

## College of Education and Community Innovation Bylaws

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### Preamble

The Faculty of the College of Education and Community Innovation, through its right of academic freedom [Board of Trustees Bylaws (hereinafter BOT) 4.2.2]; its commitment to academic responsibility [Shared Governance (hereinafter SG) 3.01]; and its authority to adopt rules to effectuate the educational and academic policies within Grand Valley State University [SG 1.04], do hereby prescribe and organize the College of Education and Community Innovation Bylaws.

The College of Education and Community Innovation (CECI) Bylaws prescribe the rights and responsibilities of the standing committees. The standing committees consist of Faculty Governance (FG), College Personnel Committee (CPC), College Curriculum Committee (CCC), College Advisory and Communication Committee (CACC), Affiliate/Visitor (AVC) Committee, and Staff Committee (SC). College units have the power to make decisions that primarily impact their unit, and shared governance should be used in these decisions. Powers include but are not limited to administrative responsibilities, operations, implementation of policies, professional development, and professional services.

### I. CECI Standing Committees

#### A. Faculty Governance (FG)

CECI Faculty Governance (FG) is a deliberative and representative forum that exists to consider the activities of the College of Education and Community Innovation (CECI) in all of its facets, with particular attention to educational objectives, strategic initiatives, and those matters that affect the common interests of faculty and students within the college. Faculty have the primary responsibility for fundamental areas such as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The FG is also empowered to request information from university administration through appropriate channels.

#### 1. Charge

- a. The FG will serve as a liaison between the CECI faculty and the Dean. The FG shall seek to represent the general interests of the CECI faculty collectively. The FG should represent faculty interests first and foremost.

b. On matters presented to the FG from CECI faculty or the Dean, the FG will review, discuss, and advise the Dean of the consensus of the faculty. FG may also initiate the request of documents from the Dean's office, including, but not limited to CECI policies and budget, strategic planning, reports, and the organization and function of existing college committees.

c. The FG will create standing and/or ad hoc committees as needed, including faculty forums or town hall meetings.

d. The FG will administer faculty committee elections (both university and college committees). The FG may use appropriate procedures to replace any governance committee member who is consistently absent from meetings upon notification by the chair of the committee.

e. The FG serves as an advocate for faculty in the college. The FG brings attention to issues of concern within the CECI community. Any faculty within the college can contact any FG representative to express concern and trust that they will remain confidential. If the issue is not within the purview of FG, the faculty member will be appropriately referred.

f. The FG will create a regular communication system to inform faculty of various governance committees and other matters impacting faculty of the college (e.g., e-newsletter). Faculty representatives are also responsible for communicating agenda topics with their constituents at least a week prior to any scheduled meetings.

g. The FG will oversee the college and university awards for regular faculty.

h. The FG will solicit annual feedback from faculty regarding topics/issues of concern.

## 2. Membership

a. The FG will have seven (7) regular faculty members, composed of one (1) member from each academic unit, and one regular faculty member serving as the Diversity, Equity, and Inclusion (DEI) representative. The DEI representative will be elected from the College at large. This individual is charged with attending to structural bias and antiracism in the work of the FG. Regular faculty members are nominated by the faculty or unit head. Each unit will elect their representative, and a broad representation of all faculty is encouraged. The Dean, or designated representative of the Dean, will serve as an ex officio member. Unit heads are not eligible to serve on the FG.

b. Nominations for the DEI representative position may occur either by colleagues, or self-nomination. The nominee(s) for the DEI representative will be responsible to identify and share any DEI-focused interest, training, background, and expertise in support of their nomination. The DEI advocate will be selected prior to the end of the Winter semester every

three years. It is the responsibility of the outgoing chair(s) to make sure that nominations are collected and selection occurs.

c. A chair of the FG, or their appointee, will have the additional responsibility of serving on the Dean's Leadership Team.

d. The chair(s) will be elected by the members of the FG.

### 3. Operations

#### a. Meetings and Attendance

i. The FG shall meet once a month during the academic year. The meeting schedule will be determined at the beginning of each regular academic semester and publicly available. Meetings can be canceled as needed, and additional meetings can be added as needed.

ii. GVSU faculty, staff, and students may attend meetings.

iii. The FG members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they may designate an alternate. Inability to attend and designated alternates should be communicated to the chair(s) beforehand.

iv. Alternates will come from the represented unit. In the case of a prolonged absence involving several meetings, the represented unit should designate the alternate.

v. Meetings will be in person. In situations where meetings cannot be held in person, a remote meeting is acceptable.

vi. The process for voting during meetings will be determined by the members of the FG committee.

#### b. Length of Terms

i. The standard term on the FG is three (3) years; terms will be staggered among members to promote continuity. Members may be elected to terms of shorter lengths to fill vacancies. Standard terms begin the Monday of finals week of Winter semester.

ii. The chair(s) of the FG will be selected prior to the end of the Winter semester each year. It is the responsibility of the outgoing chair(s) to make sure the election occurs. Whenever possible, rank and experience should be taken into consideration in choosing chair(s).

iii. Faculty may not serve on the FG while on sabbatical leave (or any leave lasting a semester or longer) and thus must yield their seat to an elected substitute for the term of the sabbatical or leave.

#### 4. Internal Bylaws of Committees

a. The FG may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with university policy and CECI bylaws. Internal bylaws must be approved by FG voting members. All internal bylaws, once approved, shall be publicly available.

b. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.

**B. College Personnel Committee Bylaws** [Insert Here] To be voted on separately

**C. College Curriculum Committee Bylaws** [Insert Here] To be voted on separately

**D. College Advisory and Communication Committee** **[This section also requires a separate vote by all CECI faculty and staff]**

The College Advisory and Communication Committee (CACC) is a collaborative and broadly representative forum that exists to advise the other standing committees and the Dean of the College of Education and Community Innovation (CECI). The purpose of the CACC is to identify gaps in processes and address needs that intersect units across the college.

##### 1. Charge

a. The CACC will assess and foster regular communication to inform units about awards, programs, opportunities, meetings, and events (e.g., e-newsletter, Discord, messaging).

b. The CACC will identify gaps in the organization and function of the college and propose recommendations.

c. The CACC will work with the Dean's office and the standing committees to coordinate the biannual faculty/staff college meetings (e.g., agenda, location, food).

d. The CACC will make recommendations to the Dean and/or the standing committees upon its own initiative, or upon the request of the Dean or other standing committees.

e. The CACC will coordinate college awards by ensuring that the appropriate standing committee is involved to the extent possible.

- f. The CACC will identify and promote opportunities for community building within the college.
- g. The CACC will meet with officers of student organizations at least once per semester.

## 2. Membership

- a. The CACC may have up to eleven (11) voting members. Three (3) members are staff, each representing their respective nonacademic units. Six (6) members come from each academic unit and can be regular faculty, affiliates, visitors or staff. In the case where no tenure-track faculty are serving on the committee, the CACC will request that the FG Committee appoint a regular faculty member to serve. Additionally, if there are no affiliates or visitors that have been elected to serve, the CACC will request an appointee from the AVC Committee. The Dean, or the designated representative of the Dean, will serve as an ex officio member.
- b. The CACC will attempt to have two student representatives, including one undergraduate and one graduate. The chair will elicit self-nominations at the beginning of Fall to serve a one-year term.
- c. The chair will be elected by the members of the CACC.

## 3. Operations

### a. Meetings and Attendance

- i. The CACC shall meet once a month or as needed during the academic year. The meeting schedule will be determined at the beginning of each regular academic semester. Meetings can be canceled as needed and additional meetings can be added as needed.
- ii. The CACC members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they may designate an alternate. Inability to attend and designated alternates should be communicated to the chair beforehand.
- iii. Alternates will come from the represented unit. In the case of a prolonged absence involving several meetings, the represented unit should designate the alternate.
- iv. Meetings will be in person. In situations where meetings cannot be held in person, a remote meeting is acceptable.
- v. The criteria for voting will be determined by the members of the CACC committee.

### b. Length of Terms

- i. The standard term on the CACC is three (3) years; terms will be staggered among members to promote continuity. Members may be elected to terms of shorter lengths to fill vacancies. Standard terms begin the Monday of finals week of Winter semester.
- ii. The chair of the CACC will be selected prior to the end of the Winter semester each year. It is the responsibility of the outgoing chair to make sure the election occurs.
- iii. Faculty may not serve on the CACC while on sabbatical leave (or any leave lasting a semester or longer) and thus must yield their seat to an elected substitute for the term of the sabbatical or leave.

#### 4. Internal Bylaws of Committees

- a. The CACC may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with university policy and CECI bylaws. Internal bylaws must be approved by CACC voting members. All internal bylaws, once approved, shall be publicly available.
- b. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.

#### **E. Affiliate/Visitor Committee (AVC) [This section also requires a separate vote by college affiliate and visitor faculty]**

##### 1. Charge

- a. The Affiliate/Visitor Committee (AVC) will provide a professional forum for its members to support each other;
- b. AVC will identify and coordinate professional development related to current teaching strategies;
- c. AVC will identify themes among AVC faculty and work collectively to elevate successes and address concerns; and
- d. AVC will discuss matters that impact their positions in the College of Education and Community Innovation (CECI) and propose solutions.

##### 2. Membership

- a. All Affiliate and Visiting Faculty of the CECI shall comprise the membership.
- b. Six (6) members will serve as the executive committee of the AVC.
- c. From the membership, Affiliates and Visitors will nominate and elect one representative to serve on the College Advisory and Communications Committee (CACC) when needed.

##### 3. AVC Executive Committee

- a. The executive committee will consist of one (1) Affiliate or Visiting Faculty member from each academic unit.
- b. Nominations for the AVC executive committee will be submitted to the outgoing chair prior to the Winter faculty/staff college meeting.
- c. The executive committee will be elected by a simple majority vote of the Affiliate and Visiting Faculty present at the Winter faculty/staff college meeting.
- d. The Dean, or their appointee, will maintain an ex officio membership.
- e. The standard term for an AVC executive committee member is two years; terms should be staggered among members to promote continuity. Terms begin the Monday of finals week of Winter semester.

#### 4. Operations

- a. The AVC executive committee should hold two full membership meetings a year on the same days as the biannual faculty/staff college meetings.
- b. The AVC executive committee shall determine the executive committee meeting schedule at the beginning of each regular academic semester and will share the meeting schedule with AVC members. Meetings can be canceled as needed, and additional meetings can be added as needed.
- c. The AVC executive committee will oversee the charge of the AVC committee and determine the agenda for the biannual membership meetings. Draft agendas will be developed collaboratively and emailed at least one week prior to executive and membership meetings.
- d. AVC executive committee should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they must inform the chair beforehand.
- e. Meetings will be in person. In situations where meetings cannot be held in person, a remote meeting is acceptable.
- f. When advising the Dean on issues that impact Affiliates or Visiting Faculty, the AVC executive committee will make every effort to include the full AVC membership in the recommendations (e.g., survey, emails, forums). Decisions made by the full membership will be determined by a simple majority of those that vote.

#### 5. Bylaws

- a. The AVC executive committee may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with university policy and the CECI Bylaws for the AVC. All internal bylaws, once approved, shall be publicly available.
- b. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.

### **F. Staff Committee (SC) [This section also requires a separate vote by college staff]**

1. SC Executive Committee - Charge

- a. To discuss staff concerns and recommend college policies and procedures to the Dean and college governance.
- b. The SC executive committee, or designees, will recommend staff for awards and university and college committee representation when available, and create standing and ad hoc committees as needed
- c. The SC executive committee will assist in developing and implementing the strategic plan of CECI.

## 2. SC Executive Committee - Membership

- a. The executive committee will consist of nine (9) members, (1) Administrative Professional (AP) staff or Professional Support Staff (PSS) member from each unit.
- b. Each unit will elect their representative prior to the annual all-staff college meeting.
- c. The Dean, or their appointee, will maintain an ex officio membership.
- d. The standard term for an SC executive committee member is two years; terms should be staggered among members to promote continuity. Terms begin the Monday of finals week of Winter semester. Members may be elected to terms of shorter lengths to fill vacancies.
- e. The chair(s) of the EC will be selected prior to the end of the Winter semester each year. It is the responsibility of the outgoing chair(s) to make sure the election occurs.

## 3. SC Executive Committee – Operations

- a. The EC shall meet once a month during the academic year. The meeting schedule will be determined at the beginning of each regular academic semester. Meetings can be canceled as needed, and additional meetings can be added as needed.
- b. The EC meeting schedule will be publicly available. GVSU faculty, staff, and students may attend meetings.
- c. The EC members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, they may designate an alternate. Inability to attend and designated alternates should be communicated to the chair(s) beforehand.
- d. Alternates will come from the represented unit. In the case of a prolonged absence involving several meetings, the represented unit should designate the alternate.
- e. Meetings will be in person. In situations where meetings cannot be held in person, a remote meeting is acceptable.
- f. The process for voting during meetings will be determined by the members of the EC committee.
- g. The EC will hold an annual all-staff meeting

## 4. Bylaws

- a. The SC executive committee may develop internal bylaws and procedures separate from CECI Bylaws to describe the selection of officers, procedures to handle

responsibilities, and other matters. All internal bylaws, once approved, shall be publicly available.

- b. The SC operates in accordance with the CECI and GVSU Bylaws. PSS union-negotiated rights will always take precedence over any decisions recommended in the Staff Committee.
- c. Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance.