FORDHAM UNIVERSITY
GRADUATE SCHOOL OF EDUCATION

BY-LAWS OF THE SCHOOL COUNCIL

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VISION and MISSION STATEMENT

(adopted by the Faculty, November 7, 1994)

Vision

Fordham University’s Graduate School of Education will be recognized nationally as a leader in the development of the knowledge and skills needed by teachers, counselors, psychologists, administrators, and other educators to prepare a diverse population for satisfying and productive lives in the 21st century.

Mission

In keeping with the University’s Jesuit tradition of rigorous academic endeavor, service to complex metropolitan communities, and dedication to the intellectual, moral, and social development of the person, the mission of the Graduate School of Education is to establish and maintain programs of study, service, and research that develop teachers, counselors, psychologists, administrators, and other educators:

who are committed to personal and institutional excellence;

who have the knowledge, understanding, and skills necessary as practitioner-researchers to apply and expand the theory and knowledge of their disciplines to meet the varied educational and counseling needs of richly varied metropolitan communities; and

who have the knowledge, understanding, and skills necessary to recognize the changing demands of our multilingual multicultural environment and to shape educational, counseling, and other experiences to meet students’ and clients’ needs.
History of the Organization of the Graduate School of Education

The Graduate School of Education began as a Teachers College in 1916 for undergraduates preparing to be teachers. Fordham also established a Graduate School for masters and doctoral students, in which there was a Graduate Department of Education with several divisions. The Graduate Department was referred to as the School of Education at various times until the 1930s, when the Graduate School became the Graduate School of Arts and Sciences and the Graduate Department of Education became the Graduate School of Education.

When the School became a separate unit within the University, it retained its divisional structure for most academic and personnel matters. University Statutes recognized “divisions” as equivalent, in most respects, to “departments”. Thus, to the present day, the Graduate School of Education is organized on both a school-wide and divisional basis for various curriculum, personnel, and administrative matters.

In 1976, the faculty of the Graduate School of Education voted to become a school-wide unit with respect to personnel matters.

For a more detailed history of the Graduate School of Education, please refer to Learning in the City (1992), by Joseph F. X. McCarthy, and published by the Graduate School of Education, Fordham University, New York City.
I. Role of the School Council

A. In accordance with Fordham University Statutes, the School Council of the Graduate School of Education shall have as its primary role the formulation of academic policy for the School (University Statutes 3-06.01).

B. In addition, the School Council shall assist and support the faculty of the School in the fulfillment of its responsibilities, including in the fundamental areas of curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life which relate to the academic process (University Statutes 4-01.01).

C. The School Council also shall support, through academic policy, committee work, and other means, the responsibilities of its individual faculty members, which include (from University Statutes 4-03.01):

1. Satisfactory fulfillment of teaching duties in assigned courses or their equivalents;

2. Observance of academic regulations concerning examinations, grades, cancellation of classes, etc.;

3. The preparation, proctoring, and grading of student examinations;

4. The direction, reading, and evaluation of student papers, reports, theses, and dissertations;

5. Academic counseling and guidance of students. The faculty member is expected to maintain scheduled office hours and be thoroughly familiar with academic regulations and the curriculum of the School;

6. Involvement in significant scholarly research;

7. Scholarly publication;
8. Participation in learned societies and educational organizations;

9. Participation in University, School, and Division meetings, convocations and commencements;

10. Service on committees;

11. Cooperation in the observance of University regulations.

D. The School Council recognizes and shall assist and support the role and functions of the Dean, Associate and Assistant Deans, Division Chairs and Associate Chairs, Faculty Personnel Committees (Initial Appointment, Reappointment, Promotion, Tenure) and the other committees and structures of the University as described in the related sections of the University Statutes.

II. Functions of the School Council

To fulfill its role and responsibilities, the School Council shall act to:

A. Determine the curriculum of the School consistent with the School’s mission and in keeping with University Statutes;

B. Establish academic policy regarding requirements for degrees and programs of study;

C. Establish committees, their mandates and procedures, and delegate to them matters within faculty jurisdiction for consideration, study, and recommendation to the Council;

D. Establish the agenda for its meetings;

E. Adopt and amend by-laws to govern the Council’s activities, subject to the approval of the University Board of Trustees;

III. Members of the School Council

A. Membership in the School Council shall include voting and non-voting members.

1. The voting members of the School Council shall be all tenure-line faculty of the School, including professors, associate professors, assistant professors, and instructors. In addition,
all clinical staff (i.e. clinical faculty subject to tenured-faculty review) will be granted rights and privileges to serve on and to vote in the School Council, standing and ad-hoc committees of the School Council (except on any matters prohibited by University statutes), Divisions of the Graduate School of Education, and divisional committees. [amendment approved by School Council April 6, 1998]

2. The non-voting members of the School Council shall be the Dean, Associate and Assistant Deans, the Director of Graduate Studies, full-time and part-time administrators, members of the adjunct faculty, and student representatives.

3. Each year, a Chair will be elected by the voting members of the Council. All voting members of the Council are eligible to serve as Chair. The Chair of the School Council for the next academic year will be elected at the May School Council meeting of the previous academic year [amendment approved by School Council May 2015]. The term for the Chair will be one academic year. [amendment approved by School Council May 2011]

4. Each year, an Associate Chair will be elected by the voting members of the Council. All voting members of the Council are eligible to serve as Associate Chair. The Associate Chair shall be elected during the first meeting of the Council each year. The term for the Associate Chair will be one academic year. The Associate Chair will support the work of the Chair and serve the School Council in the Chair’s absence. [amendment approved by School Council May 2012]

B. Representative student members of the School Council.

1. Each academic year, Divisions will be encouraged to elect one representative to serve on the Council. [amendment approved by School Council May 2011]

2. The selection of student representatives will follow the process described below [III. B. 2. a—e)] each year:

a) The GSE will alert students of the positions available for student representative on School Council via flyers and other notices posted and distributed at registration.
b) A description of School Council, its committees, their charges and schedules will be available in Division and other GSE offices so that students may be informed of the functions of these groups.

c) Nominations from student organizations, from students themselves, or from faculty members are to go the Division chairs by an established deadline.

d) Names of candidates are shared at a Division meeting, and from the list of candidates, members of the Division make a recommendation for student representatives to the Chair. The Chair then makes the final decision regarding which student will serve on School Council and on committees of the Council. Note: It is recommended that each Division have one permanent and one alternate member to serve on the School Council.

e) It is the intent of the School Council that this process should become more student-initiated as student organizations become more active. [Amendment approved by School Council May 4, 1998 (a--e).]

IV. Meetings of the School Council

A. The School Council may meet monthly during the academic year.

1. The first regular meeting shall be in September and the last meeting in May.

2. Special meetings may be called at the request of the Dean, by the Chairs of the three Divisions, or on petition by ten (10) voting members of the Council.

B. Due notice, including an agenda and materials supporting items to be voted upon, must be provided to all voting and non-voting members (excluding adjunct faculty) not less than one week (7 calendar days) prior to the date of the meeting (regular or special).

C. The agenda of the School Council is developed by the Council Chair
with input from members of the council. [amendment approved by the School Council May 2011]

1. Requests to include an item on the agenda must be made to the Council Chair at or before its regularly scheduled monthly meeting.

2. The Council Chair shall respond to all requests but will use her/his discretion in the listing of items for a meeting.

3. The Council Chair may refer an item to a standing committee for review prior to bringing it to the School Council.

D. A quorum is required for any meeting, regular or special, in which a vote is taken. If a quorum is not attained, no vote may be taken. A simple majority (more than 50%) of voting members constitutes a quorum.

E. Robert's Rules of Order shall be followed in deliberations and voting during School Council meetings. A Parliamentarian, who shall be elected yearly from the Council's voting members, shall assist in and assure the application of the Rules during the meetings.

F. The Council Chair shall preside at Council meetings. If the Council Chair cannot be present at the meeting, she/he shall appoint a member of the Council as Chair pro temp.

G. Minutes of the proceedings of the School Council shall be recorded by a rotating Secretary. The minutes shall be written, distributed, approved, published and archived. For the purpose of recording the minutes of the Council meetings, the Council Chair will create a list of recording secretaries using an alphabetical list of members of the Council.

V. Committees of the School Council

The committees of the School Council assist the Council in meeting its responsibilities by considering, studying, and proposing actions on the issues for which these committees are convened or about which they receive a mandate.

A. The following committees of the School Council meet regularly. The number of representatives should be the minimum number determined by each Division.
1. Advisory Committee for Minority Affairs—advises the School Council on issues related to the education and development of minority students and on issues related to developing and maintaining a diverse study body, faculty, instructional staff, and other staff for the School. This committee plans and, with the approval of the School Council and administrators, implements activities and events that support the education and development of multicultural students. Each division identifies at least one representative for this committee.

2. By-laws Committee—reviews the by-laws of the School Council each year and makes recommendations for revisions, if needed. The By-laws Committee prepares and makes available for distribution to faculty, instructional staff, administrators and other members of the School Council copies of the adopted by-laws. Each division identifies one faculty member to serve on this committee.

3. Curriculum Committee—advises the School Council on matters relating to the curriculum of the School. The Curriculum Committee reviews all proposed courses, programs of study and degrees and all proposed substantive changes to existing courses, programs of study and degrees, and makes recommendations on these proposals to the School Council. These reviews shall consider, among other things, the quality of the proposed curriculum, its fit with the mission of the School, the demonstrated need or rationale, and its fit with the standards of the relevant professional or accrediting association. Each Division identifies two members who serve on this committee. An alternate may also be identified by each division.

4. Doctoral Planning—advises the School Council on academic policy related to doctoral education in the School. Proposals for curriculum changes in doctoral programs are also to be reviewed by the Curriculum Committee. Each Division in the Graduate School of Education will appoint two representatives, ensuring that all doctoral programs housed within the Division are represented. Inter-divisional programs will appoint one representative. [Amended May 2013]

5. Quality of Teaching/Professional Development—contributes to the professional development of faculty, other instructional staff, administrators and staff by assisting the School in the
assessment of needs, the development of proposals and plans for professional development, and advising the School Council on related issues as well as on matters related to the assessment and improvement of teaching in the School.

6. Program Review and Evaluation--advises the School Council on matters related to protocols for the continuing evaluation of the School's programs, including the gathering of relevant data from students, graduates, faculty, other instructional staff, administrators, and others, and the requirements/standards of professional and accrediting associations. Each division identifies two representatives for this committee. In addition, the GSE Director of Assessment should be a voting member of this committee.

B. These committees are also regular committees and meet as needed:

1. Financial Planning Committee--advises the Dean as to the budget and financial priorities of the School. At least one member of each Division may be asked to serve on this committee.

2. Grievance Committee--reviews and makes recommendations regarding the disposition of grievances made by students according to the standing policy of the School. The Grievance Committee may be requested to advise on issues on appeal to the Dean or to the Director of Graduate Studies. Each division identifies one faculty member to serve on this committee plus an alternate and a student representative.

3. Merit Pay Committee--considers the adopted procedures and criteria of the School regarding merit and faculty applications for merit pay and makes recommendations to the Dean for the award of merit pay increments. Each Division will identify one member each year. If there are more than ten applicants from any Division, a second representative from that Division should be identified.

VI. Committee Membership

A. Unless otherwise specified, membership in the various committees of the School Council shall include not less than one representative of
the faculty of each division. These members shall be appointed or elected within their division, as determined by the divisions.

C. The Deans of the School are ex officio members of the committees of the School Council.

D. Membership on committees shall be determined at the first meeting of the academic year in each division.

E. The chair of the committee shall be elected by the members of the committee at its first meeting of the year.

F. The School administration will assist the committees in establishing the meeting dates.
VII. Committee Meetings and Procedures

A. Committees shall develop and make public their agendas and schedules for upcoming meetings. The scheduling of meetings of the standing committees shall conform to the general meeting schedule as adopted by School Council.

B. Notice of all meetings of the various committees shall be given to the Chair of the Council and to the Dean at least one week prior to the meeting.

C. Committee meetings shall be open to members of the committee and other interested members of the School.

D. Minutes of the meetings shall be taken and distributed. An archive of minutes, membership rosters, motions to the School Council and other relevant committee materials shall be kept by the chair of the committee and passed to the new chair at the beginning of each academic year.

E. Committees may convene ad hoc or subcommittees to assist in the work of the committees, as needed. Members of the ad hoc or subcommittees do not have to be members of the committee and may be drawn from the full membership of the School Council or from other resources. Additional student representatives to ad hoc and subcommittees may be appointed, as appropriate.

F. Initial Meetings of Committees of the School Council. The previous chair of each School Council Committee will call and chair the first meeting of that committee of the new academic year. At the first meeting, a new chair will be elected. If the previous chair has left the University, or is on sabbatical leave, a designated member of the committee from the same division as the previous chair will call and chair the first meeting. [Amendment approved by School Council May 4, 1998]
Addendum

Listing of Related University Statutes

In addition to the By-laws of the Graduate School of Education, the following sections of the Fordham University Statutes are particularly important to the general operation of our school and should be referred to for information related to school governance; the roles and responsibilities of the faculty, of other instructional staff, and of the administration of the School; and parameters and procedures for personnel decisions.

3-05.01   The Responsibilities of Deans
3-05.02   The Appointment of Deans
3-05.05   Associate or Assistant Deans
3-06.01   The Role of School Councils
3-08.01   Authority of Departments
3-08.02   The Chairperson of the Department
4-01.01   The Faculty
4-01.02   The Instructional Staff
4-01.03   The Various Faculties
4-01.04   Joint Appointments
4-01.05   Faculty with Administrative Appointments and Administrators with Faculty Status
4-02.01--.16  Ranks of Instructional Staff
4-03.01--.04  Responsibilities of the Faculty
4-05.01--.08  Faculty Personnel Policies and Procedures
4-05.01  General Personnel Procedures
4-06.01--.54  Faculty Role in University Governance
4-06.50  Division or Department Chairperson