

UNI Educator Preparation Program Faculty Senates Constitution

Article I: Definition of the Faculty

1. ***Educator Preparation Program (EPP) Faculty:*** The Educator Preparation Faculty of the University of Northern Iowa exists as part of the total University Faculty, which is defined in Article I, Section 1 of the Constitution of the Faculty of the University of Northern Iowa. The primary functions of the Educator Preparation Program Faculty are to provide educational experiences, set policy in collaboration with administration associated with Educator Preparation programs at the University, and support educator candidates.
 - 1.1. Educator Preparation faculty are highly qualified personnel who are deeply knowledgeable of the content and pedagogy of their field of study as it relates to educator preparation, particularly in PK-12 contexts.
 - 1.2. ***The Voting Faculty:*** All faculty who regularly teach strategies and methods for teaching or other licensure content, who regularly teach coursework for concepts contained in the professional core or graduate licensure programs, and who regularly supervise field experiences are required to be voting members and are identified/confirmed each year by the EPP Faculty Committee and academic department heads.

Faculty outside of the above areas who are involved in coursework in EPP, including content-area coursework, research, academic advising, or administration, and others whose responsibilities regularly make a significant contribution to the program may apply to be voluntary voting faculty members of EPP.
 - 1.3. ***The Non-Voting Faculty:*** University employees can become non-voting members by asking EPP Faculty Committee to be added to the EPP email list in order to receive communication, updates and other information pertaining to EPP.
 - 1.4. ***Jurisdiction of the Voting Faculty:*** The privilege of motion, second and debate shall be afforded to all members of the faculty during faculty meetings. Voting shall be restricted to members of the voting faculty.
2. ***The Official Roster of the EPP Faculty:*** As soon as practical in the fall semester but no later than October 1 and in the spring semester no later than February 1, the EPP Faculty Chair working with the EPP Faculty Committee shall

arrange for the availability of an official roster of the faculty. The chairperson of the faculty shall have the authority to decide boundary cases of faculty status according to the spirit of the foregoing sections, subject to challenge and review as provided below. The fall roster shall include a listing of those persons who are qualified for membership in voting faculty and those qualified for membership in the non-voting faculty. The spring roster shall consist of a list of additions or deletions to the fall roster. Qualification for faculty status for the entire academic year shall be established by a person's assignment during either the fall or the spring semester of that year. Faculty status established during an academic year shall be construed to apply also to the following summer session, unless the person does not continue his/her appointment with the University.

- 2.1. ***Distribution of the Roster:*** The roster for the fall and spring shall be made available online to each of the following committees, persons, and offices: the Teacher Education Senates and Graduate Licensure Council; the chairperson of the EPP faculty; the EPP Leadership Team, all college offices; all departmental offices. A copy of the current semester's roster shall be made available online to any faculty member.
- 2.2. ***Challenges to the Roster:*** Challenges of the accuracy or the propriety of the listings in any semester's roster shall be directed to the EPP Faculty Chair within 15 class days after distribution for adjudication by majority vote of the senates.

Article II: Officers and Duties

1. ***Chairperson of the EPP Faculty.*** The EPP faculty shall elect its chairperson by majority vote of those voting.
 - 1.1. ***Election.*** The Director of Educator Preparation, or their designee, will make and gather nominations to put forward for the election in the fall semester of the current chair's final year. The election will be conducted by the Director of Educator Preparation, or their designee. The election will be held in November of the final academic year of the current chairperson's term so that the incoming faculty chairperson can spend a semester working with the current chair to prepare for the transition.
 - 1.2. ***Term.*** The chairperson shall serve a term of two years, beginning in the fall semester; a person may serve no more than two consecutive terms.
 - 1.3. The official duties of the chairperson include the following.

- 1.3.1. In consultation with the EPP Leadership Team, prepare agendas, convene and preside over regular and special meetings of the EPP faculty.
- 1.3.2. Prepare agendas, convene and preside over monthly Elementary and Secondary Teacher Education Senate meetings.
- 1.3.3. Prepare agendas, convene and preside over at least one meeting during an academic year of the Graduate Licensure Council.
- 1.3.4. Serve as a voting member of the Leadership Team and Executive Council.
- 1.3.5. Acting as spokesperson for the established policies and positions of the faculty to officers of administration, to the press, to student leadership representatives, and consistent with Board policies and regulations, to the Board of Regents.
 - 1.3.5.1. Communicating in writing with the faculty, the Teacher Education Senates and Graduate Licensure Council, or with officers of administration on matters of faculty welfare, educational policy, or general institutional concern.
 - 1.3.5.2. The aforementioned correspondence shall, when judged appropriate by the chairperson, be distributed in copy form to the entire EPP faculty; filed copies of all the official correspondence of the chairperson shall be available for examination by any member of the faculty.
- 1.3.6. If the EPP Faculty chair becomes unable to do the work, the Teacher Education Senates and Graduate Licensure council can hold a vote to vacate the position and find someone to fill it for the remainder of the term.
- 1.3.7. Serve as emcee for the Teacher Education Convocation ceremonies.
- 1.3.8. During the final semester of the chair's term, work with the incoming chair to manage the transition to the new chair.

2. **Secretary of the Senates.** The chairperson of the faculty shall appoint the secretary of the faculty.

- 2.1. **Term.** The secretary of the faculty shall serve during the term of the chairperson.
- 2.2. **Duties.** The official duties of the secretary of the faculty shall include:
 - 2.2.1. Taking, duplicating, and promptly distributing the official minutes of the TE Senate meetings for approval by the senates.
 - 2.2.2. Assisting the chairperson of the faculty in the preparation and distribution and possible revision of each semester's roster.
 - 2.2.3. Maintaining a file of the official correspondence of the chairperson of the faculty.
 - 2.2.4. Keeping the minutes and other official documents of the Teacher Education Senates and EPP Faculty meetings in a safe and accessible place.
 - 2.2.5. Preparing and distributing notice of regular and special meetings of the faculty.

Article III: Meetings of EPP Faculty

1. **Regular Meetings.** There shall be at least one regular meeting of the EPP faculty each year. Regular meetings of the faculty shall be called by the chairperson of the faculty; the chairperson may also call special meetings of the faculty.
2. Special Meetings.
 - 2.1. **By Petition.** A special meeting of the faculty shall be called by the EPP Faculty Chair on receipt of a petition signed by 25 members of the voting EPP faculty. The petition is submitted to the EPP Faculty Chair and specifies the reasons for calling the meeting. Such meetings shall take place within 30 days of receiving the petition.

OR

Within 15 days after publication of an action by either of the Senates and/or Graduate Licensure Council, twenty percent of the voting EPP Faculty members may petition for a meeting to review the Senate's or Council's action. In the event of a vote by the EPP faculty, the decision of the EPP faculty shall prevail. If compliance with state program approval or

fiscal impact is at issue, the EPP faculty vote may be reviewed and potentially overturned by the EPP Executive Council or Leadership Team.

- 2.2. ***Called by the Senate.*** The Teacher Education Senates or Graduate Licensure Council may, by majority vote of those present and voting, call a special meeting of the faculty. In this case, the EPP Faculty Chair shall prepare a descriptive listing of the items to be discussed at the aforementioned meeting.
- 2.3. ***Requested by the President or Vice-President and Provost.*** The chairperson of the faculty shall, at the request of the President of the University or of the Vice-President and Provost, call a special meeting of the faculty.
3. ***Notice of Meetings.*** The secretary of the faculty shall prepare and distribute to the entire faculty and to, at least one week in advance whenever possible and practicable, a descriptive listing of the item(s) to be discussed at regular or special EPP faculty meetings.
4. ***Regular Meetings.*** A period of time sufficient to provide for a meeting of not less than fifty minutes in length shall be set aside once in September, October, November, February, March, and April for the scheduling of regular Teacher Education Senates and Executive Council meetings. Additional meetings may be held in August, December, January and May.
5. ***Meetings: Times and Places.*** Determination of the time and the place of faculty meetings shall normally be the responsibility of the chairperson of the faculty, except in the case of meetings called by majority vote of the Senate or by petition. In the latter two cases, responsibility for determining the time and place of the meeting falls to the secretary of the EPP faculty.
6. ***Parliamentary Guide.*** Except as provided by this Constitution, or by the standing rules or bylaws of the faculty, *Robert's Rules of Order* (latest revision) shall be the parliamentary guide for the conduct of business in regular and special meetings of the EPP faculty.
7. ***New Business and Deferred Final Action.*** The chairperson of the faculty shall, as time and the agenda permit, recognize members of the faculty who desire to present new and undocketed business at a regular or special faculty meeting. However, final action and vote on new and undocketed business shall automatically be postponed until the next regular or special faculty meeting when such business will be the first order of business at the commencement of the

aforementioned meeting. This can be overridden by a two-thirds vote of those faculty members present for the current meeting.

8. **Quorum: Regular Meeting.** A quorum for a regularly scheduled meeting of the faculty for which notice has been sent at least one week in advance shall consist of 15% of the University faculty as listed in the current faculty roster.
9. **Quorum: Special Meetings:** A quorum for a special meeting of the faculty shall consist of 15% of the membership of the University faculty as listed In the current faculty roster.
10. **Meetings Open to the Public.** Regular and special meetings of the faculty shall be open to the public.

Article IV: Jurisdiction

1. **Powers of the Board of Regents.** It is recognized that nothing in this article, or in this Constitution, can take precedence over the laws of Iowa or the statutory powers of the Board of Regents or the Iowa Department of Education to set policies and to promulgate rules and regulations governing the institutions, including the University of Northern Iowa, that are under its control.
2. **General Principles.** The faculty has the right to be adequately informed about and to participate jointly with the related components of the University in the determination of policy touching all the phases of the University's operations. The faculty may formulate and recommend policies to the President or Provost of the University on all subjects of Educator Preparation concern. The faculty shall play a central role in all decisions regarding educational policy and curriculum. The faculty functions through consultation and review in personnel decisions that can modify the faculty's professional identity, professional quality, and working environment (subject to any restrictions imposed by Chapter 20 of the Code and any collective bargaining agreements). The faculty's more general concern with the total EP program of the University is expressed in the form of recommendations and advice to the related components of the University.
3. **The University Faculty: Jurisdiction.** In accordance with Sections 1 and 2 above, EPP faculty shall play a central role in curricular matters, formation and adoption of educational policy and may adopt recommendations and resolutions on any matter touching on the general welfare of the EPP. Subject to the limits provided in Section 1, above, the EPP faculty assume the major role in decisions within EPP related to 1) curricular matters which do not lie wholly within the

jurisdiction of one college and a consultative role in 2) policies not confined to one college and 3) standards for granting of academic degrees and academic credit. It shall participate in the nomination and review of academic administrators. It shall act on such other matters as may be submitted to it for decision by an officer of administration or by an officially designated representative of student government.

Article V: Delegation of Functions

1. ***The Delegation Principle.*** The EPP voting faculty shall have power to delegate their functions to elected representatives from their membership and to establish standing or ad hoc committees as they see fit.
2. ***Delegation of Functions to Programs.*** The functions of the EPP faculty and of the voting faculty are hereby delegated, for all matters lying essentially within the jurisdiction of a program, to the appropriate faculty of that program and, for all matters relating essentially to the Graduate Licensure programs, to the faculty of the Graduate College. Decisions of a program faculty or of its elected agencies are reviewable by the EPP faculty or its agencies only upon a finding by a EPP faculty, or by a college dean or the Provost or by the Teacher Education Faculty Senates, or Graduate Licensure Council, that the responsibilities of another program or general EPP responsibilities are substantially involved.
3. ***Delegation to the EPP Faculty Senates and Graduate Licensure Council:***
The principal representative bodies of the EPP faculty shall be the Elementary Teacher Education Faculty Senate, the Secondary Teacher Education Faculty Senate, and the Graduate Licensure Council, which shall have the power to act for the faculty on all matters of curricular matters affecting EPP, policy formation, integration and coordination; and the monitoring and enhancement of the functioning of the EPP.
 - 3.1. ***Elementary Teacher Education Senate Membership.*** This body shall be composed of thirteen members from the relevant voting Elementary EPP faculty. The number of Senate members in each of these areas shall be: Educational Psychology and Foundations -- one, clinical experiences -- one, early childhood -- one, elementary -- one, middle level -- one, Literacy Education -- one, special education -- one, art -- one, music -- one, physical education/health -- one, mathematics -- one, one elementary practitioner (when possible) -- one, undergraduate or post-BA licensure student -- one.

- 3.2. **Secondary Teacher Education Senate Membership.** This body shall be composed of sixteen members from the relevant voting secondary education EPP faculty. The number of Senate members in each area shall be: Educational Psychology and Foundations -- one, clinical experiences -- one, computer science -- one, social sciences -- one, mathematics -- one, science -- one, English -- one, modern languages and TESOL -- one, business -- one, speech and theater -- one, technology and engineering -- one, music -- one, art -- one, physical education/health -- one, special education -- one, secondary practitioner (when possible) -- one, undergraduate or post BA licensure student -- one.
- 3.3. **Senate Member Selection.** Senate members will be selected by their constituencies through internally established procedures in cases where the constituency is wholly contained within a program area. Practitioner and student members are selected by the EPP Faculty Chair, with input from the Teacher Education Senates.
- 3.4. **Ex Officio Members of the Senates.** The Director of Educator Preparation, the Director of Assessment are ex-officio members of both Senates. Ex-officio members of the senates have the same rights and privileges as senators, except for voting, but none of the obligations.
- 3.5. **Terms of Office.** Terms for Elementary and Secondary Senate members shall be for three years, with the terms of about one-third of the membership to expire each year. On the Graduate Licensure Council, terms are determined by the coordinator of the program.
- 3.6. **Limitation on Terms.** An Elementary or Secondary Senator shall serve no more than two consecutive, full terms unless there are no other eligible TE faculty members in their constituency. Graduate Licensure Council members will serve until there is a change in a program's leadership.
- 3.7. **Alternates.** Elementary and Secondary senators shall appoint an alternate, if possible, from their constituencies and notify the EPP Faculty Chair of the names of such alternates. Alternates normally serve during the term of a senator and exercise the full duties and responsibilities of a member during the meeting they attend. Alternates are not needed for the members of the Graduate Licensure Council.
- 3.8. **Vacancies.** In the case of the absence or incapacity of a Senator that extends beyond one semester, or if, in the Senate's judgment, it is likely

that an absence will be more than one semester, the Senate shall declare the office vacant. If a sitting Senator becomes the EPP Faculty Chair or takes on a non-faculty role at UNI, then that Senate seat shall be declared vacant. The seat will be filled following the procedure presented in 3.3.

- 3.9. **Information and Communication.** The time, place, and agenda of meetings of the Teacher Education Senates shall be regularly communicated in timely form to the faculty; faculty members and recognized student government leaders shall have the right to attend and be heard at meetings of the Senate; minutes of the Senate meetings shall be promptly distributed to the entire EPP faculty, and Senate documents shall be available for inspection by EPP faculty members.
- 3.10. **Focus on the EPP as a Whole.** It shall be the duty of the Teacher Education Senates and Graduate Licensure Council to consider all matters that come before it from the point of view of the welfare of the entire EPP and the State it serves; although elected from various faculty constituencies.
- 3.11. **Faculty Review of Teacher Education Senates Action.** Actions of the Teacher Education Senates shall be reviewed by the EPP faculty upon a petition of thirty members of the faculty, delivered to the secretary of the faculty, within fifteen days from the publication of the minutes of the Teacher Education Senate meetings at which the action was taken.
- 3.12. **Accountability of Faculty Committees to the Teacher Education Senates.** Except when otherwise directed, all standing committees of the faculty and all *ad hoc* faculty committees or task forces shall report to and be accountable to the Teacher Education Faculty Senates and when needed the Graduate Licensure Council, and their work subject to instruction or amendment by the Senates and Graduate Licensure Council.
- 3.13. **Delegation of Senate Authority to Faculty Committees.** The Teacher Education Senates may delegate to any faculty committee the authority to make disposition of any matter, subject to subsequent Teacher Education Senates review.
- 3.14. **Teacher Education Senate Consultation with Administrative Officers.** The Senate shall establish procedures for regular communication and

consultation with the officers of administration, but particularly with the Executive Council.

- 3.15. ***Standing Committees of the Faculty and the Teacher Education Faculty Senates.*** The Faculty and its delegate, the Teacher Education Faculty Senates, may establish such committees, standing or *ad hoc*, as they see fit, and delegate to them, subject to review by the EPP faculty, any of their functions and responsibilities. Except as explicitly provided otherwise, all such committees report to and are answerable to the Teacher Education Senates and Graduate Licensure Council.
4. ***Delegation to the EPP Graduate Licensure Council.*** The Graduate Licensure Council works with the Teacher Education Senates, when needed, as a principal representative body of the EPP faculty, which shall have the power to act for the faculty on all matters within its jurisdiction including in policy formation, integration and coordination, consultative, an oversight role for curriculum changes in EPP, and the monitoring and enhancement of the functioning of EPP.
 - 4.1. ***Graduate Licensure Council Membership.*** This body shall be composed of five members from the relevant voting Graduate Licensure Program faculty. The number of Council members in each of these areas shall be: School Counseling -- one, School Psychology -- one, Speech Pathology -- one, Library Science -- one, Educational Leadership -- one, and Social Work -- one. The EPP Faculty Chair is the chair of this council.
 - 4.2. ***Council Member Selection.*** Graduate Licensure Council members will be the program leaders or a representative appointed by the program leader or leaders.
 - 4.3. ***Ex Officio Members of the Graduate Licensure Council.*** The Director of Educator Preparation and EPP Faculty Chair are ex-officio members of the Graduate Licensure Council.
 - 4.4. ***Terms of Office.*** Terms for Graduate Licensure Council members shall be determined by the faculty in each program represented.
 - 4.5. ***Alternates.*** Council members shall appoint an alternate from their constituencies when needed and notify the EPP Faculty Chair of the names of such alternates. Alternates normally serve during when needed and exercise the full duties and responsibilities of a member during the meeting they attend.

- 4.6. ***Vacancies.*** In the case of the absence or incapacity of a Graduate Licensure Council member that extends beyond one semester, or if, in the Council's judgment, it is likely that an absence will be more than one semester, the Council shall declare the office vacant. If a sitting Council member becomes the EPP Faculty Chair, then that seat shall be declared vacant. The seat will be filled following the procedure presented in 4.2.
- 4.7. ***Information and Communication.*** The time, place, and agenda of meetings of the Graduate Licensure Council shall be regularly communicated in timely form to the faculty; EPP faculty members shall have the right to attend and be heard at meetings of the Graduate Licensure Council; minutes of the Graduate Licensure Council meetings shall be promptly, distributed to the entire faculty, and to recognized student government leaders; and Graduate Licensure Council documents shall be available for inspection by faculty members upon request.

Article VI: Ratification, Amendment, and Review

1. ***Ratification.*** This Constitution shall become the official Constitution of the EPP faculty of the University of Northern Iowa effective two weeks from the date of its adoption by majority vote of a regular or special faculty meeting, notice of which shall have been given at least one week in advance to the EPP faculty.
2. ***Amendment of the Bylaws and Standing Rules of the EPP Faculty.*** The bylaws, other standing rules and resolutions of the faculty already adopted or which may be adopted under this Constitution may be amended, revised, or repealed by majority vote of those present and voting at a regular or special meeting of the EPP faculty, notice of which, including a statement of the proposed amendment, revision, or repeal, shall have been given at least one week in advance.
3. ***Amendment of this Constitution.*** This Constitution may be amended, revised, or repealed by a two-thirds vote of those present and voting at a regular or special meeting of the faculty, notice of which, including a statement of the proposed amendment, revision, or repeal, shall have been given at least one week in advance.
4. ***Interpretation and Contest.*** In case of a misunderstanding and/or a contested interpretation of the provisions of this Constitution, the interested party may present his/her case in writing for adjudication and decision by the EPP Faculty

Senates or Council and the Senates or Council shall decide the matter by a majority vote of those present and voting.

5. **Appeal and Final Disposition.** If the interested or the complainant party referred to above should, after completion of adjudication and decision by the Senate, remain dissatisfied, he/she may request the chairperson of the EPP faculty to enter her/his contest or complaint, as heretofore separately defined, on the agenda of the next regular or special meeting of the faculty and the chairperson shall enter the petition on the agenda. The issue shall then be resolved by majority vote of those faculty present and voting at the aforesaid meeting: the action of the faculty shall be considered final.