

**CONSTITUTION WHEELLOCK COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**

**BOSTON UNIVERSITY**

**APPROVED BY VOTE OF FACULTY ASSEMBLY ON DECEMBER 04, 2024**

## **Preamble**

Boston University's School of Education and Wheelock College merged on July 1, 2018 to create the Wheelock College of Education and Human Development. This new entity combines the rich legacies of our institutions and builds on shared strengths.

BU Wheelock College of Education and Human Development is dedicated to transforming the systems that impact learning and human development for a thriving, sustainable, and just future in Boston and beyond.

The Constitution of this Wheelock College of Education and Human Development is designed to articulate the manner in which we will be organized to achieve our mission as a college.

# Articles

## ARTICLE I — Composition

Governance of the Wheelock College of Education and Human Development shall rest with a Faculty Assembly, a Staff Assembly, and a Cabinet consonant with the Charter, Statutes and By-Laws of Boston University.

## ARTICLE II — Faculty Assembly

### Section 1 — Function

The Faculty Assembly shall have responsibility for and jurisdiction over all matters pertaining to the academic curriculum, including, but not limited to, programs, courses, academic standards and policies, and student progress to degree. It will also provide advice and counsel to the Cabinet and Dean on the operations of the College.

### Section 2 — Membership

The Voting Members of the Faculty Assembly shall comprise all faculty holding at least half-time assignments in BU Wheelock, the Chair of the Staff Assembly, and an elected representative of each of the undergraduate and graduate student organizations and an additional representative of non-instructional staff, as provided in the By-Laws. The Dean and Faculty Assembly chair may, under special circumstances, call for a discussion attended only by voting Faculty Assembly members.

### Section 3 — Officers

The officers of the Faculty Assembly shall consist of the Assembly Chair, Vice- Chair, and Secretary.

### Section 4 — Chair

The Chair shall be a full-time member of the faculty of the Wheelock College of Education and Human Development. The dean, associate deans, and other appointed administrators are not eligible for this office. The Chair shall be elected by the voting members of the Faculty Assembly. The chair may appoint a parliamentarian to the Faculty Assembly should s/he deem it necessary.

## **Section 5 — Vice-Chair**

The Vice-Chair shall be a full-time member of the faculty of the Wheelock College of Education and Human Development. The dean, associate deans, and other appointed administrators are not eligible for this office. The Vice-Chair shall be elected by the voting members of the Faculty Assembly.

## **Section 6 — Secretary**

The Secretary shall be a full-time member of the Faculty Assembly elected by the voting members of the Faculty Assembly. The dean, associate deans, and other appointed administrators are not eligible for this office.

## **Section 7 — Committees**

There shall be seven standing committees: 1) the Academic Affairs Committee; 2) the Academic Review Committee, 3) the Committee on Faculty Affairs; 4) the Appointments, Promotion, and Tenure Committee; 5) the Appointments, Reappointments, and Promotions for Modified Titles; 6) the Research Committee; and 7) the Committee on Equity, Diversity, and Inclusion. Membership in each committee will differ in accordance with the committee's function within the College.

Each standing committee will elect a chair who will serve as chair for two years.

The Academic Affairs Committee will be comprised of five official members: one from each Academic Department, and one faculty representative at-large elected by Faculty Assembly. Additionally, the Associate Dean of Academic Affairs and the Associate Dean of Student Affairs shall serve as ex-officio, non-voting members. The elections within each department will be conducted by the chair of that department. The chair of the committee shall be elected by the members of the committee to serve a two--year term. This two- year term counts towards the total years served on the committee. In the event an individual is elected chair after their

first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The Academic Review Committee will be comprised of one faculty member from each Academic Department, and one faculty representative at-large elected by Faculty Assembly. The elections within each department will be conducted by the chair of that department. The chair of the committee shall be elected by the members of the committee to serve a two-year term. This two year term counts towards the total years served on the committee. Additionally, two staff members from Student Services, the Director of Professional Preparation, and two student members (only in the case of academic misconduct cases) will also be members of this committee. The Associate Dean of Academic Affairs and the Associate Dean for Student Affairs shall serve as ex-officio, non-voting members.

The faculty, in accordance with procedures recommended by the faculty and approved by the Dean and the University Provost, select an Appointment, Promotion and Tenure (APT) Committee whose members are Associate or Full Professors with non-modified titles. The membership shall be representative of the four academic departments within BU Wheelock. The Associate Dean for Faculty Affairs shall serve as an ex-officio, non-voting member. The chair of the APT Committee shall be elected by the members of the committee to serve a two--year term. This two- year term counts towards the total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The faculty of each department select a Committee on Appointments, Reappointments, and Promotions of Modified Titles, whose members are Associate or Full Professors with modified titles (i.e., Clinical Associate Professor, Clinical Professor, Research Associate Professor, Research Professor, Professor of the Practice). The membership shall be representative of the four academic departments within BU Wheelock. The Associate Dean for Faculty Affairs shall serve as an ex-officio, non-voting member. The chair of this Committee shall be elected by the members of the committee to serve a two--year term. The two- year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The Committee on Equity, Diversity and Inclusion will be comprised of five official members: One from each academic department, and one faculty representative at-large elected by Faculty Assembly. Additional members include an undergraduate and a graduate student selected by the relevant student associations, and two staff members elected by the Staff Assembly. The Associate Dean for Student Affairs shall serve as an ex-officio, non-voting member. The committee may extend voting

membership to all BU Wheelock members as outlined in the by-laws. The elections within each department will be conducted by the chair of that department. The committee chair shall be elected by the members of the committee to serve a two--year term. The two- year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The Committee on Faculty Affairs shall be comprised of five official members: One from each academic department, and one faculty representative at-large elected by Faculty Assembly. The Associate Dean for Faculty Affairs shall serve as an ex-officio, non-voting member. The elections within each department will be conducted by the chair of that department. The committee chair shall be elected by the members of the committee to serve a two--year term. The two- year term counts towards s total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The Research Committee will be comprised of five official members, one from each academic department, and one faculty representative at-large elected by Faculty Assembly. The following ex-officio, non-voting members will serve on the committee: The Associate Dean of Research, the BU Wheelock Institutional Review Board representative, a graduate student elected by the Graduate Student Association, the Senior Grants Administrator, and the Grants Administrator. The elections within each department will be conducted by the chair of that department. The chair shall be elected by the members of the committee to serve for a two--year term. The two- year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee.

The elected members of standing committees shall constitute the voting members. Additional members, including those placed on committees by virtue of their positions, shall not vote. The elected members of the Equity, Diversity, and Inclusion Committee may choose to extend voting privileges to others in accordance with the By-Laws.

## **Section 8 — Meetings**

Regular meetings of the Faculty Assembly shall be held monthly during the academic year, from September through May, at a time and place fixed by the Chair. Special meetings of the Faculty Assembly may be called by the Chair whenever such meetings are deemed necessary, or on petition of the Dean, or on petition of at least

ten members of the Faculty Assembly. *Robert's Rules of Order, Revised* shall be the basic parliamentary law of the Faculty Assembly.

The Standing Committees will meet at least once monthly at a time in consultation with the Chair of the Faculty Assembly.

## **ARTICLE III – Staff Assembly**

### **Section 1 — Function**

The Staff Assembly shall have responsibility for fostering the integration of the staff in support of BU Wheelock's mission. It will serve the function of facilitating communication to and from the Faculty and Administration on academic and student affairs and operations of the school.

### **Section 2 — Membership**

The Staff Assembly shall be comprised of all staff with at least half-time assignments in BU Wheelock as provided in the By-Laws. The Dean and the Chair of the Faculty Assembly will attend the meetings ex-officio. Ex-officio members of the Staff Assembly will be non-voting members.

### **Section 3 — Officers**

The officers of the Staff Assembly shall consist of the Assembly Chair, Vice-Chair, and Secretary.

### **Section 4 — Chair**

The Chair shall be a full-time member of the staff of the Wheelock College of Education and Human Development. The Chair shall be elected by the Staff Assembly in April to serve a two-year term beginning with the commencement of the following academic year. The Staff Assembly Chair will serve on the Cabinet and as a voting member of the Faculty Assembly.

## **Section 5 — Vice-Chair**

The Vice-Chair shall be a full-time member of the staff of the Wheelock College of Education and Human Development. The Vice-Chair shall be elected by the Staff Assembly in April to serve a two-year term beginning with the start of the fiscal year on July 1.

## **Section 6 — Secretary**

The Secretary shall be elected by the Staff Assembly in April to serve a two-year term beginning with the commencement of the following academic year.

## **Section 7 — Committees**

The Staff Assembly has two standing committees, Professional Development and Activities, and may create ad-hoc committees to meet the needs of the staff and college.

The Professional Development Committee is chaired by the Professional Development Chair who is elected by the Staff Assembly in April to serve a two-year term beginning with the commencement of the following academic year. Membership for the committee is solicited from the staff assembly membership by the Professional Development Chair. The Chair of the Staff Assembly is an ex officio member. The Professional Development Committee plans professional development activities and administers the professional development fund for BU Wheelock staff.

The Activities Committee is chaired by the Activities Chair who is elected by the Staff Assembly in April to serve a two-year term beginning with the commencement of the following academic year. Membership for the committee is solicited from the staff assembly membership by the Activities Chair. The Chair of the Staff Assembly is an ex officio member. The activities committee plans events to foster a sense of community among BU Wheelock staff.

## **Section 8 — Meetings**

Regular meetings of the Staff Assembly shall be held quarterly through the calendar year, at a time and place fixed by the Chair. Special meetings of the Staff Assembly may be called by the Chair whenever such meetings are deemed necessary, or on petition of the Dean, the Chair of the Faculty Assembly, or on petition of at least ten

members of the Staff Assembly. *Robert's Rules of Order, Revised* shall be the basic parliamentary law of the Staff Assembly.

## **ARTICLE IV —Cabinet**

### **Section 1 — Function**

The BU Wheelock Cabinet shall advise the Dean and other members of the Cabinet on matters pertinent to strategic vision of the college including but not limited to resource allocations, personnel assignment, and program operations of BU Wheelock. The Chair of the Cabinet shall be the Dean of the Wheelock College of Education and Human Development.

### **Section 2 - Membership**

The Cabinet shall be comprised of the Dean; Chairs of the Faculty Assembly, Staff Assembly, Committee on Faculty Affairs, Academic Affairs Committee, Academic Review Committee, Committee on Equity, Diversity, and Inclusion, the Appointments, Promotion, and Tenure Committee; Appointments, Reappointments, and Promotions for Modified Titles Committee and Research Committee; and BU Wheelock administrative officers including all Associate Deans, Assistant Deans, Department Chairs and other representatives as needed at the discretion of the Dean or as warranted by the meeting agenda.

### **Section 3 – Meetings**

Regular meetings of the Cabinet shall be held monthly as needed through the Fall and Spring semesters, at a time and place fixed by the Dean. Additional meetings can be set by the Dean as needed.

## **ARTICLE V — Amendments to the Constitution**

All proposals for amendments to the BU Wheelock Constitution shall be made in writing to the Chair of the Faculty Assembly at least one month prior to a Faculty Assembly meeting at which amendments are to be debated. Amendments to the BU Wheelock Constitution shall require approval by two-thirds of the voting members



of the Faculty Assembly. The mechanism used for voting will be at the discretion of the chair and may include hand voting, secret ballots, or other means; the chair may solicit any input regarding the voting mechanism from the Faculty Assembly membership in the interim between the introduction of the amendment and the meeting when the vote will take place. Approved amendments shall be announced by the chair at the next regular or special meeting of the Faculty Assembly, and shall take effect at that time.

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# CONSTITUTION BY-LAWS

Wheelock College of Education and Human Development  
Boston University

## ARTICLE I — Faculty and Staff Roster

Prior to the start of each academic year, the Dean of the Wheelock College of Education and Human Development shall tender to the Chair of the Faculty Assembly a roster of all BU Wheelock faculty members holding at least half-time assignments, in roles of any rank in the College (i.e., assistant, associate and full professor who are tenured or tenure track; associate and full professors of the practice; assistant, associate, and full clinical professors; and lecturer, senior and master lecturers; instructors.) These shall comprise the faculty membership of the Faculty Assembly. Full voting status is given to all members of the Faculty Assembly listed on the aforementioned roster.

Voting membership of the Faculty Assembly shall also include an elected/appointed representative from each of the following groups: the Undergraduate Student Council, Graduate Student Association, and the Staff Assembly of BU Wheelock. Each of these three groups may also elect an alternate to serve and vote in the absence of its regular member.

Prior to the start of each academic year, the Dean of the Wheelock College of Education and Human Development shall tender to the Chair of the Staff Assembly a roster of all BU Wheelock staff holding at least half-time assignments in the College. These shall comprise the membership of the Staff Assembly.

## ARTICLE II — Officers

### Section 1 — Faculty Assembly Chair

The Chair of the Faculty Assembly shall be elected from and by the voting members of the Faculty Assembly in April and will serve a three-year term beginning with the commencement of the following academic year. The Chair will be the executive officer of the Faculty Assembly and shall:

- A. Preside at all BU Wheelock Faculty Assembly meetings (when unable to preside shall designate the vice chair or another officer or a faculty member to preside at a specific meeting),
- B. Appoint members and chairs of all ad hoc committees of the Assembly,

- C. Serve, ex-officio, on committees as appropriate,
- D. Call regular and special meetings of the Assembly, and
- E. Set and distribute the agenda for all Assembly meetings.

## **Section 2 — Faculty Assembly Vice-Chair**

The Vice-Chair of the Faculty Assembly shall be elected from and by the voting members of the Faculty Assembly in April and will serve a three-year term beginning with the commencement of the following academic year. The Vice-Chair will succeed the Chair, for the remainder of the Chair's three-year term, in the event the Chair is unable to complete the full term of office. In the event that the Vice-Chair is unable to complete the full term of office, the membership of the Faculty Assembly shall elect a new Vice-Chair, in accordance with eligibility provisions in Article II, Section 5 of the Constitution of Governance in BU Wheelock.

## **Section 3 — Faculty Assembly Secretary**

The Secretary of the Faculty Assembly shall be elected from and by the voting members of the Faculty Assembly in April and will serve a three-year term beginning with the commencement of the following academic year.

The Secretary shall:

- A. Send written notice of meetings to the membership,
- B. Keep minutes of all Faculty Assembly meetings,
- C. Distribute minutes of all Faculty Assembly meetings to Assembly members, administrators and staff members of BU Wheelock,
- D. Keep a record of the BU Wheelock Faculty Assembly Constitution and By-Laws and any amendments thereto,
- E. Keep a separate record of all BU Wheelock Faculty Assembly legislation,
- F. Maintain a current listing of all BU Wheelock committees and task forces and their membership rosters, and
- G. Notify the Faculty Assembly Chair and the Dean of all deadlines stated in the Constitution and By-Laws.

## **Section 4 – Staff Assembly Chair**

The Chair of the Staff Assembly shall be elected from and by the voting members of the Staff Assembly in April and will serve a two-year term beginning with the commencement of the following academic year. The Chair will be the executive officer of the Staff Assembly and shall:

- A. Preside at all BU Wheelock Staff Assembly meetings (when unable to preside shall designate the vice chair or another officer or a faculty member to preside at a specific meeting),
- B. Serve, ex-officio, on committees as appropriate,
- C. Call regular and special meetings of the Staff Assembly, and
- D. Set and distribute the agenda for all Assembly meetings.

## **Section 5 – Staff Assembly Vice Chair**

The Vice-Chair of the Staff Assembly shall be elected from and by the voting members of the Staff Assembly in April and will serve a two-year term beginning with the commencement of the following academic year. The Vice-Chair will succeed the Chair, for the remainder of the Chair's two-year term, in the event the Chair is unable to complete the full term of office. In the event that the Vice-Chair is unable to complete the full term of office, the membership of the Staff Assembly shall elect a new Vice-Chair, in accordance with eligibility provisions in Article III, Section 5 of the Constitution of Governance in BU Wheelock.

## **Section 6 – Staff Assembly Secretary**

The Secretary of the Staff Assembly shall be elected from and by the voting members of the Staff Assembly in April and will serve a two-year term beginning with the commencement of the following academic year.

The Secretary shall:

- A. Keep minutes of all Faculty Assembly meetings,
- B. Distribute minutes of all Staff Assembly meetings to Assembly members, administrators and staff members of BU Wheelock,
- C. Keep a record of the BU Wheelock Assembly Constitution and By-Laws and any amendments thereto,
- D. Keep a separate record of all BU Wheelock Staff Assembly legislation,
- E. Maintain a current listing of all BU Wheelock staff committees and task forces and their membership rosters, and
- F. Notify the Staff Assembly Chair and the Dean of all deadlines stated in the Constitution and By-Laws.

## **Section 7 – Cabinet Chair**

The Chair of the Cabinet shall be the Dean of BU Wheelock. The Chair, or their designee, shall:

- A. Preside at all BU Wheelock Cabinet meetings (when unable to preside shall designate the another member to preside at a specific meeting),
- B. Call regular and special meetings of the Cabinet, and
- C. Set and distribute the agenda for all Cabinet meetings.
- D. Make sure minutes of all Cabinet meetings are recorded and disseminated to Assembly members, administrators and staff members of BU Wheelock.

## **ARTICLE III - Cabinet**

### **Section 1 – Composition**

- A. The Cabinet will be comprised of the Dean of the School; Chairs of the Faculty and Staff Assemblies; Chairs of all standing committees, all Associate Deans, Assistant Deans, and Department Chairs.
- B. Functions and Responsibilities
  - 1. The primary function of the Cabinet is provide advice and counsel to the Dean concerning the strategic plan of the school and the implementation of that plan, and other BU Wheelock policy issues.
  - 2. The Cabinet will meet monthly.

## **ARTICLE IV — Standing and Ad Hoc Committees**

### **Section 1 — Composition**

- A. The Committee on Faculty Affairs, Committee on Research, Committee on Appointments, Tenure and Promotions, Committee on Appointments, Reappointments, and Promotions for Modified Titles, Academic Review Committee, and Academic Affairs Committee may, at its discretion, seek **non-voting** representation from Staff Assembly and the student associations.
- B. The Committee on Equity, Diversity and Inclusion shall be representative of each academic department, the Staff Assembly, and Student Associations as specified in the Constitution.

## **Section 2 — Functions and Responsibilities**

The standing committees shall discharge their respective functions and responsibilities in accordance with the provisions outlined below.

The chair of each standing committee shall have records kept of the meetings and activities of the committee. The chair of each standing committee shall prepare and submit, in writing, to the Chair of the Faculty Assembly, a report of the committee's activities prior to each regularly scheduled Faculty Assembly meeting. These reports shall be placed on the consent agenda or on the meeting agenda in consultation with the Faculty Assembly officers.

## **Section 3 — Ad Hoc Committees**

The Chair of the BU Wheelock Faculty Assembly or Associate Deans in consultation with the Dean may establish ad hoc committees when deemed necessary and shall appoint the membership and the chair and members of all ad hoc committees of the Faculty Assembly. The Chair of the Faculty Assembly or an Associate Dean shall designate a termination date for each ad hoc committee at the time the committee is established. The Faculty Assembly Chair or an Associate Dean serves, ex officio, on all ad hoc committees of the Assembly.

The chairs of the standing committees may establish ad hoc subcommittees when deemed necessary and shall appoint the membership and the chairs of these ad hoc subcommittees at the time the subcommittee is established. These subcommittees may include members of the Staff Assembly, as appropriate.

## **Section 4 — Standing Committee: Academic Affairs Committee**

The **Academic Affairs Committee (AAC)** has the primary responsibility to ensure, in collaboration with the Associate Deans for Academic and Student Affairs, that academic programs and courses are aligned with the mission of the College, that they are coherent and relevant, and that they represent a high standard of excellence.

### **A. Membership**

Each Department shall elect a member to serve a three-year term on the Academic Review Committee (ARC). Each Department Chair will report the newly elected member to the Wheelock Faculty Assembly Officers by April 1<sup>st</sup> of each year. In addition, the Faculty Assembly shall elect at the last Faculty Assembly meeting of the academic year one faculty representative-at large to the Committee who will represent the College and not the department in which they serve. The chair of the committee shall be elected by the members of the committee to serve a two-year term. This two year term counts towards the total years served on the committee. This Chair will sit on the BU Wheelock Cabinet. Additionally, two staff members from Student Services, the Director of Professional Preparation, and two student members (only in the case of

academic misconduct cases) will also be voting members of this committee. The Associate Deans of Academic and Student Affairs will serve on the Committee ex officio, as non-voting members.

#### **B. Functions of the Committee**

1. Ensure that academic policies and procedures are applied consistently across programs in BU Wheelock.
2. After the academic standings of graduate students have been determined by the Director of Data and Enrollment Management, the Associate Dean for Student Affairs, and the Director of Graduate Student Services, using established Bulletin criteria, the Committee will review any submitted appeals. Appeals will be examined using existing academic progress to degree criteria and information submitted by the student (e.g., student statement, letters of support, medical documentation, etc.). Approved appeals will include recommendations to students to help them return to good academic standing and support their progress to degree.
3. Perform review of progress to degree every semester in accordance with established standards at Boston University (includes reinstatements and extensions).
4. At the direction of the program director or department chair, perform review of student progress in field placement, internship, pre-practicum, and/or practicum, where the student is at risk of not meeting minimum standards for program completion.
5. Conduct hearings of alleged cases of academic misconduct in accordance with the Academic Conduct Code.
6. Make recommendations to the Academic Affairs Committee concerning revisions of the College's policies concerning academic standards and procedures.
7. Review nominations and determine recipients for student awards (e.g., Dean's Excellence) and commencement speakers.

### **Section 5 — Standing Committee: Academic Review Committee**


The **Academic Review Committee (ARC)** has the primary responsibility to conduct comprehensive and equitable reviews of student academic performance, including academic standing and progress to degree.

#### **A. Membership:**

Each Department shall elect a member for a three-year term on the Academic Review Committee (ARC). Each Department Chair will report the newly elected member to the Wheelock Faculty Assembly Officers by April 1 of each year. In addition, the Faculty Assembly shall elect at the last Faculty Assembly meeting of the academic year one faculty representative-at large to the Committee who will

represent the College and not the department in which s/he serves. The ARC will elect one member as Chair of the Committee to serve a two-year term. The two-year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. This Chair will sit on the Cabinet. Additionally, three staff members from Student Services, the Director of Professional Preparation, and two student members (only in the case of academic misconduct cases) will also be voting members of this committee. The Associate Deans of Academic and Student Affairs and a representative from the Office of Data and Enrollment Management will serve on the Committee ex officio, as non-voting members.

#### **B. Functions of the Committee:**

-  1. Ensure that academic policies and procedures are applied consistently across programs in BU Wheelock.
2. Review appeals of academic standing using established Bulletin criteria. Appeals will be examined using existing academic progress to degree criteria and information submitted by the student (e.g., student statement, letters of support, medical documentation, etc.). Approved appeals will include recommendations to students to help them return to good academic standing and support their progress to degree.
3. Perform review of progress to degree every semester in accordance with established standards at Boston University (includes reinstatements and extensions).
4. Perform review of student progress in field placement, pre-practicum, and/or practicum, where the student is at risk of not meeting minimum standards for program completion.
5. Conduct hearings of alleged cases of academic misconduct in accordance with the Academic Conduct Code.
6. Make recommendations to the Academic Affairs Committee concerning revisions of the College's policies concerning academic standards and procedures.
7. Review nominations and determine recipients for student awards (e.g., Dean's Excellence) and commencement speakers.

### **Section 6 — Standing Committee: Committee on Faculty Affairs**

#### **A. Membership:**

Each Academic Department shall elect a member for a three-year term on the Faculty Affairs Committee (FAC). Each Department Chair will report the newly



elected member to the Faculty Assembly Officers by April 1 of each year. In addition, the Faculty Assembly shall elect at the last Faculty Assembly meeting of the academic year one faculty representative-at large to the Committee, who will represent the College and not the department in which s/he serves. The FAC will elect one member as Chair of the Committee to serve a two-year term. The two- year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. This Chair or designee will sit on the Cabinet. The Associate Deans for Faculty Affairs will serve on the Committee ex officio, as a non-voting member.

**B. Functions of the Committee:**

The purpose of the FAC is to advocate for faculty's rights, interests and concerns and to represent and support the faculty's interests in matters involved in their teaching, scholarship, and service roles in the BU Wheelock College of Education and Human Development. A vital goal of the FAC is to ensure equity in the distribution of resources and opportunities and the process of evaluation of faculty of all ranks and roles in the school.

Functions of the Committee:

1. Consult with, and advise as needed, APT Committee to establish expectations for review of the criteria for appointment and promotion of faculty in Wheelock.
2. Consult with and advise department chairs to establish expectations for reappointment in order to ensure there is school-wide equity across departments and faculty roles and/or ranks.
3. Consult with department chairs to establish expectations for faculty annual merit review and to conduct a school-wide second layer review to ensure equity across the departmental reviews. FAC will review annual faculty merit ratings from chairs and make recommendations to the Dean concerning faculty yearly merit awards, equity across merit recommendations, and recognition of exemplary performance.
4. Serve as a consulting body related to faculty concerns and to represent these concerns to the Dean's Office.
5. Consult with the Dean's Office on the development of any ad hoc committee to support or evaluate faculty on the basis of their teaching, scholarship or service.

6. Serve on the Wheelock Cabinet to ensure that the strategic vision of the college, in word and deed, serve the needs of the faculty as they teach, research, and serve the college, the university, and the profession.
7. Report at least annually to faculty assembly regarding the status of faculty issues, needs, and concerns.
8. FAC will work with the Associate Dean for Faculty Affairs to provide oversight related to Departmental allocations of professional development and faculty travel funds.

## **Section 7a — Standing Committee: Committee on Appointments, Promotion, and Tenure**

### **A. Membership:**

The faculty, in accordance with procedures recommended by the faculty and approved by the Dean and the University Provost, select an Appointment, Promotion and Tenure (APT) Committee whose members are Associate or Full Professors. The membership shall be representative of the four academic departments within BU Wheelock. Each Department Chair will report their recommendation for a faculty member to serve on the APT Committee by April 1 of each year. The committee may seek an additional two ad-hoc members in order to create a full committee for particular cases. The Chair of the Committee will be elected by the members of the committee to serve a two-year term. The two- year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. The Associate Dean for Faculty Affairs will serve ex-officio as a non-voting member.

### **B. Functions of the Committee on Appointments, Promotion, and Tenure:**

1. Participate in full-time faculty search committees for tenure-stream faculty members by being available to meet and consult with candidates and the search committee on topics related to tenure and promotion;;
2. Participate (as a review body) in the mid-tenure review process;
3. Serve as a review body for candidates seeking tenure or promotion to the Associate Professor or Professor ranks;
4. Recommend guidelines and procedures for carrying out the

- responsibilities of faculty search committees to the Faculty Assembly;  
and
- 5. Serve as a resource to tenure stream faculty in matters concerning promotion and/or tenure.

## **Section 7b — Standing Committee: Committee on Appointments, Reappointments and Promotion of Modified Titles**

### **A. Membership:**

The faculty of each department select this school-wide standing committee to review appointments, reappointments, and promotions for faculty with modified titles. The committee will be comprised of members who are Modified Associate or Full Professors (i.e., Clinical Associate Professor, Clinical Professor, Research Associate Professor, Research Professor, Professor of the Practice). The membership shall be representative of the four academic departments within BU Wheelock. Each Department Chair will report their recommendation for a faculty member to serve on the Committee by April 1 of each year. The Chair of the Committee will be elected by the members of the committee to serve a two-year term. The two year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. The Associate Dean for Faculty Affairs will serve ex-officio as a non-voting member.

### **B. Functions of the Committee on Appointments, Reappointments, and**

Promotions of Modified Faculty Titles:

1. Participate in full-time faculty search committees for modified title faculty members by a) being available to meet with candidates upon request and (b) serve as a resource to the search committee to identify search committee members with modified titles;;
2. Participate (as a review body) in the reappointment process for modified title faculty;
3. Serve as a review body for modified title candidates seeking promotion;
4. Recommend guidelines and procedures for carrying out the responsibilities of faculty search committees to the Faculty Assembly; and
5. Serve as a resource to modified title faculty in matters concerning reappointment and promotion.

## **Section 8: Standing Committee: The Committee on Equity, Diversity, and Inclusion**

The **Committee on Equity, Diversity and Inclusion** will foster the development of diverse perspectives throughout Boston University Wheelock College of Education and Human Development. This committee will collect and disseminate information and compel action to develop and support efforts to promote Equity, Diversity, and Inclusion throughout the College.

Issues of equity, diversity, and inclusion include, but are not limited to, religion, race/ethnicity, gender, sexual orientation, national origin, age, and disability. In addition, this committee will address issues of faculty, staff, and student well-being, including considerations of compensation, workload, and access to resources.

### **A. Membership:**

Each Academic Department shall elect a member for a three-year term on the Equity, Diversity and Inclusion Committee (EDI). Each Department Chair will report the newly elected member to the Faculty Assembly Officers by April 1 of each year. In addition, the Faculty Assembly shall elect at the last Faculty Assembly meeting of the academic year one faculty representative-at large to the Committee, who will represent the College and not the department in which s/he serves. In addition, the EDI Committee membership will include a graduate and undergraduate student elected by the relevant association, and two members of the Staff elected by the Staff Assembly. Each particular EDI committee may decide, if it wishes, to extend membership to other interested members of the BU Wheelock community.

The EDI Committee will elect one member as Chair of the Committee to serve a two-year term. The two year term counts towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. This Chair will sit on the Cabinet. The Associate Deans for Equity Diversity and Inclusion = will serve on the Committee ex officio, as a non-voting member.

### **B. Functions:**

1. Act to support the AD of the EDI office in order to promote a college wide environment that centers welcoming, curious, honest, and critical dialogue and anti-oppression actions.
2. Support and monitor progress of the equity, diversity ,and belonging focused aspects of the BU Wheelock strategic plan goals and aspirations.

3. Develop and implement learning opportunities, actions, and practices that focus on challenging our community (students, staff, faculty, and alumni) to continually develop anti-oppression orientations.
4. Promote retention of a diverse and inclusive faculty,
  - i. Identify and implement strategies and policies to support the diversity of the faculty, Monitor the diversity of the faculty, including recruitment, hiring, retention, and promotion,
  - ii. Report annually to Faculty Assembly regarding diversity of the faculty
5. Promote a diverse and inclusive undergraduate and graduate student body,
  - i. Identify and implement strategies to increase and retain students from marginalized communities,
  - ii. Monitor the diversity of the student body, including admission, enrollment, retention, and graduation,
  - iii. Report annually to Faculty Assembly regarding diversity of the undergraduate and graduate student body,
6. Systematically explore and, as necessary, propose policy and practices such that the Wheelock College of Education and Human Development effectively meets the learning needs of diverse students,
7. Work with Staff Assembly to promote and retain a diverse and inclusive staff,
  - i.
8. Develop and implement professional development activities that actively engage staff in work practices that address issues of diversity, inclusion, and equity,
9. Develop and implement professional development activities that actively engage faculty, staff, and students in research and teaching practices that address issues of equity, diversity, and inclusion, and
10. Systematically explore, and as necessary, propose policy that promotes positive well-being of BU Wheelock faculty, staff, and students.

## **Section 9: Standing Committee: The Committee on Research**

### **A. Membership:**

Each Academic Department shall elect a member for a three-year term on the Research Committee. Each Department Chair will report the newly elected member to the Faculty Assembly Officers by April 1 of each year. In addition, the

Faculty Assembly shall elect at the last Faculty Assembly meeting of the academic year one faculty representative-at large to the Committee, who will represent the College and not the department in which s/he serves. The Research Committee will elect one member as Chair of the Committee to serve a two-year term. The two year term includes total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. This Chair will sit on the Cabinet. The Associate Deans for Research will serve on the Committee ex officio, as a non-voting member.

In addition, the following members shall serve on the Committee in an ex-officio, non-voting capacity:

- BU Wheelock IRB Representative
- Graduate Student Representative (elected by the GSA)
- Senior Grants Administrator
- Grants Administrator.

#### **B. Functions:**

1. Assist the Associate Dean of Research in the delineation and ongoing review of general research competencies and requirements to meet those competencies for all BU Wheelock undergraduate and graduate programs;
2. Review and make recommendations for establishing general guidelines for doctoral degree requirements with a view to developing research competence for all students;
3. Work with the Associate Dean for Research to evaluate and recommend student travel and research awards;
4. Recommend BU Wheelock funding sources for students' research;
5. Coordinate faculty research seminars in conjunction with the Dean for Research.

### **Section 10: Staff Assembly Standing Committee: Professional Development**

#### **A. Membership:**

The Professional Development Committee is chaired by the Professional Development Chair who is elected by the Staff Assembly in April to serve a two-year

term beginning with the commencement of the following academic year. Membership for the committee is solicited from the staff assembly membership by the Professional Development Chair. The Chair of the Staff Assembly is an ex officio member.

**B. Function:**

1. The Professional Development Committee plans professional development activities and administers the professional development fund for BU Wheelock staff.

## **Section 11: Staff Assembly Standing Committee: Activities**

**A. Membership:**

The Activities Committee is chaired by the Activities Chair who is elected by the Staff Assembly in April to serve a two-year term beginning with the commencement of the following academic year. Membership for the committee is solicited from the staff assembly membership by the Activities Chair. The Chair of the Staff Assembly is an ex officio member.

**B. Function:**

1. The activities committee plans events to foster a sense of community among BU Wheelock staff.

## **ARTICLE V— Meetings**

### **Section 1 — Schedule**

Regular meetings of the Faculty Assembly shall be held monthly during the academic year, from September through May, at a time and place fixed by the Assembly Chair. The Chair shall set the agenda for each meeting, a copy of which shall be given to the membership of the Faculty Assembly no later than 72 hours in advance of a scheduled meeting. The Staff Assembly shall be held quarterly (Fall, Winter, Spring and Summer) at a time and place fixed by the Staff Assembly Chair with a copy of the agenda given to the Staff Assembly membership no later than 72 hours in advance of a scheduled meeting.

## Section 2 — Special Meetings

Special meetings of the Faculty or Staff Assembly may be called by the Chair of the Assembly when deemed necessary. Furthermore, special meetings of the Assembly may be convened on petition of the Dean, or on the petition of at least ten members of the BU Wheelock Faculty Assembly. Special meetings must be called and agendas provided in writing at least 24 hours in advance of the meeting time.

## Section 3 — Quorum

The size of the quorum at all Faculty and Staff Assembly meetings shall be a simple majority of the voting members.

## Section 4 — Procedures

*Robert's Rules of Order, Revised* shall be the basic parliamentary law of the BU Wheelock Faculty Assembly. The Chair may appoint a parliamentarian who shall advise the Faculty Assembly on procedures with reference to *Robert's Rules of Order*.

# ARTICLE VI — Emergency Executive Group

## Section 1 — Purpose and Powers

To enact Faculty Assembly business during the months of June, July and August, when the **standing committees** cannot be convened, an Emergency Executive Group shall be empowered to act in the name of and for any and all of these Committees. The powers of the Emergency Executive Group shall be limited to:

1. The approval of new courses for a one-time offering only.
2. Student reinstatement petitions.
3. The performance of the functions pertaining to appointments and reappointments as contained in previous articles of these By-Laws.

## Section 2 — Composition

To enact Faculty Assembly business as outlined in the previous paragraph, the Emergency Executive Group shall, upon request of the Dean or appropriate faculty member, be assembled for a meeting by the Faculty Assembly Chair, or in the absence of the Faculty Assembly Chair, by the first accessible Assembly officer in the following order: Vice-Chair, Secretary, and the relevant standing committee chair. All members of the faculty assembly should be invited to participate. The Emergency Executive Group shall be comprised of the Convener and at least four other members of the Faculty Assembly (excepting Deans). A serious attempt must be made to have at least one representative from each academic department, and level



of appointment (e.g., tenure and non-tenured, assistant, associate, and full professors).

## **ARTICLE VII — Elections**

### **Section 1 — Elected Officers**

Elected officers and members of the standing committees shall serve for varying periods depending on the committee, commencing with the beginning of the academic year. Elected chairs of the Faculty Committees will serve for two year terms. The two year terms count towards total years served on the committee. In the event an individual is elected chair after their first or second year on the committee, they will serve as chair until they complete their third year of service to the committee. Elected chairs of Staff Committees will serve for two-year terms. All elected officers and committee members of the Faculty and Staff Assemblies are subject to a recall vote upon signed petition by a minimum of ten Assembly members. A vote of a majority of the Assembly membership is required to remove an officer or committee member prior to the expiration of his/her term.

### **Section 2 — Elections of Assembly Officers and Standing Committee Chairs**

Each March, the Department Chairs in consultation with the Associate Dean for Faculty Affairs will identify vacancies in membership rotation for each of the standing committees. Each academic department will elect its new members by the May Faculty Assembly meeting of each year. The Officers of the Faculty Assembly also will conduct school-wide elections for new Officers of the Faculty Assembly, the representatives at-large to each Committee, and BU Wheelock Representatives to University-wide committees as vacancies occur. All new Faculty Assembly Officers, all new members and chairs of standing committees, and new BU Wheelock Representatives to University-wide committees and councils will begin their service at the beginning of each academic year.

### **Section 3 — Committee Service**

1. Definition: Committee service at BU Wheelock includes membership on BU Wheelock standing committees, BU Wheelock ad hoc committees (convened for a short term project or task), and BU university-wide committees.
2. Expectations of service:
  - a. Most BU Wheelock standing committees have approximately 5 members (not including ex-officio members who serve on committees by virtue of their role within the college), with ~2 members rotating off the

committee and ~2 new members being elected to the committee in a given academic year.

- i. The number of members rotating off in any given year should be approximately 2 because faculty turnover and other special circumstances (sabbaticals, etc.) can shift the particular circumstances of a committee in a given year.
  - ii. It is the decision of a standing committee to determine whether individuals on sabbatical or other special circumstances (maternity leaves, semesters not in residence, etc.) will continue to serve on a standing committee. The individual being discussed should provide input about her/his preference about continuing to serve.
- b. Minimum service: There is no requirement that every Faculty Assembly member serve on a committee every year. Newly hired junior faculty members are exempt from committee service for one year. Every faculty member who is not a newly hired junior faculty member is required to be on the ballot for election to a committee.
  - c. Maximum service: There is no requirement establishing a maximum number of committees for any given faculty to serve on in a given year. If a faculty member is elected to more than one committee, they may request not to be on additional election ballots until their term of service on the prior committee is completed. If a faculty member is elected to more than two committees, they can request not to serve on one of the committees.

### 3. Elections

- a. BU Wheelock will hold yearly elections to staff BU Wheelock standing committees and BU university-wide committees. Elections will be held by department to identify department representatives to each committee, and by the entire Faculty Assembly to identify the at-large representative to each committee and representatives to BU university-wide committees.
- b. Faculty will receive ballots, and Department Chairs in consultation with Faculty Assembly leadership will check with standing committees prior to elections about who will continue to serve on standing committees, who will rotate off of committees, and who will not be eligible to be on that particular ballot in a given year.

### 4. Term of service:

- a. The term of service for faculty BU Wheelock standing committees and BU university-wide committees is 3 years. The term of service for BU Wheelock staff committees is 2 years.
- b. Ad hoc committees are convened for the term of service set forth at the committee's initiation or until the completion of the committee's task.
- c. If a faculty or staff member must resign a position on a committee at any point during his or her term of service, the committee may decide how to proceed. They can continue their work without the member if it is feasible until the next election cycle or ask for a special election to replace the departing member. In either of these cases, the standing committee should consult with the department whose member is ceasing service to ensure the department's views are considered.
- d. Term limits: A faculty member can be elected to a BU Wheelock standing committee for 2 consecutive terms of service. There are no term limits for staff committee chairs.
  - i. The Appointment, Tenure, and Promotion committee has specialized terms for membership. Exceptions may need to be made for membership on these committees when there is a smaller pool of available tenured faculty members to elect than is needed. Whenever possible, the general rules of term limits should be followed.
  - ii. The Equity, Diversity, and Inclusion committee has elected membership, as well as open volunteer membership. After two full terms of service on the EDI committee, an elected faculty member may continue service in a non-elected, volunteer capacity.
  - iii. Continuing service details:
    - 1. Once a faculty member has completed a single 3-year term of service on a BU Wheelock standing committee or a BU university-wide committee, she or he may be on the ballot for possible election for a second term, unless he or she opts off the given committee.
    - 2. Once a faculty member has served two consecutive terms on a BU Wheelock standing committee or a BU university-wide committee, she or he may not be on the ballot for that same committee membership the following year.

3. After a 1-year break in term of service on a particular committee, the faculty member will be on the ballot election to that committee again.

## **Section 4 — Appointed Faculty Assembly Officers and Committee Members**

Appointed chairs and members of ad hoc Faculty Assembly committees serve at the pleasure of the Chair of the Assembly or an Associate Dean, normally for a term of office coterminous with that of the Assembly Chair or the Associate Dean.

## **Section 5 — Appointments**

- A. The Dean of the Wheelock College of Education and Human Development is appointed by the President of the University according to University guidelines, reports to the Provost, and is responsible for ensuring the college has excellent faculty, students, staff, and academic programing.
- B. The Chairs of the Faculty Assembly, Staff Assembly, Committee on Faculty Affairs, Academic Affairs Committee, Academic Review Committee, Appointments, Promotion, & Tenure Committee; Appointments, Reappointments, & Promotions for Modified Titles Committee, Research Committee; and Committee on Equity, Diversity, and Inclusion are elected by the faculty or staff.
- C. When an Associate Dean position becomes available, it will be announced in Faculty Assembly and nominations will be sought from each department chair. Then an Associate Dean may be appointed by the Dean after consulting with a representative cross-section of faculty. Associate Deans serve for up to five year terms and may be reappointed by the Dean after further consultation with the Faculty. In such instances that external searches are necessary to identify Associate Deans, the searches will be approved by the Provost and conducted in adherence with typical faculty search procedures.

## **ARTICLE VIII — Support Services**

The Dean shall provide adequate support services to the Faculty Assembly Chair and other committee Chairs. Serving on a faculty assembly committee, standing committee sub, and ad hoc committees is considered to be a part of an individual faculty member's load.

## **ARTICLE IX — Amendments to the By-Laws**

Proposed amendments to these By-Laws shall be submitted, in writing, to the Faculty Assembly at any regularly scheduled meeting or faculty retreat, and shall be considered for a vote no sooner than the next scheduled meeting. Amendments to the By-Laws shall be approved by either a majority of the total voting membership or by a two-thirds majority of those present and voting at a legally constituted Faculty Assembly meeting.