



BYLAWS OF THE MSUN PROFESSIONAL EDUCATION UNIT

ARTICLE I: PURPOSES OF THE BYLAWS

These *Bylaws* shall serve to provide rules for governing the composition, organization, and procedures for the Professional Education Unit (PEU) of Montana State University-Northern.

ARTICLE II: THE PROFESSIONAL EDUCATION UNIT

Section 1- Membership

Voting members of the Professional Education Unit (PEU) shall consist of the faculty assigned to the Elementary, Secondary and Graduate Program courses along with a full-time initial program candidate and an active advanced program candidate. Full-time MSUN employees without a tenure-track appointment but with teaching/ advising responsibilities in the unit are voting members. The Director of Field and Clinical Experiences is a voting member. The Unit head (and presiding officer) is the Provost. The Unit head will vote only in a tie. The Chancellor is an *ex officio (non -voting)* member of the Unit. Faculty holding emeritus status, adjunct faculty, part-time faculty, and ex officio members may attend any meeting.

Fall 2009 PEU Membership

Program/Department	Professional Education Faculty
Elementary Education , K-8	3
Secondary Education, K-12	
• HPE	1
• Reading	N/A
• Art	2
• Traffic Ed	N/A
Secondary Education, 5-12	
• English	4
• Social Sciences	4
• Science	5
• Math	3
• IT	6
Director of Field and Clinical Experiences	1
Graduate Programs	
• Counselor Education	2
• Learning Development	1
• K-12 Principal Endorsement	N/A
Candidates	
• Initial Program Candidate	1
• Advanced Program Candidate	1
Total PEU Faculty	32
Totals	34

Section 2 - Powers and Duties

The primary duty of the PEU is to establish excellence in professional education at the University subject to the *Policies of the Board of Regents* and the *Bylaws of the Academic Senate*. In addition, it will promote and facilitate constructive interaction of the members of the Professional Education Unit.

It shall be the responsibility of the PEU:

- A. To establish rules governing its own procedures and adopting bylaws;
- B. To adopt resolutions on matters of concern;
- C. To initiate proposals on matters relevant to professional education and to review and make recommendations on such proposals that may be initiated by others;
- D. To recommend actions to appropriate institutional governance structures.
- E. To review all policies of external agencies affecting professional education at Montana State University-Northern. Such bodies may include the Legislature of the State of Montana, the Board of Regents of the University System of Montana, the Board of Public Education, and Office of Public Instruction.

Section 3 - Meetings

A. Scheduled Meetings. At least one meeting of the PEU shall be held during each fall and spring semester. The agenda of all matters to be considered at PEU meetings shall be provided to all members in a timely manner in advance of the meeting. A quorum shall consist of one third (33%) of the PEU members as certified by the presiding officer.

B. Called Meetings. The presiding officer may call a meeting of the PEU at any time. However, written notification of the time, place, matters to be considered, and action to be taken must be sent to all members of the PEU at least three (3) working days in advance of a called meeting. No business shall be conducted at a called meeting except as specified in such written notice.

Section 4 – Procedures

Unless provided for separately, the Professional Education Unit shall be guided by the following procedures:

A. Committees. The Professional Education Unit and the Unit Head shall be served by committees. Membership and responsibilities of committees will be designated by the Unit Head. Each committee shall coordinate its efforts with appropriate committee(s) of the Academic Senate and other relevant organizations and administrative units in the university. The PEU committees may be-coterminous with the PEPPS standards.

Ad hoc committees may be established by the Professional Education Unit. Action creating an *ad hoc* committee must outline the mission of the committee and its relationship to the Unit's mission. Any member of the Unit is eligible to serve as member or chair.

B. Committee Procedures

The committee shall prepare agendas, call and preside over meetings, submit timely reports of committee activities to the PEU, and perform other duties that may be assigned by the committee or presiding officer.

ARTICLE III: ADVISORY BOARD

The Professional Education Faculty shall establish an Advisory Board composed of up to fifteen (15) members selected by its membership. The advisory board will represent schools/school districts, two-year colleges and related groups and agencies or institutions that work closely with professional education programs at Montana State University-Northern. Any member of the Professional Education Faculty may nominate members to the Advisory Board. The Advisory Board shall meet with the PEU annually.

ARTICLE IV: PARLIAMENTARY AUTHORITY

The revised edition of *Robert's Rules of Order* shall govern the proceedings of each meeting of the Council and Faculty. In order to constitute approval of any action a majority of the quorum is necessary.

ARTICLE V: AMENDMENT

These *Bylaws* may be amended at any meeting of the Professional Education Faculty by a two-thirds vote, provided the amendment has been submitted in writing at a previous meeting.

ARTICLE VI: INTERPRETATION

Written questions regarding the interpretation, meaning, and or intent of these *Bylaws* may be submitted by any member of the Professional Education Unit to the presiding officer of the PEU. The interpretation, meaning or intent will be clarified by the PEU as a group.

ARTICLE VII: IMPLEMENTATION

The *Policies of the Board of Regents, University System of Montana, Montana State University-Northern, and the Bylaws of the Academic Senate*, prevail and take precedence over these PEU *Bylaws*. The *Bylaws* shall become effective upon their adoption by the Professional Education Faculty, and upon their approval by the Provost, the Chancellor of the University, and the Academic Senate.

ARTICLE VIII: DEFINITIONS

Assessment An evaluated activity or task used by a program or unit to determine the extent to which specific learning proficiencies, outcomes, or standards have been mastered by candidates. Assessment s usually includes an instrument that details the task or activity and a scoring guide used to evaluate the task or activity.

Clinical Faculty P-12 school personnel and professional education faculty responsible for instruction, supervision, and/or assessment of candidates during field practicum experience and clinical practice.

Professional Community Full and part-time faculty (including clinical faculty) in the professional education unit, faculty in other units of the university, P-12 practitioners, candidates and others involved in professional education.

Standards Written explanations for meeting a specified level of performance.

Professional Education Unit The entity with the responsibility for managing or coordinating all programs offered for initial and advanced preparation of teachers and other school professionals, regardless of where these programs are administratively housed in the institution.

Unit The College with the responsibility for managing or coordinating all programs offered for initial and advanced preparation of teachers and other school professionals, regardless of where these programs are administratively housed in an institution. The PEU must include in its accreditation review of all programs offered by the institution for the purpose of preparing teachers and other school professionals to work in pre-kindergarten through twelfth grade settings.

Unit Head The individual officially designated to provide leadership for the unit (dean) with the authority and responsibility for its overall administration and operation.

Unit Operations Activities undertaken by the Unit pertaining to governance, planning, budget, personnel, facilities, services and procedures such as advising and admission and resources that support the Unit’s mission in preparing candidates.

ARTICLE VIII - ADOPTION

These by-laws will become effective on approval by a 2/3 vote of the Professional Education Unit (PEU) and by Provost and Chancellor of the University.

Approved by PEU Faculty _____ Date _____
Presiding Officer

Approved by Provost/VCAA _____ Date _____

Approved by Chancellor _____ Date _____