

**UNIVERSITY OF LOUISVILLE
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**

BYLAWS

ARTICLE I. Objectives The College of Education and Human Development shall be devoted to teaching, scholarship, and service; and, by means of these activities, shall seek to understand and improve education in all of its forms.

ARTICLE II Members

Section 1 All persons who hold academic tenure in the college or who are currently employed on a probationary contract (i.e., tenure track) in the college shall be voting members of the faculty of the college. Such persons, however, shall have at least 50 per cent of their university assignment in and at least 50 per cent of their university salary paid by the college.

Section 2 Upon the recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at a regular meeting, any person not meeting the requirements of Section 1, above, may be elected to voting membership for a prescribed term.

ARTICLE III. Officers

Section 1 As specified in The Redbook, the dean is the educational and administrative head of the College of Education and Human Development. Performance reviews of the dean shall be guided by The Redbook. The dean shall have primary responsibility for representing the views of the college faculty to all groups and persons external to the college, particularly to the central administration of the university. The dean shall be responsible for the administration and efficient conduct of the educational program of the college and for integrating the plans of the college with those of the university. The dean shall enforce the policies and regulations adopted by the Board of Trustees, the Office of the President, the Faculty Senate, and the college faculty. In addition, the dean's efforts shall be guided by the specific responsibilities contained in the job description for the Dean of the College of Education and Human Development.

Section 2 As specified in The Redbook, chairpersons are the educational and administrative heads of departments in the college. Performance reviews of chairpersons shall be guided by The Redbook. Each chairperson shall have primary responsibility for representing the views of the department faculty to all groups and persons external to the department, particularly to the dean. Each chairperson shall be responsible for the administration and efficient conduct of the educational program of the department and for integrating the plans of the department with those of the college. The chairperson shall enforce the policies and regulations adopted by the Board of Trustees, the Office of the President, the Faculty Senate, the College of Education and Human Development, and the department faculty. In addition, the chairperson's efforts shall be guided by the duties and responsibilities listed in The Redbook for department chairpersons.

ARTICLE IV. Meetings

Section 1 The dean shall be the presiding officer at college meetings; however, at the dean's request or (in the dean's absence) by a majority vote of members present, another member may be designated to preside.

- Section 2 The dean shall call all regular meetings of the college faculty and shall call at least one regular meeting each semester of each academic year.
- Section 3 Special meetings of the college faculty may be called at the written request to the dean of at least ten members.
- Section 4 Written notification of each meeting, together with an agenda, shall be sent by the dean to members at least five working days prior to the day of the meeting, except in the case of bona fide emergencies. Notification of emergency and of special meetings shall include the purpose for which the meeting is being called; at such meetings, no business shall be conducted that is not directly pertinent to the notified purpose. Notification of all meetings shall also be sent by the dean to the Office of the President.
- Section 5 A quorum shall consist of one-half the members and shall be required to conduct a meeting of the college.
- Section 6 Minutes of all meetings shall be distributed by the dean in a timely manner to all members, to the chairperson of the Faculty Senate, to the University Archives, and to the Office of the President.

ARTICLE V. Committees

- Section 1 Committees established to carry on the work of the college shall be special committees or standing committees. Any committee may propose actions for the consideration of faculty members at college meetings; and, as set forth in these bylaws or as directed by a majority vote of members at a college meeting, a committee may take specific action on behalf of the college.
- Section 2 The dean, in consultation with department chairpersons and other faculty as appropriate, may appoint or may request the election of an ad hoc committee to perform a particular task related to the college's objectives. Each department shall elect candidates to serve on ad hoc committees (e.g., Bylaws Revision, Name Change). A majority of persons serving on an ad hoc committee shall be voting members of the college faculty.
- Section 3 The dean, in consultation with department chairpersons, shall appoint each year a special Committee on Committees for the purpose of nominating a slate of candidates for each vacancy on standing committees. The Committee on Committees shall be composed of one faculty member from each department of the college. The committee's report, including its list of nominees, shall be sent to members along with the notification of the April meeting of the college. The committee shall also nominate candidates for election to fill unexpired terms on standing committees at any time vacancies occur. However, if such vacancies impede any standing committee's ability to function, the Committee on Committees shall appoint new members temporarily to the standing committee, using such fair and reasonable means as are necessary, until vacancies can be filled by an election during a college meeting. The Committee on Committees shall monitor the membership of all standing committees and shall make nominations and appointments that reflect the diversity of the college faculty.
- Section 4 Unless otherwise specified in these bylaws, only faculty members who are not administrative officers shall be eligible to serve on standing committees of the college. Members who serve on standing committees shall be elected by ballot by the faculty during the April meeting or may be similarly elected or be appointed at other times in

accordance with Section 3, above, as vacancies occur. After the Committee on Committees has presented its candidates for vacant positions, additional nominations may be made from the floor. Except for the Personnel Committee, for which members shall be elected by a majority of faculty voting at the meeting, nominees receiving the largest number of votes shall be elected to vacant positions, with the person receiving the largest number of votes placed in the position of longest term and so on in descending order. Normal terms of service on standing committees shall commence on July 1. All faculty elected as alternates shall serve one-year terms.

Notification of all meetings of standing committees shall be given to the dean. Minutes shall be taken at all meetings of standing committees and shall be sent to the dean, who shall forward a copy to the University Archives.

The standing committees of the college shall be as follows:

A. Honors and Scholarship Committee

1. Function

- a. To assist students in securing needed financial aid and to act as a liaison with the university Director of Financial Aid;
- b. To secure money for the awarding of scholarships by preparing proposals for appropriate funding agencies, such as the WHAS Crusade Grants;
- c. To recommend and interpret the criteria for the designation of honors status in the college;
- d. To coordinate existing and new awards in the college.

2. Structure

- a. Consists of one elected faculty representative from each department and one student representative;
- b. Faculty members serve three-year terms, and the student representative serves a one-year term. If the student representative cannot attend then the committee may appoint a student designee.
- c. The dean or the dean's designee shall be an ex officio, nonvoting member.

B. Standards and Admissions Committee

1. Function

- a. To recommend to the faculty policies and procedures regarding admission to and completion of degree and professional certification programs and to implement them;
- b. To conduct periodic reviews of admissions and completion standards and recommend appropriate changes to the faculty;
- c. To approve proposed changes to the admissions and completion standards of degree and professional certification programs.
- d. To consider and decide student petitions regarding admission to and completion of undergraduate and master's degree and professional certification programs. SAC has appellate jurisdiction to review procedural questions only regarding petitions arising from admissions decisions of departmental admissions committees.
- e. To recommend to the faculty policies and procedures for the grading system and appropriate changes.
- f. To conduct reviews of student records within the college for determining student status and change in student status.

2. Structure

- a. One faculty member representative from each department and two at-large faculty members

- elected by the CEHD faculty for staggered three-year terms;
 - b. At least half of the CEHD faculty members must have graduate faculty standing;
 - c. One representative from the College of Arts and Sciences for a two-year term;
 - d. One representative from the School of Music or the College of Business & Public Administration who shall rotate membership for one year terms;
 - e. One representative nominated by the Kentucky Education Association for a one-year term;
 - f. One representative nominated by the Kentucky Association of School Administrators for a one-year term;
 - g. One student representative for a one-year term.
 - h. A quorum shall consist of half of the CEHD faculty members on the committee.
 - i. The dean or the dean's designee shall be an ex officio, nonvoting member.
- C. Personnel Committee
 - 1. Function
 - a. To represent the faculty in advising the dean regarding individual personnel actions (appointments, promotions, salary increases, tenure decisions, personnel problems based on The Redbook policies) and general personnel policies in the college.
 - b. To ensure confidentiality of the committee's deliberations and written records regarding individual persons.
 - c. To formulate proposed personnel policy for the consideration of the faculty and to report to the faculty the existence of any personnel policy or practice which is not widely known or understood in the college.
 - 2. Structure
 - a. Consists of one faculty member from each department elected by the faculty with one elected at-large faculty member. Faculty members must be tenured and hold the rank of associate professor or professor.
 - b. Faculty members serve three-year terms.
- D. Curriculum Committee
 - 1. Function
 - a. To coordinate departmental reviews of all existing courses, such reviews to be conducted every five years for the purpose of determining the continued need, relevance, and quality of each course.
 - b. To examine and take action for the faculty on all proposed and revised courses, such examinations to include but not be limited to considerations of need, appropriate level, availability of resources, and potential duplication both within the college and in other units of the University.
 - c. To ensure that existing and proposed courses and programs comply with University, state, and professional guidelines, and/or certification requirements.
 - 2. Structure
 - a. Consists of one representative elected faculty representative from each department and one student representative who shall serve for a one-year term. If a student representative cannot attend, then the committee shall appoint a student designee. Two at-large members shall be elected based on the duties of the committee.
 - b. Faculty members serve three-year terms, and student representatives serve a one-year term.
 - c. The dean or the dean's designee shall be an ex officio, nonvoting member.
- E. Research and Faculty Development Committee
 - 1. Function

- a. To administer the College of Education and Human Development Research Fund.
 - b. To stimulate faculty research.
 - c. To facilitate the development of priorities and procedures for instruction and professional development.
 - d. To recommend the allocation of funds for instructional improvement.
2. Structure
 - a. Consists of one faculty representative from each department elected by the faculty and one student representative who shall serve for a one-year term. If the student representative cannot attend then the committee shall appoint a student designee.
 - b. Faculty members serve three-year terms, and the student representative serves a one-year term.
 - c. The dean or the dean's designee shall be an ex officio, nonvoting member.
- F. Grievance Committee
1. Function
 - a. To receive and take appropriate action on formal faculty grievances.
 - b. To keep confidential its discussions, documents, and decisions concerning all cases.
 - c. To be governed by applicable sections of The Redbook.
 2. Structure
 - a. Consists of one faculty representative from each department, three alternates elected by the faculty, and one student representative who shall serve for a one-year term. If the student representative cannot attend then the committee shall appoint a student designee.
 - a. Faculty members serve three-year terms.
- G. Student Academic Grievance Committee
1. Function
 - a. To receive and take appropriate action on all student academic grievances of undergraduate students.
 - b. To follow procedural guidelines consistent with applicable sections of The Redbook.
 2. Structure
 - a. Consists of one elected faculty representative from each department and three alternates also elected by the faculty, and one student representative who shall serve for a one-year term. If the student representative cannot attend then the committee shall appoint a student designee.
 - b. The dean's office designee (other than dean) who has no other involvement at the next level of review shall be a non-voting/non-participating member.
- H. Diversity Committee
1. Function
 - a. To address faculty, staff, and student concerns and facilitate action on equity issues, e.g., recruitment and retention of diverse faculty, staff, and students.
 - b. To facilitate the development of priorities and procedures regarding issues of diversity, e.g., curricular development and multicultural issues.
 - c. To recommend allocation of funds which will improve the college's instructional status regarding issues of diversity.
 - d. To encourage activities within the college which will lead to additional resources from the University for concerns related to issues of diversity.

- e. To facilitate the securing of resources from outside the University which will help address issues of diversity in teaching, research, and service.
2. Structure
 - a. Consists of one elected faculty member from each department, one staff representative, and one student representative.
 - b. Faculty and staff representatives serve three-year terms. The student representative shall serve for a one-year term. If the student representative cannot attend then the committee shall appoint a student designee.
 - c. The dean or the dean's designee shall be an ex officio, nonvoting member.
- I. Planning and Budget Committee
 1. Function
 - a. To represent the faculty and staff in advising the dean regarding 1) revision of the Strategic Plan, and 2) the establishment of Priorities For Action (PFAs) in relation to that plan.
 - b. To represent the faculty and staff in advising the dean about 1) requests for new general funds, 2) the development of the annual budget, 3) the allocation of year-end funds, and 4) the development of plans to meet any extraordinary budget situations, and 5) provide faculty with an annual report.
 - c. To assist the dean in assuring that faculty and staff have understanding of and opportunities for active participation in the planning and budgeting process.
 2. Structure
 - a. Consists of elected faculty representatives from each department and one staff member.
 - b. All members serve staggered three-year terms.
 - d. The dean or the dean's designee shall be an ex officio, nonvoting member.
- J. Technology Committee
 1. Function
 - a. To create, develop, and maintain vision for the use of technology in teaching, research, and service, and in administrative tasks.
 - b. To represent the faculty and staff in advising the Dean on technology policies, procedures, needs, and expenditures.
 - c. To administer the Technology MiniGrant fund and other funds designed for technology across the CEHD.
 2. Structure
 - a. Consists of one elected faculty member from each department and one at-large faculty member elected by the CEHD faculty, one staff representative, and one student representative.
 - b. Faculty and staff members serve three-year terms. The student representative shall serve for a one-year term. If the student representative cannot attend, then the committee shall appoint a student designee.
 - c. The dean or the dean's designee shall be an *ex officio* nonvoting member.
 - d. Representatives from the ERTC and CEHD partners (e.g. IT, JCPS) may be invited to join the Committee as non-voting members.

ARTICLE VI. Departments

Section 1 The departments of the college shall be as follows:

- a. Department of Leadership, Foundations and Human Resource Education
- b. Department of Teaching and Learning
- c. Department of Educational and Counseling Psychology
- d. Department of Health Promotion, Physical Education and Sport Studies

Section 2 The faculty of each department shall collectively be its governing body and shall establish committees or other appropriate machinery for transacting the business of the department, provided that the provisions established are in accordance with the policies and regulations adopted by the Board of Trustees, the Office of the President, the Faculty Senate, and the College of Education and Human Development.

ARTICLE VII. Parliamentary Authority The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the college meetings and college committee meetings in all cases to which the rules are applicable and in which they are not inconsistent with these bylaws or any special rules of order the members may adopt.

ARTICLE VIII. Amendment of Bylaws These bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing at the previous meeting. Amendments receiving the required two-thirds vote shall be effective when approved by the president or by the Board of Trustees, as required.

Approved by the Faculty: 03-03-95
Amended by the Faculty: 08-24-95; 09-28-95; 03-22-96; 01-16-98; 08-20-98, 02-04-00, 11-10-00;
01-18-02; 04-03-03
Approved by President: 04-07-03