

**UW REGULATION 540 BY-LAWS  
COLLEGE OF EDUCATION**

**Approved by Faculty  
June 18, 1999**

**Amended  
November 1, 2002**

**Amended  
December 8, 2003**

**Amended  
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**Amended  
May 2, 2008**

**Amended  
September 18, 2009**

**Amended  
September 19, 2011**

**Amended  
October 4, 2011**

**I. AUTHORITY OF THE BY-LAWS**

These By-laws of the College of Education are established by provision of UW Regulation 7- 540: Regulations of the College of Education. The By-laws are intended as guidelines to facilitate the provisions of UW Regulation 7-540.

**II. AMENDMENT OF THE BY-LAWS**

Any faculty member of the College may propose amendments of the By-laws to the Leadership Council. The Leadership Council recommends to the Dean whether the proposal should be submitted to the faculty for a vote. If a vote is authorized, a ballot is sent out with the exact wording of the proposed change(s). The Dean's Office compiles, distributes, collects and counts the ballots. The majority decision of all votes cast shall be enacted.

**III. DEPARTMENTS OF THE COLLEGE**

The College of Education is organized into four departments, the UW Lab School, the Science and Mathematics Teaching Center which is jointly operated between the Colleges of Education and Arts and Sciences, and the Wyoming School-University Partnership which is supported by the College of Education, the Wyoming State Department of Education,

Wyoming Community Colleges, Wyoming public school districts, and the Wyoming Education Association. The College is characterized by the use of faculty resources to ensure excellence in educator preparation programs and other graduate programs. The primary purposes of the departments are to facilitate the teaching, scholarship and professional service activities of faculty and to deliver high-quality undergraduate and graduate programs. The departments are: the Department of Educational Studies; the Department of Elementary and Early Childhood Education; the Department of Secondary Education; and the Department of Professional Studies.

The operation of the College is supported administratively by a Dean, two Associate Deans (Graduate and Undergraduate), Department Heads, a Director of the Science and Mathematics Teaching Center, and an Executive Director of the Wyoming School-University Partnership.

#### **IV. THE DEAN-DUTIES AND RESPONSIBILITIES**

The chief administrative officer of the College shall be a Dean appointed in accordance with UW Regulation 804. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. The Dean as chief administrative officer of the College shall exercise general administrative supervision over the educational programs and operations of the College. He/she will also encourage and promote an academic setting in which excellence in teaching, scholarship, and service is recognized and rewarded. He/she will recommend, in consultation with Leadership Council, the College budget, faculty and staff appointments, faculty and staff salaries, and actions concerning faculty promotion and tenure. The Dean will preside at College faculty meetings.

#### **V. ASSOCIATE DEAN (Graduate)-DUTIES AND RESPONSIBILITIES**

The Associate Dean (Graduate) is responsible for assisting the Dean with the educational and administrative affairs of the College and assumes responsibility for the Dean in his/her absence. In addition, the Associate Dean is responsible for implementing policies of the faculty in all academic matters related to graduate programs, coordinating the outreach programs, supervising and evaluating staff, coordinating graduate program reviews in the College, and coordinating other projects assigned by the Dean. The Associate Dean serves as a voting member of Leadership Council and as an ex-officio member of the Advisory Council on Graduate Education. Also, the Associate Dean is responsible for evaluating the effectiveness of the graduate programs on a regular basis and reporting the results of this evaluation to the faculty and the Dean of the College.

## **VI. ASSOCIATE DEAN (Undergraduate)-DUTIES AND RESPONSIBILITIES**

The Associate Dean (Undergraduate) is responsible for the operation of the Office of Teacher Education and the implementation of the policies of the faculty in all matters related to undergraduate programs, including criteria for admission to the teacher education program, program operation, field experiences, program development for the operation of the undergraduate teacher education program, and coordinating other projects assigned by the Dean. The Associate Dean supervises the delivery of advisory services for undergraduate students and shall be administratively responsible for the selective admission and retention of undergraduate students in professional education. These responsibilities include the freshmen orientation program, assistance with undecided majors, reinstatement issues, and professional and certification standards. The Associate Dean is responsible for evaluating the effectiveness of the teacher education program on a regular basis and reporting the results of this evaluation to the faculty and the Dean of the College. He/She serves as a voting member of the College Leadership Council and serves as an ex-officio member of the Advisory Council on Teacher Education. The Associate Dean shall be the recommending official for the University of Wyoming regarding educational certification. At the discretion of the Dean of the College, the duties and responsibilities of this position may be assigned to a position titled, Director of Teacher Education, in replacement of this Associate Dean.

## **VII. DEPARTMENT HEADS-DUTIES AND RESPONSIBILITIES**

Each department shall have a chief administrative officer or Head (who must hold faculty rank). The Head of the department shall be responsible for all matters directly relating to the faculty, administration, and supervisory affairs of the department, and shall represent the department on Leadership Council. The Head of the department shall also be responsible for budget allocations, coordination of course schedules and communication with other departments. As directed in UW Regulation 804, the Dean may provide a nomination for the appointment of a department head; however personal review and individual recommendations of such appointments by the President shall be required. The Dean will accept recommendations from the faculty within the department for consideration. Typical appointments will be for a three-year period and are renewable.

## **VIII. DIRECTORS-DUTIES AND RESPONSIBILITIES**

The Wyoming School-University Partnership and the Science and Mathematics Teaching Center shall each have a chief administrative officer or Director. The Director shall be responsible for all matters directly relating to the administrative and supervisory affairs of the unit, and shall represent the unit as voting members of the Leadership Council. The Director shall also be responsible for budget allocations and communication with other departments.

## **IX. COLLEGE OF EDUCATION RELATED UNITS**

### **UNIVERSITY OF WYOMING LAB SCHOOL**

The University of Wyoming Lab School is one of several laboratory settings and partner schools throughout the state which assist the college in fulfilling its teaching, research, and service missions. The primary functions of this setting include providing a quality learning experience for preK through ninth grade students, the development and dissemination of knowledge about how people learn and how to translate that knowledge into strategies of teaching and organizing educational systems to achieve those ends, and the provision of high-quality clinical experience for preservice teacher education students. As a public school within the Albany County School District #1, there shall be a Principal of the UW Lab School who has the responsibility to administer and supervise the school and to articulate and collaborate in relationships with the educational programs of the College. The Principal of the UW Lab School shall also serve on the Leadership Council as an ex-officio representative with employment through Albany County School District #1.

### **WYOMING SCHOOL-UNIVERSITY PARTNERSHIP**

The mission of the Wyoming School-University Partnership shall be to address collaboratively with the College of Education and Wyoming school districts the major areas of concern common to the education of school age youth in Wyoming. Authority to establish policy for the partnership shall be vested in a governing board which selects an executive director to provide administrative leadership for the partnership. The Wyoming School-University Partnership shall be a member of the National Network for Educational Renewal.

### **SCIENCE AND MATHEMATICS TEACHING CENTER**

The primary responsibility of the Science and Mathematics Teaching Center shall be the delivery of the inter-college Natural Sciences Program. The three major directions for the Science and Mathematics Teaching Center shall be course development, instructional improvement, and service to teachers at all levels of education for the purpose of improving the quality of mathematics and science instruction in the K-12<sup>th</sup> grade setting. There shall be a Director of the Science and Mathematics Teaching Center who shall have the responsibility to administer and supervise the unit and its programs, articulate its relationship within the University and within the College, and operate a program of development for educational personnel. Administrative responsibility for the program may shift between the College of Education and the College of Arts and Sciences. The Director shall be appointed by and report to the Dean of whichever college possesses current administrative responsibility and shall function under the guidance of an advisory committee. An Associate Dean from each college shall serve as a voting member on the advisory committee. Affiliate faculty for the Science and Mathematics Teaching Center shall be appointed by the respective Deans of Education and Arts and Sciences.

**X. STANDING COMMITTEES AND COUNCILS-METHODS OF ESTABLISHMENT, MEMBERSHIP, AND DUTIES**

**Section 1. Standing Committees:** The College may establish such standing committees as are necessary to provide effective and representative governance. The membership, duties, and governing procedures for such committees shall be defined in the By-laws in consonance with any relevant UW Regulation.

**Section 2. Other Committees:** Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with the Leadership Council.

The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the college.

**Standing Committees and Councils:**

**Leadership Council:** The Dean, Associate Deans, Department Heads, Directors, and Executive Business Manager shall constitute the Leadership Council which shall be advisory to the Dean on administrative and instructional issues, and which shall represent the faculty in all academic endeavors. The Principal of the UW Lab School and the Manager of Student Advising shall serve as ex-officio members of the Council. The Council will submit to the faculty-at-large for its deliberations important items which directly affect the college and which shall represent the faculty.

**Tenure and Promotion Committee:** There shall be a Tenure and Promotion Committee composed of six faculty members in the College of Education, five holding the rank of associate or full professor and one holding the rank of associate or senior lecturer. Members on the committee shall serve staggered three year terms with service typically beginning in August and ending in August. Each of the College's four departments shall have a representative on the committee. A fifth member and the lecturer shall represent the College at-large.

Each spring semester, the existing committee shall elect a Chair for the next academic year. The Chair's one year term shall begin at the start of the fall semester. Each spring semester, the College will elect members to fill vacancies caused by the completion of a member's three-year term. The relevant Department Head will provide the Dean with a list of department faculty members who are eligible and willing to serve as either a department, at-large, lecturer, or alternate representative. The Dean will prepare the ballots of the election of members to the committee. College faculty will be asked to vote for one candidate per department to fill vacant department representative seats and to vote for one lecturer. Candidates receiving the highest number of votes shall be selected. The faculty member, not elected to represent a department, who receives the highest number of votes from the college-wide ballot will serve as the At-Large Member, while the Alternate will be determined by the faculty member receiving the next highest number of votes. In the case that any department does not have an eligible faculty member willing to serve on this Committee, the Alternate will serve in the place of that

department representative. The term of the Alternate will not exceed one year; the At-Large Member will serve a term of three years.

The five faculty holding the rank of associate or full professor shall review and vote on all faculty candidates for reappointment, promotion, and tenure in the College of Education, including review of applicants considered for tenure at the time of hire. The faculty member holding the rank of lecturer shall vote on academic professional candidates only, including those who are considered for associate or senior lecturer at the time of hire. The Committee provides recommendations to the Dean based on the vote of the Committee as stipulated in UW Regulation 5-803. In addition, this Committee shall review and make recommendation to the Dean regarding any requests for academic sabbatical leaves.

**Technology Committee:** The Technology Committee shall advise the Associate Dean (Graduate) and make policy recommendations related to acquisition and use of educational technology within the College. The committee is responsible for developing a three-year technology plan for the College and updating the plan as needed. The committee is also responsible for determining expenditures from the student technology fee funds including recommendations for purchases, maintenance, and repair. In addition, the committee will recommend day-to-day operational policy for use of student labs and equipment. The committee will be composed of one faculty representative from each department and five students (at least two undergraduate and two graduate). New faculty committee members shall be identified by the respective Department Heads each fall semester and begin their terms at the start of fall semester. Faculty committee members shall serve three-year staggered terms. Graduate student members will be appointed by the Associate Dean (Graduate); undergraduate student members will be appointed by the Associate Dean (Undergraduate). Student members shall serve a one-year term with the option to be reappointed. The committee shall annually select its Chair from among the appointed faculty members during the first meeting in the fall semester. The Associate Dean (Graduate), Coordinator of Technology, and the Executive Business Manager are ex-officio members of this Committee.

**Advisory Council on Teacher Education:** There shall be an Advisory Council on Teacher Education that will make recommendations regarding matters pertaining to teacher education such as accreditation, policy proposals, policy and procedures for admission to teacher education programs, advisement, curriculum review, and review of teacher education programs (as required by state and national agencies). This Council will advise the Associate Dean (Undergraduate) and the Dean on policy and program issues related to undergraduate education. The Chair of the Council will be elected from the voting membership during the spring semester prior to the expiration of the current Chair's term to serve a three year term. Voting members of the Council shall serve staggered three year terms except student members who shall serve a one-year term with the option to renew. Council members with voting rights shall be the following: a) one representative of the UW Lab School; b) one representative of community college education faculty; c) the Director of the Wyoming School-University Partnership; d) one representative of each of the departments of Elementary/Early Childhood Education, Educational Studies, Professional Studies, and Secondary Education; e) one K-12 faculty member representing Residency mentor teachers; f) one representative of each education program in Music and Health/Physical Education; and g) one representative of the UWCC education faculty. Two additional Council members with voting rights shall be one student representative from elementary/early childhood

undergraduate teacher education majors and one student from secondary undergraduate teacher education majors as identified by the Council. Votes shall be used to determine consensus recommendations for the Leadership Council, Associate Dean (Graduate), and the Dean, as appropriate. Members without voting rights shall be the Associate Dean (Undergraduate), the Manager of Student Advising in the Office of Teacher Education, the Associate Dean of the College of Arts and Sciences as liaison to the College of Education, the Principal of the UW Lab School, and an administrative representative from a School-University Partnership district.

**Advisory Council on Graduate Education:** For graduate matters, there shall be an Advisory Council on Graduate Education composed of the following: two faculty members identified from the faculty of the Department of Professional Studies; one faculty member identified from each of the Curriculum and Instruction Departments (Educational Studies, Elementary Education, and Secondary Education); the Director of the Science Mathematics Teaching Center; two graduate students from the college; and the Associate Dean (Graduate) serving as an ex-officio (non-voting) member. Graduate student members will be appointed by the Dean. Faculty members shall serve a three-year term and graduate student members shall serve a one-year term with the option to renew. This Council will make recommendations regarding matters pertaining to graduate education such as curriculum and program revision, policy proposals, proposals for new degree programs (on and off-campus), and serve as an appeal board for graduate student affairs. This Council will advise the Associate Dean (Graduate) and the Dean on policy and program issues related to graduate education. Votes shall be used to determine consensus recommendations for the Leadership Council, Associate Dean (Graduate), and the Dean, as appropriate. The Chair of the Advisory Council on Graduate Education will be elected at the first fall meeting from the voting members. Responsibilities of the Chair of the Advisory Council on Graduate Education include calling meetings of the Advisory Council on Graduate Education; setting the agenda for each meeting, and facilitating each Advisory Council on Graduate Education meeting.

**Advisory Council on Diversity:** For matters related to the enhancement and appreciation of diversity, there shall be an Advisory Council on Diversity composed of faculty representation from each department, one staff member elected by the staff of the college, one student from the college (appointed by the Dean), and with the Associate Dean (Graduate) serving as an ex-officio member. Faculty members on the Council shall serve staggered three-year terms. New committee members shall be identified each spring semester and begin their terms at the start of the next fall semester. Each spring semester the existing Council will elect a Chair from among the faculty members for the next academic year. The new Chair's term begins at the start of the next fall semester.

The Council is responsible for developing a three year diversity plan for the college and updating the plan annually or as needed. The Council shall advise the Dean or the Dean's designee. The Council is also responsible for overseeing the implementation of this diversity plan aligned with the goals of the college's academic plan in collaboration with the Dean, Associate Deans, and the Leadership Council.

**Student Appeals Committee:** The Committee will hear student appeals concerning academic matters involving students, faculty, or administrative staff in the College of Education. (Only the following are accepted as a basis for appeal: capriciousness, prejudice, and error.) Composition of the Committee

includes three faculty members and two student representatives (one graduate, one undergraduate) all of whom will be appointed (as vacancies occur) from the College of Education by the Dean at the start of each academic year. Committee members with vested interests in specific appeal cases are to request exclusion from these cases. Vested interest exclusions are to be approved by the Associate Dean (Graduate) of the College of Education. The Associate Dean's (Graduate) office associate or designee will audio record and compile written minutes of each appeal hearing to be given, along with related materials, to the Associate Dean (Graduate). The term of service for the faculty representatives will be three years (staggered terms) and for the student representatives will be one year (can be reappointed for an additional two years). The Chairperson will be elected from the three faculty Committee members. The Chairperson will have voting privileges in all cases. The Committee will meet when notified by the Associate Dean (Graduate) of the College that an appeal is pending, or at other times agreed to by a majority of the members. A quorum for any meeting will be a majority (three) of the members, including one student representative. This committee will also serve as the Dean's designee for academic dishonesty hearings in accordance with UW Regulation 802.