces and appoint members as circumstances warrant. Each committee/task force shall be provided with a specific charge, with the assignment not to exceed two year's duration unless a proposal to extend its term is approved by T-E-C. In making appointments to committees, the T-E-C chair will ensure even distribution of representatives from the three college faculties.

ARTICLE III – Responsibility of the Council and Limitations on Authority

The purpose of the T-E-C is to ensure systematic and regular dialog among and between all faculty in teacher education programs, college-wide. In addition, the council will advise the unit head on matters related to teacher education curriculum, standards, programming, and personnel. Nothing, however, in these Bylaws—either explicit or implied—shall serve to limit the responsibility or authority of the academic departments, nor shall these By-Laws in any way limit the responsibility or authority of the College Senate or other existing college governance structures. Furthermore, it shall be understood that T-E-C has no authority to engage in actions which are contrary to procedures/policies delineated in any formally approved collective bargaining agreement or which are approved as official college policy (e.g., published in DOPS).

ARTICLE IV – Meetings

A. The T-E-C will meet at least three times each year, at least once each semester. Dates of meetings will be announced in the College Bulletin at the beginning of each academic year. Meetings will be called and scheduled by the chair, with the agenda being established in collaboration between the chair, vice chair, and unit head. Meeting announcements and agenda must be distributed to T-E-C members at least ten days in advance.

B. Any five (5) voting members of the T-E-C can call a special meeting upon demand through petition. Said petition must be accompanied by a proposed agenda.

ARTICLE V – Amendments to By-Laws

Any member of the T-E-C may prepare/present a proposed amendment to the Bylaws. Proposals must have been presented in writing to T-E-C members at least 21 days prior to a scheduled meeting. A summary of said proposal must be distributed to all faculty in teacher education programs with the meeting

announcement/agenda. Adoption of amendments to Bylaws requires a majority of the eligible voting membership.

ARTICLE VI. Voting

A. Eligible Voting Membership of the Teacher Education Faculty

Faculty at Buffalo State College who are eligible to vote on matters brought before the entire teacher education unit must meet the following definition: Eligible voting members of the teacher education faculty are full-time faculty employed by Buffalo State College whose primary assignment* is to teach one or more courses in education, supervise clinical experiences,** and/or administer some portion of the unit.

All T-E-C members with voting privileges who do not meet the definition of professional education faculty shall also be granted professional education voting privileges additionally. Requests for voting privileges may be made in writing with a rationale by any full-time faculty member at Buffalo State College. Requests will be considered by the T-E-C Executive Committee on an individual basis.

A list of teacher education faculty (based on the definition set forth in Article VI. A.) shall be composed annually by the unit head (or his/her designee) and presented to the T-E-C Executive Board at the beginning of each academic year. A current roster of members of the approved list of professional education faculty will be retained in the office of the Associate Vice President for Teacher Education.

B. Decisions

Motions presented to the teacher education unit will be decided upon by a majority of eligible voting members of the professional education faculty who are present. The type of ballot used for any motion shall be at the discretion of the Chairperson unless otherwise directed by Robert's Rules of Order or the vote of the membership of the teacher education unit.

*including faculty who are currently on other assignments at the college

**excluding adjunct faculty