University of Illinois at Chicago Council on Teacher Education
Bylaws of the Council on Teacher Education

I. NAME

a. The name of this assembly shall be the Council on Teacher Education, University of Illinois at Chicago. The Council on Teacher Education is a specialized unit mandated by the University of Illinois Statutes (Article VII, Section 3), composed of the deans and directors of the colleges, schools, and similar units at the Chicago campus which offer curricula for the preparation of teachers, school support personnel, and school administrators for the pre-kindergarten, elementary and secondary schools. The business of the Council on Teacher Education is conducted primarily by 3 groups- 1) Deans of the Council on Teacher Education; 2) Program Coordinators; 3) and the staff, of the Council on Teacher Education.

II. PURPOSE

a. Mission: The mission of the Council on Teacher Education is four-fold:
   i. Formulate, modify, implement, and monitor compliance with policies related to the education of teachers, school support personnel, and school administrators impacting UIC programs;
   ii. Facilitate communication and promote collaboration among all participants involved in the preparation, employment, and continuing professional development of teachers, school support personnel, and school administrators;
   iii. Formulate policies of student admission, retention, guidance, preparation, and placement in elementary and secondary schools in conformity with educational policies established by the campus Senate; advice and assist students and alumni with career planning and professional development; and to monitor trends and patterns affecting graduates of programs associated with the Council on Teacher Education.

b. Functions: The staff of the Council on Teacher Education is charged with the following responsibilities:
   i. Advise licensure seeking students, prospective students, advisors, program coordinators and cooperating school districts with regular communication about current policies and changes in policies;
   ii. Serve the students in programs leading to state licensure through timely processing of requests for licensure; advising on changes

and anticipated changes in state level and campus level policy; and facilitating requests for assistance in alternative ways of meeting licensure requirements successfully;

iii. Promote cooperation and facilitate communication among departments delivering programs leading to state licensure; between the campus unit and university units that set and implement policies affecting those programs, the off-campus institutions that serve as field based placements within the programs; and state and national agencies that set and implement policies affecting those programs;

iv. Advise and assist with all aspects of student teaching placement, as requested, including, but not limited to, advising and assisting in student teaching coordination; processing student teaching contracts; processing benefits for cooperating personnel and providing a forum for grievances related to field placements;

v. Conduct or assist with ongoing evaluations and continuous reviews of programs and facilitate program revisions as necessary.

III. ORGANIZATIONAL STRUCTURE OF THE COUNCIL

For purposes of all rights and responsibilities under these bylaws, membership in the Council on Teacher Education is meant to include all campus units that sponsor curricula leading to the licensure of teachers, school support personnel, or school administrators for the pre-kindergarten, elementary and secondary schools.

a. Defined: The Deans of the Council on Teacher Education

The Deans of the Council on Teacher Education are the deans of the Colleges of Education; Liberal Arts and Sciences; Social Work; Nursing and Architecture, Design and the Arts or their associate/ assistant deans or designees and the Director of the Council on Teacher Education, who serves ex officio. Each college will have one voting member.

b. Duties: The Dean of the Council on Teacher Education Shall

i. Consider and identify issues and future directions that have major implications for the admission, retention, guidance, education and placement of teachers, school support personnel and school administrators;

ii. Initiate business pertaining to the mission of the Council on Teacher Education, including student contractual agreements;

iii. Review and approve Council on Teacher Education annual budget;
iv. Review and approve all budgetary policies relating to the Council on Teacher Education
v. Encourage research and evaluation of issues relating to professional preparation.

c. Meetings: The Dean of the Council on Teacher Education
   i. The Deans of the Council on Teacher Education, consisting of the deans, associate/assistant dean or designee from each unit shall have a scheduled meeting at least twice during the year, or more frequently as needed.
   ii. Agenda: The agenda and order of business for a meeting of the Deans Council shall be established by the Director of the Council on Teacher Education in collaboration with the Chair of the Council on Teacher Education.

IV. PROGRAM COORDINATORS

a. Defined: The Deans of the Council on Teacher Education
Program Coordinators are appointed by each College in the Council on Teacher Education to be responsible for monitoring, evaluating, and making recommendations regarding all programs leading to licensure. Each program will have one voting Program Coordinator.

b. Duties- Program Coordinator
   i. Collaborate with the Area of Specialization Committee chair, department head, and/or the appropriate college administrator to ensure that all professional, state, and institutional standards are implemented, monitored, and assessed according to CTE policy.
   ii. Inform program faculty, clinical experience coordinators, university supervisors and/or
   iii. Cooperating personnel of current developments and requirements pertaining to professional preparation.
   iv. Complete an annual program evaluation and submit a report of findings, conclusions and program adjustments to CTE.
   v. Ensure prompt and accurate completion of reports required by government and non-government entities (e.g. ISBE Annual Program Reports).
   vi. Provide candidate admission information and updates of changes in admission status (e.g. withdrawal, drops, etc.) to CTE, as required.
   vii. Monitor candidates to ensure they meet the requirements for state licensure.
   viii. Recommend candidates for licensure based on the assessment of

their performance on all state requirements and any additional requirements of the program. Notify CTE of all candidates who will not be recommended for licensure.

ix. Evaluate candidates prior to student teaching.

x. Review candidates' student teaching evaluations, academic program requirements, and results of State tests to determine if student is ready to be recommended for licensure.

xi. If items of concern require budgetary considerations or contractual agreements with students, Program Coordinators will bring forth their recommendation to the Deans of the Council on Teacher Education to be voted on.

c. Meetings

i. The Program Coordinators of the Council on Teacher Education shall have a scheduled meeting every month during the academic year, or more frequently as needed.

ii. Agenda: the Director of the Council on Teacher Education shall establish the agenda and order of business for a meeting of the Program Coordinators with input from Program Coordinators.

V. OFFICERS

a. Chair of the Council on Teacher Education

i. Title: The chief executive officer of the Council on Teacher Education shall be the Chair.

ii. Appointment: The Chair of the Council on Teacher Education shall be appointed by the Provost of the Chicago campus.

iii. Duties: The Chair shall

1. Assist in creating the agenda for Deans of the Council on Teacher Education meetings;
2. Supervise and advise the Director of the Council on Teacher Education.

b. Director of the Council on Teacher Education

i. Title: The chief administrative officer of the Council on Teacher Education shall be the Director.

ii. Appointment: The Director shall be appointed by the Chair of the Council in consultation with the Deans of the Council on Teacher Education.

iii. Duties: The Director

1. is responsible for completion of staff work necessary for the Council on Teacher Education to function effectively and efficiently;
2. is responsible for implementation of Council on Teacher Education policy;

3. Coordinates the work of the Program Coordinators in all curricula for the preparation of teachers, school support personnel, and school administrators for the pre-kindergarten, elementary and secondary schools;
4. Serves as liaison among the individual programs, departments, schools, and colleges involved in the preparation and placement of teachers, school support personnel, and school administrators; and between the campus and the schools;
5. Administers the Council on Teacher Education budget and oversees the daily operations of the Council staff.

iv. Tenure Evaluation: The Director shall

1. Report to the Chair of the Council on Teacher Education;
2. Be reviewed annually by the Chair of the Council on Teacher Education, who may solicit input from members of the Council on Teacher Education;
3. Evaluated every five years, by a review committee appointed by the Chair of the Council on Teacher Education. This review committee shall consult with faculty, academic professionals, staff, and students involved in curricula and programs associated with the Council on Teacher Education; and shall prepare a report including summaries of comments or surveys received, an evaluation of the Director's performance, and any recommendations for future action. This report shall be presented to the Chair of the Council on Teacher Education who shall discuss the report with the Director.

VI. ADMINISTRATION OF THE COUNCIL BUDGET

a. The Director of the Council on Teacher Education shall administer the funds allocated to the Council for activities related to the preparation, licensure, and placement of teachers, school support personnel, and school administrators; to the promotion of continuing professional development; and of collaboration between programs and between programs and schools.
b. The Director shall submit budgetary requests and an annual summary of expenditures to the Chair of the Council.

VII. AMENDMENTS OR ADDITIONAS TO THE BYLAWS

a. Proposals for amendments or additions to these bylaws may be made by any member of the Faculty on Teacher Education who submits a proposed change to the Chair or Director of the Council on Teacher Education.
b. The Bylaws may be amended by a 2/3 vote of the members of the Program

Coordinators and the Deans of the Council on Teacher Education if the proposed amendment has been circulated among the members of the Council at least one month prior to the meeting at which the amendment is to be considered.

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