By-laws of the School of Teaching and Learning
College of Education, University of Florida
Accepted by STL faculty January 2009 (Vote 26-0)

I. Faculty

The faculty of the School of Teaching and Learning will be responsible for making policy and planning curriculum as set forth below. For the purpose of voting in elections and on matters of policy, the faculty will consist of all tenured, tenure-track, and full-time non-tenure track faculty appointed in the School.

II. School Organization

A. Leadership. In addition to the Director, the School of Teaching and Learning will be served by the Associate Director of Graduate Studies and the Associate Director of Teacher Education. The Director in consultation with the Advisory Council will appoint Associate Directors. The Associate Directors will be appointed for 3-year renewable terms.

B. Meetings. The faculty of the School of Teaching and Learning will meet one to three times per semester. Meetings will be devoted to faculty development and formal convocations as well as the conduct of School business. Special meetings may be called by the Director as the need arises.

III. Program Areas

A. Organization and membership. Program area faculties within the School will consist of all full-time faculty assigned to the program area by the Director as well as others invited to membership by the program area faculty, including joint appointments, adjunct or affiliate faculty, and faculty whose primary membership is in another program area but who express an interest in membership in a second program area.

B. Duties. Program area faculties will be organized to serve the purpose of program planning, implementation, advisement, and assessment. Specifically, each program area faculty will:

1. Coordinate degree programs in the program area, and communicate with departmental and interdepartmental faculties

2. Monitor effectiveness of teaching assistants in the areas served by the program area.

3. Monitor program effectiveness.

4. Oversee the recruitment, admissions, and advisement of students in the areas served, with special emphasis on doctoral students and advanced graduate students.

5. Propose new programs and/or program revisions in the area, and monitor the implementation of established guidelines.

6. Work together, as the occasion arises, to facilitate special projects, including outreach, research, and professional development.

C. Leadership. A Program Coordinator and a Certification Program Coordinator (when applicable) for each program will be jointly selected by the program area faculty and the Director. Coordinators will serve a 3-year renewable term.

D. Procedures. The business of each program area will be conducted through regularly scheduled meetings as well as committees and other procedures approved by the program area.

IV. Policy and Advisory Council (hereafter referred to as "the Council")

A. Duties. The Council will meet on a regular basis to represent faculty perspectives, to advise the Director, to review School policy and propose appropriate actions to the faculty, to monitor and respond to issues of concern to the School. Examples of Council duties may include:

1. Consult with the Director and faculty on School priorities, plans, organization, and operating procedures.

2. Advise the Director with respect to planning faculty meetings, retreats, workshops, and other faculty development opportunities.

3. Assist the Director in referring business to the appropriate standing committee or recommending the appointment of ad hoc committees and special task forces.

4. Receive reports from the Director on budgetary matters, respond to requests for guidance, and provide advice.

5. Represent faculty issues and concerns to the School.

B. Membership: The Council shall consist of five elected tenure-track faculty members: one full professor, one associate professor, one assistant professor, and two at-large members. In addition, the STL FPC Faculty Affairs Representative will serve on this committee.

The Director, Associate Director of Graduate Studies, and Associate Director of Teacher Education will serve as ex-officio members of the Council.

V. Graduate Studies Committee.

A. Duties. The Graduate Studies Committee will meet on a regular basis to consider questions related to Graduate Studies within the School of Teaching and Learning brought before them by the Graduate Coordinator, members of the committee, or referred to them by faculty, staff, or graduate students. Examples of Committee duties may include:

1. Review policies and procedures for admission to graduate programs, solicit faculty guidance, monitor implementation, and recommend revisions.

2. Assist the Associate Director of Graduate Studies in developing systematic procedures for recruiting graduate students, especially at the doctoral level.

3. Provide leadership in the development, monitoring, and revision of general guidelines for doctoral programs, specialist programs, and master's programs (except Proteach and certification degree programs), and submit recommendations for action for faculty approval.

4. Assist Associate Director of Graduate Studies and Director with issues related to Fellowships and Graduate Assistantships.

B. Membership.
The Graduate Studies Committee will consist of five faculty members including the STL FPC Curriculum Committee Representative. The rest of the committee will be appointed by the Director with advice from the Graduate Coordinator and the Council. Committee members will serve two-year terms on a rotating basis.

VI. Academic Personnel Committee.

A. Duties. The Academic Personnel Committee will review School policies and procedures on faculty affairs, monitor their implementation, and recommend revisions and/or other actions. Examples of Committee duties may include:

1. Making suggestions for programs such as sabbatical, merit, market equity, and faculty awards

2. Providing guidance to the Director related to annual review procedures

3. Providing guidance to the Director related to mentoring and the 3-year review process.

B. Membership.
The Academic Personnel Committee will consist of five faculty members including the STL FPC Tenure and Promotion Representative, two members elected by faculty and two members appointed by the Director with input from the Council.

VII. Merit Pay Committee

A. Duties. The Merit Pay Committee will review policies and procedures on merit pay. Specific duties include:

1. Regular review of procedures and criteria

2. Rating of eligible faculty for merit purposes and make a recommendation to the chair

B. Membership.
Merit Pay Committee members will consist of one assistant professor, one associate professor, one full professor, one full time non-tenure track faculty, and the Department Chair. Except for the Chair, each committee member will serve two-year staggered terms on a rotating basis that gives everyone in STL the opportunity to serve. The sequence of the terms will be determined by alphabetical order. Individual faculty may ask the chair for a one-year exemption due to special circumstances (e.g., first-year faculty, sabbatical leave).

VIII. Other Committees.

Other standing committees may be established and their duties and membership determined by a majority vote of the faculty of the School. Ad hoc committees may be appointed by the Director with

specified charges and periods of service.

IX. Membership Rotation

Half of each committee will be elected each year in the spring to begin their term in the fall. The chair of each committee will be a tenured faculty member among the continuing members who is elected by the committee members at the first meeting.

X. Approval and Amendments.

These by-laws and any subsequent amendments to them must be presented to the faculty for consideration in an open meeting announced at least two weeks in advance and must be approved by a majority of the faculty of the School of Teaching and Learning on a written ballot.