

Constitution Teacher Education Council

Article I Name

SECTION 1.

The name of the council shall be the *Teacher Education Council*, herein referred to as *TEC*.

Article II Nature

SECTION 1.

The TEC shall serve as both an advisory and a policy making council.

Article III Charge

SECTION 1.

The TEC shall advise in all matters related to the preparation of teachers and school personnel at Salisbury University.

SECTION 2.

The TEC shall set policy and approve proposals related to curriculum, program admission, and student retention for all teacher education and school personnel programs at Salisbury University. All proposals related to these areas must be submitted to TEC before being reviewed by University Curriculum Committee (UCC) or Graduate Council.

Bylaws Teacher Education Council

Article I Membership

SECTION 1.

Membership will consist of one representative from each initial and advanced teacher education program including school personnel, three student representatives, the Head of the Professional Education Unit, and those performing the following administrative duties:

- Dean of Henson School of Science and Technology
- Dean of Fulton School of Liberal Arts
- Associate Dean of SSEPS;
- Coordinator of Field Experiences, SSEPS;
- Directors/coordinators of Initial and Advanced Programs
- Teacher Education Department Chair;
- Education Specialties, Chair
- Director of M.A.T
- Director of MEd
- NCATE Coordinator;
- Professional Development School Coordinator;
- Advising Coordinator, SSEPS.

An individual may represent no more than two positions.

SECTION 2.

One representative from each teacher education program is appointed by the chair of the department where the teacher education program or school personnel program resides with the exception of:

- Secondary Education whose representative will be a secondary educator appointed by the Director of Secondary Education/K-12 Programs;
- Social Studies certification program whose representative will be appointed by Minors Coordinator;

SECTION 3.

Student representatives shall be nominated by professional education unit faculty, selected by the TEC Chair and appointed in the Spring for service beginning the following Fall. Student representatives will be appointed so that one graduate, one secondary/K12 and one elementary/early childhood candidate is represented.

SECTION 4.

Term for membership in the TEC shall be from August 15 through June 15.

SECTION 5.

All TEC voting members present at a meeting shall be eligible to vote on TEC business.

- Ex Officio members are not eligible to vote. Ex Officio members include Coordinator of Field Experience, PDS Coordinator, SEPS Advising Coordinator, Henson School of Science Technology Dean and Fulton School of Liberal Arts Dean.

Article II Meetings

SECTION 1.

Meetings will be held at least twice during each Fall and Spring semester for a total of four regular meetings per academic year. Regular meeting dates will be set at least one semester in advance.

SECTION 2.

Members must notify the Agenda Committee of agenda topics at least one week prior to the meeting date. The Agenda Committee will distribute the agenda three days prior to the meeting date.

SECTION 3.

Minutes will be recorded and distributed by a Recorder appointed by the SSEPS Dean's office. Minutes will be distributed to all TEC members, to department chairs where teacher education or school personnel programs reside, to all advising coordinators, to the academic deans, to the chair of the University Curriculum Committee (UCC) and to the Provost.

SECTION 4.

Special Meetings may be called by the Agenda Committee of TEC. Any TEC member may petition the Agenda Committee for the purpose of calling a Special Meeting. Only the announced purpose of the meeting shall be discussed during a Special Meeting.

SECTION 5.

A majority of voting members of the TEC shall constitute a quorum at TEC meetings.

SECTION 6.

Meeting locations for all meeting shall be determined by the Chair.

SECTION 7.

Annual reports will be submitted by the Associate Chair on July 15 of each academic year to all members of TEC and the Provost.

Article III Officers

SECTION 1.

The officers of TEC shall consist of the Chair and the Associate Chair.

SECTION 2.

The Head of the Professional Education Unit or his/her designee shall serve as Chair of TEC. The Associate Chair will be elected at the first meeting of the academic year. The Associate Chair shall be elected by majority vote, by ballot. In the event of only one nomination, election may be by a Yes/No voice vote. Newly elected officers shall assume their official duties at the adjournment of that meeting.

SECTION 3.

Only members of TEC shall be eligible for election to Associate Chair.

SECTION 4.

The Associate Chair appointment shall be one academic year.

Article IV Duties of Officers

SECTION 1.

CHAIR: The Chair shall preside at all regular meetings of the TEC and all meetings of the Agenda Committee.

SECTION 2.

ASSOCIATE CHAIR: The Associate Chair shall preside at any meeting in the absence of the Chair. The Associate Chair shall submit the Annual Report to all TEC members, the Provost, the NCATE Coordinator, and the academic deans on July 15 of each academic year. The Associate Chair serves as a member of the Agenda Committee.

SECTION 3.

The SSEPS Dean's Office shall keep accurate records of the transactions of the TEC and shall distribute the minutes. The Dean's Office shall deliver motions passed to the appropriate body.

Article V Actions

SECTION 1.

Motions, suggestions, or resolutions may be placed before TEC by any member of the Council. Motions, suggestions, and resolutions may be passed by TEC by majority vote of those in attendance.

A request for a secret ballot may be honored by the chair.

SECTION 2

The chair under special circumstances may request an electronic vote. Electronic votes once posted must be voted on by the members within three days of the post. A quorum of the members must vote electronically and a majority must be obtained for the motion, suggestion, or resolution to be passed.

SECTION 2.

Motions of an advisory nature which are passed by TEC will be presented to the Dean of Education and Professional Studies and the chair(s) of the department(s) affected by the motion.

SECTION 3.

Motions of a policy nature (having to do with curriculum, program admission, or student retention) which are passed by TEC will be presented to the University Curriculum Committee and/or the Graduate Council.

Article VI Standing Committees

SECTION 1.

The Agenda Committee shall act as a standing committee of the TEC. Membership on the Agenda Committee shall consist of the Chair and the Associate Chair,. The Agenda Committee shall receive suggestions for agenda items from any TEC member, develop the agenda, and distribute the agenda to all TEC members three days before the meeting. The Agenda Committee shall call special meetings when necessary.

Article VII Amendments of the Bylaws

SECTION 1.

The TEC bylaws may be amended by a two thirds vote of the membership.