

BYLAWS OF THE PROFESSIONAL EDUCATION FACULTY¹
GEORGIA STATE UNIVERSITY

ARTICLE I: PURPOSES OF THE BYLAWS

These Bylaws shall serve to provide rules for governing the composition, organization, and procedures for the Professional Education Faculty of Georgia State University, and shall guide the Professional Education Faculty in the exercise of its authority.

ARTICLE II: THE PROFESSIONAL EDUCATION FACULTY

Section 1. Membership. Voting members of the Professional Education Faculty shall consist of the deans and associate deans of the Colleges of Education and Human Development, the College of Arts and Sciences, the College of the Arts, and Perimeter College and of full-time faculty members of those colleges appointed annually by their deans because of their significant responsibility to professional educator preparation programs. The President and the Provost and Senior Vice President for Academic Affairs of Georgia State University shall be ex officio members of the Professional Education Faculty. The presiding officer shall be the Dean of the College of Education and Human Development. Faculty holding emeritus status, adjunct faculty, part-time faculty, and ex officio members may attend any meeting and shall have the right to be heard but not to vote.

Section 2. Powers and Duties. The primary duty of the Professional Education Faculty is to establish excellence in professional education at Georgia State University. Subject to the Policies of the Board of Regents, University System of Georgia (Section I-9, p. 144), the Statutes of Georgia State University (Article IX, Section 1, p. 21), the Bylaws of the University Senate, Georgia State University, it shall be the responsibility of the Professional Education Faculty:

- A. To establish rules governing its own procedures and to adopt bylaws;
- B. To adopt resolutions on matters of concern;
- C. To initiate proposals on matters relevant to professional education and to review and make recommendations on such proposals that may be initiated by others;
- D. To establish standing and ad hoc committees to carry out its work.

Section 3. Meetings.

- A. **Scheduled Meetings.** At least one meeting of the Professional Education Faculty shall be held during each fall and spring semester. The Dean, or dean designee, of the College of Education and Human Development shall be the presiding officer at the meetings of the Professional Education Faculty. The Executive Committee of the Professional Education Council shall prepare the agenda for each meeting of the Professional Education Faculty. The agenda of all matters to be considered at Professional Education Faculty meetings shall be provided to all

¹ Initially approved by the faculty of the College of Education, 11/14/90, and approved by the GSU Administrative Council, 1/24/91. Amendments separating the structure of the PEF from the College of Education Bylaws were approved by the Professional Education Faculty, 9/24/93, and approved by the GSU Administrative Council, 10/13/93. Amendments were approved by the PEF, 4/15/99, and approved by the GSU Administrative Council, 3/8/00. Revised Bylaws approved by PEF 3/21/03. Revised Bylaws approved by PEF 8/22/08. Revised Bylaws approved by PEF 8/14/09. Revised Bylaws approved by PEF 11/16/09. Revised Bylaws approved by PEF 4/23/10. Revised Bylaws approved by PEF 9/13/10. Revised Bylaws approved by PEF 9/12/11. Revised Bylaws approved by PEF 9/10/12. Revised Bylaws approved by PEF 8/23/13. Revised Bylaws approved by PEF 8/22/14; Revised Bylaws College of Education name change 7/1/15. Revised Bylaws approved by PEF 4/22/2016. Revised Bylaws approved by PEF 4/21/2017.

members in a timely manner in advance of the meeting. Each Professional Education Faculty member shall have the right to vote, except as specified in Article II, Section 1 of these Bylaws. There will be no voting by proxy. A quorum shall consist of thirty percent (30%) of the Professional Education Faculty as certified by the presiding officer.

- B. **Called Meetings.** As presiding officer of the Professional Education Faculty, the Dean of the College of Education and Human Development may call a meeting of the Professional Education Faculty at any time; the CEHD Dean must call a meeting of the Professional Education Faculty on written request of the Dean of the College of Arts and Sciences, the Dean of the College of the Arts and/or the Dean of Perimeter College and must also call a meeting when requested to do so in writing by thirty percent (30%) of the Professional Education Faculty. Written notification of the time, place, matters to be considered, and action to be taken must be sent to all members of the Professional Education Faculty at least five (5) working days in advance of a called meeting. No business shall be conducted at a called meeting except as specified in such written notice.

ARTICLE III: PROFESSIONAL EDUCATION COUNCIL

Section 1. Membership. The membership of the Professional Education Council shall consist of Chair and Chair-elect, the Dean or the Dean's designee from the College of Education and Human Development, the Dean or the Dean's designee from the College of Arts and Sciences, the Dean or the Dean's designee from the College of the Arts, and the Dean or Dean's designee from Perimeter College, the Chair of each of the standing committees and one faculty member from each department which has an educator preparation program desiring to be represented and that does not have a representative from the standing committees. The Professional Education Council shall have as voting members at least one undergraduate student and one graduate student selected in a manner determined by the Professional Education Council. At least 50% but no more than 60% of the membership of the Professional Education Council will come from the faculty of the College of Education and Human Development. The deans of the College of Education and Human Development, of the College of Arts and Sciences, of the College of the Arts, and of Perimeter College may appoint at-large members to the Professional Education Council to insure this distribution, except that no more than one-third of the membership shall consist of persons so appointed. The Professional Education Council may select additional members from areas outside the university such as metropolitan area school systems, the Professional Standards Commission, the State Department of Education, and the business community.

- A. The effective term of each member of the Council shall be two years, beginning with the fall semester after selection.
- B. In the event a Council member resigns or is unable to serve, a replacement to serve the remainder of that member's term may be selected by the entity that the member represents. If a member of the Council is unable to attend a meeting, the member may invite another member of his or her department who is also a member of the Professional Education Faculty to serve as temporary representative with voting privileges.
- C. A quorum shall consist of fifty percent (50%) of the Professional Education Council as certified by the presiding officer.
- D. The Executive Committee of the Professional Education Council shall consist of the Chair, the Chair-elect, the Dean or Dean's designee of the College of Education and Human Development, the Dean or Dean's designee from the College of Arts and Sciences, the Dean or Dean's designee from the College of the Arts, and the Dean or Dean's designee from Perimeter College.

Section 2. Officers. The Chair of the Professional Education Council shall serve for one year. Each year at its annual spring meeting the Professional Education Faculty shall elect from among its members a Chair-Elect. The Chair-Elect shall serve a one-year term beginning on the first day of the following academic year and shall assume the office of the Chair beginning on the first day of the second academic year following election. The position of Chair will be filled in alternate years by (a) a member of the faculty of the College of Education and Human Development and (b) a member of the College of Arts and Sciences, the College of the Arts, or Perimeter College. The Chair shall insure that minutes of meetings are kept, circulate agendas and minutes to the faculty, and perform such other functions as may be assigned by the Professional Education Faculty or the Professional Education Council. In the Chair's absence, the Chair-Elect shall be responsible for the performance of such functions.

Section 3. Powers and Duties. The primary duty of the Professional Education Council is to promote and facilitate constructive interaction of the members of the Professional Education Faculty in the interest of maintaining excellence in professional education programs at Georgia State University.

- A. The PEC shall review all policies of external agencies that affect professional education at Georgia State University. Such bodies may include the Legislature of the State of Georgia, the Board of Regents of the University System of Georgia, the Professional Standards Commission, and the Council for Accreditation of Educator Preparation.
- B. In addition, the Council shall:
 - a. Review the work of the other standing committees
 - b. Provide the Professional Education Faculty with timely reports of its activities;
 - c. Design or approve such rules, guidelines, or further statements of policy and procedure as may appear necessary and useful in its domain;
 - d. Fulfill other responsibilities that may be assigned to it by these Bylaws;
 - e. Resolve all conflicts regarding eligibility for membership on the Professional Education Faculty;
 - f. Insure that all policies, procedures, rules, and guidelines within the domain of the Council are carried out in a timely manner consistent with those policies, procedures, rules, and guidelines.
- C. The Executive Committee of the Professional Education Council will call the meetings; determine the agendas of the Professional Education Council, the Professional Education Faculty, and the Advisory Board; and interpret the bylaws. The Executive Committee will also report to the Professional Education Faculty any course and program changes for education programs in the College of Education and Human Development, the College of Arts and Sciences, the College of the Arts, and Perimeter College.

Section 4. Procedures. Unless provided for separately, the Professional Education Council shall be guided by the following procedures:

- A. Committees. The Professional Education Council shall be served by standing committees and by ad hoc committees. Membership on the standing committees shall be chosen during each Spring semester for the next academic year, as follows, with the provision that at least 50%, but not more than 60%, of the members shall come from the College of Education and Human Development. Each department from the College of Education and Human Development and the College of Arts and Sciences, the College of the Arts, and Perimeter College which has an

educator preparation program shall choose one member for each committee on which the department wishes to be represented, and each college will appoint one at-large member. If a department chooses not to be represented, then the dean of the college may designate an additional at-large member. In addition to its faculty members, each committee will invite as voting members one undergraduate and one graduate student selected in a manner determined by the committee. Each committee may also invite representatives from the Dean's Office of the College of Education and Human Development, College of Arts and Sciences, the College of the Arts, and Perimeter College to serve as ex officio members without voting privileges.

- a. The **Unit Assessment and Accreditation Committee** focuses on Unit level assessment and accreditation and shall oversee and make recommendations to the Professional Education Council on issues regarding:
 - i. all legislative, Professional Standards Commission actions affecting curriculum or program evaluation;
 - ii. all criteria used by relevant accreditation bodies in their periodic review of programs;
 - iii. programmatic recommendations of relevant scholarly and professional associations;
 - iv. evaluate the progress of the unit towards addressing issues of diversity within the educator preparation programs as relates to the PEF conceptual framework's mission guiding principles, and learning outcomes;
 - v. findings from annual unit level data collection and analysis of educator preparation programs;
 - vi. processes and procedures related to assessment and evaluation of educator preparation programs at the program and unit level;
 - vii. revisions in program and unit assessment goals and plans;
 - viii. implementation and evaluation of the Unit Action Plans; and
 - ix. priorities for Unit Action items.
 - x. This committee shall report its findings and recommendations to the Professional Education Council.

- b. The **Clinical Partnerships and Induction Committee** shall:
 - i. Foster collaboration between the Unit and Birth -12th grade school/center partners.
 - ii. Support the development of Professional Development School (PDS) partnerships.
 - iii. Review the design, implementation and evaluation of field experiences and clinical practice to ensure alignment with the PEF Conceptual Framework; and placement of candidates in diverse school/center settings.
 - iv. Study issues related to induction and retention of Georgia State University pre-service and in-service educators;
 - v. Produce a report for the Professional Education Council based on its study and recommendations;
 - vi. Support collaboration among the College of Arts and Sciences, the College of Education and Human Development, the College of the Arts, Perimeter College, and P-12 schools in the preparation and development

- of educators;
 - vii. Serve as a resource to the Professional Education Faculty and P-12 schools on the induction and retention of educators.
 - viii. In addition to following the regular standing committee membership guidelines, the committee shall also consist of two members from the P-12 Advisory Board, the PDS Project Director, and the Director of the Office of Field Placements (ex officio).
- c. **Ad hoc committees** may be established by the Professional Education Council. Action creating an ad hoc committee must specify the mission of the committee. Any member of the Professional Education Faculty is eligible to serve as member or chair of an ad hoc committee.
- B. **Committee Procedures.** Each standing committee shall elect a chair and a secretary annually. Efforts shall be made by the Executive Committee of the Professional Education Council to ensure an equitable distribution of officers between the College of Education and Human Development, the College of Arts and Sciences, the College of the Arts, and Perimeter College.
- a. The chair shall prepare agendas, call and preside over meetings, submit timely reports of committee activities, and perform other duties that may be assigned by the committee, the Council, or the Faculty.
 - b. The secretary shall prepare minutes of each meeting; distribute approved minutes of each meeting in a timely manner to the members of the committee and to the Office of the Dean of the College of Education and Human Development for addition to the archives; maintain a suitable and accessible archive of committee minutes and other records; and perform other duties that may be assigned by the committee, the Council, or the Faculty.
 - c. Each standing committee of the council shall develop additional procedures for carrying out the functions designated to it within these Bylaws.
 - d. Each ad hoc committee shall determine its membership and procedures in a manner consistent with the action by which it was established. The chair of an ad hoc committee shall make timely reports to the Professional Education Council.
 - e. Meetings of all committees of the Professional Education Council and the Professional Education Faculty shall be open to all members of the Professional Faculty, provided that only committee members may vote. Minutes of meetings shall be open to inspection by the faculty, except that both meetings and minutes are closed to nonmembers of committees when committee business involves confidential information about individuals. Responsibility for determination of confidentiality shall rest with the committee, which shall secure the consent of individuals involved before opening a meeting or including confidential information in its minutes.

Section 5. Effective Date of Council Actions. No action taken by the Professional Education Council will take effect until such action has been presented to the Professional Education Faculty at its next regularly scheduled meeting or at a called meeting. Actions proposed by the Professional Education Council that are not rescinded by vote of the Professional Education Faculty shall become effective immediately or at a subsequent date as determined by the Faculty.

Section 6. Rescission of Council Actions. A motion to rescind an action of the Council may be made by a voting member of the Professional Education Faculty at any meeting of the Faculty. A motion to rescind passes if supported by a majority of those present and eligible to vote.

ARTICLE IV: ADVISORY BOARD

The Professional Education Faculty shall establish an Advisory Board composed of up to fifteen members selected by the Professional Education Council, on recommendation of the Executive Committee, representing schools, school systems and two-year colleges that work closely with education programs at Georgia State University. Any member of the Professional Education Faculty may nominate members to the Advisory Board.

The Chair of the Advisory Board shall meet with the Executive Committee of the PEC at least twice each year to advise the Committee on issues before the PEF.

ARTICLE V: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the proceedings of each meeting of the Professional Education Council and Faculty. A favorable vote by a simple majority of members present and voting shall constitute approval of any action except proposals for amendment of these Bylaws, provided a quorum is present.

ARTICLE VI: AMENDMENT

These Bylaws may be amended at any meeting of the Professional Education Faculty by a two-thirds vote, provided that the amendment has been submitted in writing at a previous meeting.

ARTICLE VII: INTERPRETATION

Written questions regarding the interpretation, meaning, and intent of these Bylaws may be submitted by any member of the Professional Education Faculty to the Executive Committee of the Professional Education Council. The Executive Committee shall report its interpretations and judgments in response to such questions to the Professional Education Council and, in writing, to their author(s).

ARTICLE VIII: IMPLEMENTATION

The Policies of the Board of Regents, University System of Georgia, the Statutes of Georgia State University, and the Bylaws of the University Senate, prevail and take precedence over these Bylaws. Provisions of the Policies of the Board of Regents, University System of Georgia, the Statutes of Georgia State University and the Bylaws of the University Senate applicable to the faculty of the college, to the college administration, to departments and to departmental faculty and administration, are applicable to the Professional Education Faculty.

These Bylaws shall become effective upon their adoption by the Professional Education Faculty, and upon their approval by the Deans of the College of Education and Human Development, the College of Arts and Sciences, the College of the Arts, and Perimeter College, the Provost and Senior Vice President for Academic Affairs, the President of the University, and the GSU Administrative Council.