

1
2
3
4

**Teacher Education Council (T. E. C.)
By-Laws**

5 **Article I. Preamble**

- 6
7 A. The Buffalo State College Teacher Education Unit (TEU) establishes these By-Laws
8 to describe the membership, structure and functions of the Teacher Education
9 Council (TEC) comprised of representatives from teacher education faculty and staff
10 as part of the governance structure of the Unit. TEU.
11

12 **Article II. Membership**

- 13
14 A. The composition of the TEC shall include elected representatives from the teacher
15 education programs within the four academic divisions (schools) of the college
16 where teacher education programs reside (School of Arts and Humanities, School of
17 Education, School of Natural and Social Sciences, School of Professions), and the
18 following ex-officio members: Accreditation Coordinator, Teacher Certification
19 Officer, the Unit Head, Director of CEURE, the Associate Vice President for
20 Curriculum and Assessment, and other designees as per the chair.
21

- 22 1. The Unit Head is the central administrative governance structure. The Deans'
23 Council serves as the Unit Head for TEU. The Deans' Council is comprised of the
24 deans of each of the academic schools, including School of Arts and Humanities,
25 School of Education, School of Natural and Social Sciences, School of Professions,
26 the associate provost and dean of the Graduate School, and the dean of University
27 College. The provost/vice president for academic affairs serves as ex officio
28 member to the Deans' Council. As is the case for all programs on campus, the
29 provost is the final decision-maker for the TEU.
30

31 2. Membership Bodies

- 32 a. TEU: The TEU is comprised of all full and part time faculty and staff in
33 academic departments wherein programs of teacher preparation reside.
34 Voting membership shall include only full-time faculty (tenure track and
35 lecturers) and staff members whose primary assignment is to provide
36 teaching, advisement and field placement support for teacher education
37 programs.
38
39 b. TEC: Faculty representatives on the TEC shall be elected from the membership
40 of the TEU to serve a two-year term, in accordance with Article V of these by-
41 laws.
42
43 c. Executive Committee: The TEC Executive Committee (TEC-EC) facilitates the
44 work of the TEC. The TEC-EC is made up of a chair, vice chair, secretary, and
45 an at-large member. The TEC Executive Committee shall be elected from the
46 TEC members in accordance with Article V, of these by-laws.

- 47
48 d. P-12 Professional Partner School Members. An appointed representative of
49 the Buffalo State Teacher Education Unit Professional Advisory Council
50 (TEUPAC), as recommended by the TEUPAC, will serve on TEC as a voting
51 member.
52
53 e. Teacher Candidate Members – Two appointed teacher candidate
54 representatives, one from the School of Education, and one from the other
55 schools; (School of Arts and Humanities, School of Natural and Social Sciences
56 or the School of Professions) shall be voting members of the TEC. The teacher
57 candidate members shall be appointed in accordance with Article V.
58

59 **Article III. Purpose**

- 60
61 A. Statement of Purpose: The purpose of the TEC is to ensure systematic and regular
62 dialogue among faculty in teacher education programs college-wide. The council
63 will advise the Unit Head on matters related to teacher education that may include,
64 but are not limited to: assessment, accreditation, communication, field/clinical
65 experiences, policy review and faculty development.
66
67 B. Meetings
68 1. The TEC will meet at least two times each academic semester. Dates of meetings
69 will be announced in the *Daily* at the beginning of each academic year.
70
71 2. Meetings will be called and scheduled by the chair, with the agenda being
72 established by the TEC-EC in consultation with the Unit Head.
73
74 3. Meeting announcements, agendas, recommendations, and minutes shall be
75 distributed to TEC members at least 5 days in advance of meetings.
76
77 4. Any five voting members (as designated in Article II) can petition the TEC Chair to
78 hold a special meeting. A proposed agenda must accompany the petition.
79

80 **Article IV. Committees**

- 81
82 A. Committee Charges: There shall be five (5) standing committees:
83 1. Assessment/Accreditation: charged with making recommendations to ensure the
84 continuous improvement of programs and activities in the TEU for which unit-
85 wide assessment and data collection activities provide important information.
86 2. Communications: charged to ensure transparent, meaningful, and ongoing
87 communication across all constituents of the TEU.
88 3. Field/Clinical Experiences with the following charges: charged to provide TEU
89 oversight of field and clinical experiences in the teacher and leader education
90 programs in the Unit.
91 4. Policy Review: charged to examine the impact of college and academic policies
92 and practices on curriculum, programs, faculty and staff in the TEU.

- 93 5. Faculty Development: charged to seek resources that provide guidance on state
94 regulations and accreditation, faculty research and grant opportunities and
95 professional development.
96
- 97 B. Membership. Membership on TEC committees will be open to all TEU members. The
98 term for standing committee membership is two years. The Chair of each Standing
99 Committee shall submit for the consent of the TEC those names of members
100 nominated to serve on that committee, reflecting representation across the teacher
101 education programs included in the TEU. The TEC shall then vote the slate by
102 majority acclamation. Each Standing Committee shall have the right to add as many
103 non-voting members to its group as it deems fit, consistent with its charge.
- 104 1. Each committee will meet no less than twice each semester.
 - 105 2. Each committee will select and submit the name of its chair within two weeks
106 following the first TEC meeting of the academic year.
107
- 108 C. Functions: All committees will report and/or make recommendations to the TEC
- 109 1. All Standing Committees shall have a method to record decisions of the
110 committee, with the appropriate vote, for transmission to the TEC and to carry
111 on other appropriate tasks as determined by the committee.
 - 112 2. Standing Committees may designate members to carry out specific tasks
113 consistent with the committee charge and may form sub-committees, or
114 otherwise so organize to facilitate its responsibilities and fulfill its charges.
 - 115 3. Committees are encouraged to regularly post their meeting minutes.
 - 116 4. Reports and/or recommendations from standing committees are brought to the
117 full TEC for potential action or recommended dissemination to the TEU and the
118 Unit Head.
119

120 **Article V. Elections & Appointments**

- 121 A. The election of seventeen (17) TEC Faculty representatives will occur prior to the
122 final (MAY) TEC meeting each spring. Full-time TEU faculty and staff will be eligible
123 to vote in the election of representative(s) from their respective school. A current
124 list of full time TEU faculty and staff will be submitted to the Unit Head for
125 verification prior to each election. Deans and Department Chairs will work with
126 their schools and departments to facilitate the identification and nomination of
127 faculty representatives to comprise the ballot. Elections will be held using each
128 school's election process.
- 129 1. Representatives will be elected to two-year terms. During the first election,
130 candidates with the greatest number of votes will be elected to two-year terms;
131 those with fewer votes will be elected to one year terms. Based upon graduate
132 and undergraduate program enrollment, each school will elect the following
133 number of representatives (with no school having fewer than two
134 representatives on the TEC at a given time):
 - 135 a. School of Education – 8
 - 136 b. School of Arts and Humanities – 4
 - 137 c. School of the Natural and Social Sciences – 3
 - 138 d. School of the Professions – 2

139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184

The number of representatives from each school will be reexamined every four (4) years.

B. TEC Voting

1. The election of the TEC Executive Committee will occur at the first (September) TEC meeting each fall. Two-year terms will be staggered between the four positions. Any nominees not present must have provided “assent” prior to being nominated.
 - a. For the first year, the TEC representatives nominate one TEC member from each school to be elected to the Executive Board. Of the 4 people, the one with the most votes becomes chair for one year. The next vote will be for Vice-Chair, who will succeed the chair after one year; the next vote is Secretary and the last of the 4 people will be the At-Large Member. The Chair and At-Large Member will serve only one year for the first year.
 - b. The following years, two schools will bring forth a TEC member to be elected to the Executive Board for two years.
 - c. The TEC voting membership will complete a written, anonymous, ballot based on the nominees for each of the four executive committee positions.
2. The election of committee chairs will occur at the first (September) TEC meeting each fall. Each committee chair will be elected from the TEC voting membership; membership on all committees is open to all TEU faculty and staff. Representative participation by TEU members across programs will be encouraged.
3. Quorum. A quorum for all TEC Committees (Standing and Ad Hoc) shall be a simple majority of the members of the Committee.
4. Voting TEC members include the 17 faculty/staff representatives, student representative(s) and partner school representative(s). Ex-officio members will not vote.
5. A simple majority of the voting TEC members will be used to determine outcomes of all actions or proposals requiring endorsement by the TEC.
6. Faculty and staff from across the TEU will be notified of the date of election of TEC representatives on at least two occasions, with a minimum of one week’s notice prior to the anticipated election date. Notification shall occur using campus-wide electronic media, such as the Daily and email to a distribution list of the current voting membership of the TEU.

C. TEU Voting

1. Referenda that require the consideration of all members of the TEU, such as By-Laws revisions, will be conducted securely, and anonymously for all full-time faculty and staff on the current membership list. Voting on such issues may occur via TaskStream or another secure voting utility. An official membership list will be maintained by the accreditation Coordinator.
2. A simple majority of the voting TEU members will determine the outcome of referenda to the TEU.

185 D. Appointments. The TEC Chair will appoint teacher candidate representatives and a
186 teacher candidate school partner representative, each for a one-year term.
187 Recommendations for teacher candidates and school partner appointments will be
188 sought from the respective campus organizations, schools, committees, and
189 TEUPAC.
190

191 **Article VI – Amendments to By-Laws**

192
193 A. Any member of the TEC may present a proposed amendment to the by-laws.
194 Proposals must be submitted, in writing, to the TEC at least 21 days prior to a
195 scheduled TEC meeting. A summary brief of the proposal must be distributed to all
196 TEU faculty members, along with the meeting announcement and agenda, at least 21
197 days prior the occurrence of the TEU meeting at which vote will occur, or 21 days
198 prior to a scheduled electronic vote. Adoption of amendments to the TEC by-laws
199 requires a majority vote of the eligible voting membership of the TEU.
200

201 **Article VII – Parliamentary Procedures**

202
203 A. Conduct of TEC meetings and procedures will follow Robert’s Rules of Order unless
204 specifically addressed in these by-laws.
205