

By-laws of the School of Teaching and Learning College of Education, University of Florida

Revised and Approved February 7, 2023

I. Faculty

The faculty of the School of Teaching and Learning will engage in research, teaching (including curriculum development), and/or service; and participate in policy making to support the mission of the School. Faculty are responsible for participating in making policy 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 (i.e. tenure-line faculty, lecturers, clinical faculty, scholars, master teachers, and those with Visiting preceding their title) appointed in the School, unless otherwise prescribed by University of Florida policy.

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 Teaching and Teacher Education. The Director, in consultation with the Policy and Advisory Committee, will appoint Associate Directors. The Associate Directors will be appointed for renewable terms as arranged with the Director. Whenever feasible, acting Associate Directors and Directors will support the transition of new leaders into their positions.

B. Meetings. The faculty of the School of Teaching and Learning typically will meet monthly. Meetings will be devoted to faculty development and 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 serve the purpose of program planning, implementation, advisement, and assessment. Specifically, each program area will:

1. Coordinate degree and certificate programs in the program area, and communicate with departmental and interdepartmental faculties.
2. Monitor effectiveness of teaching assistants and adjuncts in the areas served by the program area.
3. Monitor program effectiveness and accreditation/certification requirements (as appropriate).

4. Oversee the recruitment, admissions, and advisement of students in the areas served.
5. Propose new programs and/or program revisions in the area while adhering to UF, COE, and state guidelines.
6. Work together, as the occasion arises, to facilitate special projects, including student recruitment, outreach, research, and professional development.

C. Leadership. A Program Coordinator and/or Certification Program Coordinator (when applicable) for each program will be jointly selected by the program area faculty and the Director. Program areas determine length of term. In collaboration with program area faculty, the Program Coordinator will coordinate the following activities, among others:

1. Providing input on website content
2. Managing student inquiries
3. Providing input into the course schedule
4. Managing Graduate Assistants and Adjuncts
5. Facilitating the program area meeting agendas
6. Managing course development and the approval process, including addressing potential department-level conflicts
7. Responding to DOE, CAEP, SACS, UF and other program review expectations

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. Standing Committees

1. *Policy and Advisory Committee.*

A. Duties. The Committee will elect a faculty member to chair the committee and will meet on a regular basis to represent faculty issues and 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 Committee duties may include, but are not limited to:

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 (including the use of Salary Savings and IDC funds), respond to requests for guidance, and provide advice.
5. Represent faculty issues and concerns to the School.
6. Consult with faculty and the Director on curriculum and program area changes that impact faculty and students outside of a single program area.

B. Membership. The Committee shall consist of five elected faculty members, representing different ranks to the maximum extent possible (i.e. full professor, associate professor, assistant professor, assistant/associate clinical, (senior) lecturer/scholar) and one at-large member of any title. In addition, one of the STL FPC Budgetary Affairs Representatives will serve on this committee. Committee members will serve two-year, staggered terms.

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

2. Graduate Studies Committee.

A. Duties. The Graduate Studies Committee will elect a faculty member to chair the committee and 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, specialist, and master's programs (except teacher initial certification 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 six appointed faculty members including one of the STL FPC Curriculum Committee Representatives with consideration given to representing the different program areas in STL. In consultation with the Associate Director for Graduate Studies, final appointments will be made. Committee members will serve two-year, staggered terms.

3. Merit and Academic Personnel Committee.

A. Duties. The Committee will advise the Director on merit policy and procedures and advise the Director on issues related to faculty affairs as needed. Examples of Committee duties may include:

1. Providing guidance and feedback to the Director related to annual review and merit policy and procedures
2. Making recommendations to the Director related to the rating of eligible faculty for merit purposes, according to the STL merit policy.
3. Providing guidance to the Director related to mentoring, the pre-promotion review process, and other issues related to faculty affairs.

B. Membership.

The Committee will consist of eight members, evenly representing all ranks to the maximum extent possible. Each committee member will serve two-year staggered terms on a rotating basis that gives everyone in STL the opportunity to serve. Decisions about membership will be made through consultation of the Director and the returning chair. The sequence of the terms will be determined by alphabetical order with consideration given to representing the different program areas in STL. Individual faculty may ask the chair for a one-year exemption due to special circumstances (e.g., first-year faculty, sabbatical leave).

The chair of the Committee will be the co-chair from the previous year. The co-chair will be a faculty member who serves on the Committee for their first year. The chair/co-chair should represent tenure and non-tenure accruing ranks in alternating years and will be invited to serve by the Director. They will lead the Committee and also facilitate the merit review process according to the guidelines in the STL Merit Review policy. The chair and co-chair will communicate the results of the committee's deliberations to the Director.

V. 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.

VI. Membership Rotation.

Half of each committee will be elected each year early in the fall semester. The chair of each committee will be a faculty member from among the continuing members who is elected by the committee members at the first meeting unless otherwise specified above.

VII. Annual Faculty Evaluation Process

- A. Process. The process for annual evaluation of faculty shall be consistent with the CBA and other UF regulations, including due dates of faculty annual reports, Director letters of evaluation, and the grievance process. Specific to STL, individual meetings between faculty and the Director may be conducted prior to or following the Director's letter.
- B. Productivity Feedback. The Director shall verbally share the evaluation rating from the STL Merit Committee to provide specific feedback to the faculty member about peer assessment. Information in the Director's letter shall indicate whether the faculty member is eligible for merit, should it be available. The Director's letter should not mention the peer review ratings specifically. Faculty members may choose to add a response and documentation to the annual letter by the date outlined in the CBA.
- C. Evaluation File. An electronic evaluation file for each active faculty member shall be maintained by the Office Manager. Materials submitted for annual review (annual report and STL addendum) along with the Director letter and any faculty responses are to be kept in the evaluation file. Faculty members may access their own file contents by requesting copies from the Office Manager.

VIII. Sustained Performance Evaluations.

- A. Process. The process for sustained performance evaluations for tenured faculty shall occur every seven years, according to the guidelines outlined in the CBA and other UF regulations. Specific to STL, tenured faculty members shall meet for a special meeting to review the prior 7 years of annual letters from the Director and any other materials related to the annual evaluation process for the faculty member being reviewed for sustained performance. Consistent with the CBA, only these materials shall be reviewed to determine the ultimate recommendations to the Director, which are advisory only and not maintained in the faculty evaluation file.
- B. Feedback. STL procedures after the recommendation to the Director shall be consistent with the CBA regarding either a satisfactory evaluation or the need for performance improvement. The Director shall write a Sustained Performance Evaluation letter and then meet with the faculty member to verbally discuss the results of the peer review. The faculty member may choose to add a response or documentation to the letter within two weeks. The Director's letter and faculty response (if any) are maintained in the faculty evaluation file.

IX. Progress toward Promotion and/or Tenure.

- A. Process. The process for providing feedback to faculty regarding progress toward promotion (for non-tenure track faculty) or tenure and promotion (tenure track faculty) shall be consistent with the CBA and UF and College of Education policy. Specific to STL, faculty who are mid-way to the next promotion milestone shall complete the UF Promotion/Tenure Packet for review by faculty eligible to discuss and vote on promotion and/or tenure. The timing of this mid-way point should be determined in consultation with the Director and in accordance with the CBA.
- B. Feedback. The STL Director shall review the recommendations made by faculty attending the special meeting and provide written communication to the faculty member undergoing review specific areas of strength and areas to improve as recommended by peers. Recommendations are not maintained in the faculty evaluation file.

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 through UF's secure online voting system.