

# ORGANIZATIONAL OUTLINE AND BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

## ARTICLE I. PURPOSE

The purpose of these bylaws is to establish the organization and legislative procedures of the faculty of the College of Education and Human Development (also referred to as the “College” herein) of the University of Louisville.<sup>1</sup>

## ARTICLE II. FACULTY MEMBERSHIP<sup>2</sup>

### A. Tenured and Probationary Faculty

All persons holding tenured or probationary full-time faculty appointments as defined in Sections 4.1.1 of *The Redbook*, and whose primary academic appointment is in the College shall be voting members of the Faculty. Their appointment by the Board of Trustees shall constitute their appointment as voting members of the Faculty. Faculty members retain their voting rights as long as their primary academic appointment remains in the College. Voting members on leave shall not vote unless they inform the Office of the Dean in writing that they wish to vote during their leave. A list of eligible members of the Faculty will be provided to Committee on Committees by the Office of the Dean, at the beginning of the fall, spring and summer terms.

### B. Term Faculty<sup>3</sup>

All persons holding non-tenurable full-time term faculty appointments (*The Redbook* Sec. 4.1.1.) and all persons holding joint faculty appointments whose primary academic appointment is in another unit shall be non-voting members of the Faculty. Upon the recommendation of one member of the tenured or probationary faculty, seconded by another member of the tenured or probationary faculty, any person (individually or as a group) not meeting the requirements of Section A, above, may be elected to voting membership for a prescribed term, not to exceed an academic year, except that no voting rights regarding matters related to personnel, promotion, and/or tenure may be extended to any person who does not meet the criteria set forth in Section A. The motion to extend voting rights permitted above requires a favorable vote, by paper ballot, of three-fourths of the tenured and probationary faculty voting at a regular Faculty Meeting.

Upon agreement within a department, persons holding full-time term appointments in that specific department can be accorded defined voting status within that department. Term faculty may be appointed for a contract period not to exceed three (3) years. Such appointments are renewable, but non-tenurable. Their appointment by the Board of Trustees shall constitute their appointment as non-voting faculty members. Such persons are entitled to attend the College’s Faculty Meetings and departmental faculty meetings where they have assignments and to participate fully in the discussion at such meetings.

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<sup>1</sup> The Organizational Chart of the College of Education and Human Development is attached hereto as Attachment “D”.

<sup>2</sup> See *The Redbook* Section 3.3.

<sup>3</sup> Includes Instructors, Assistant, Associate, and Full Professors.

## C. Responsibilities

### 1. Legislative Powers

Except as otherwise provided by *The Redbook*, the Faculty shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, instruction, examination, personnel policies and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees. In particular, as stated in Section I.C of the *Minimum Guidelines for Faculty Personnel Review*, the Faculty shall develop a mission statement.<sup>4</sup> It is understood that the Dean has the final approval of any mission statement developed by the Faculty.

### 2. Committees

The Faculty may establish as many committees as it deems necessary. Only those members of the Faculty (tenured, probationary, or term) having at least 50% of their assigned duties in the College shall be eligible to represent the College on any University or Administrative Committees. For any committee requiring departmental representation, only full-time faculty (tenured, probationary, and term) who have a primary appointment and at least 50% of their assigned duties in the department are eligible to serve as representative of that department on committees unless a different membership criteria is set forth in these bylaws or the committee structure approved by the Faculty.

## ARTICLE III. OFFICE OF THE DEAN

The Office of the Dean shall include the Dean and such Associate or Assistant Deans as may be appointed. The Dean shall be the administrative head and academic leader of the College.<sup>5</sup> Responsibilities, duties and actions of the Dean shall be in keeping with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the College. Responsibilities and duties are specified in a detailed job description which shall be approved by the President of the University and the Faculty of the College and which shall be attached to these bylaws. Job descriptions of Associate and Assistant Deans shall be prepared by the Dean and be made available to the Faculty. The Dean, Associate Deans, and Assistant Deans shall be reviewed in accordance with *The Redbook* and the *CEHD Personnel Policies and Procedures* where applicable.

## ARTICLE IV. FACULTY ADVISORY COUNCIL

### A. Responsibilities & Purpose

The Faculty Advisory Council shall act as a representative body for the Faculty. As a representative body of the Faculty, the Faculty Council is the conduit of information flow by and between the Faculty regarding all matters that cut across departments and programs. Specific functions are included below.

### B. Functions

1. To distribute memoranda to members of the Faculty and to encourage participation by the Faculty in the discussion of important matters affecting the College.

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<sup>4</sup>The Mission Statement of the College is attached hereto as Attachment "A".

<sup>5</sup>The job description for the Dean of the College is attached hereto as Attachment "B".

2. To represent the Faculty on all matters except those specifically assigned to other organizations by the bylaws of the College.
3. To present proposals and concerns to the Dean's Council, Dean, or meetings of the Faculty.
4. To assist in the effective functioning of College committees including but not limited to making recommendations for the establishment and/or abolition of committees.

#### C. Composition and Selection

1. Membership of the Faculty Advisory Council shall consist of one (1) faculty member representative of each academic department. All faculty members as defined in Section A (tenured, probationary, and term) are eligible to serve on the Faculty Advisory Council except faculty members with administrative appointments or duties accounting for 50% or more of their annual workload are ineligible to serve. Nomination and election of representatives of academic departments shall be by their constituent faculty members.

2. To initially populate the Faculty Advisory Council, those departments, whose representatives are to serve beginning in an odd-numbered year, will serve a two (2) year term beginning in 2011. Those departments, whose representatives are to serve starting in an even numbered year, will serve a one (1) year term beginning in 2011 and then two (2) year terms thereafter. Members representing the Departments of Elementary and Early Childhood Education; Educational Leadership, Evaluation, & Organizational Development; and Health & Sport Sciences shall serve terms starting on August 1st of an even numbered year. Members representing the Departments of Middle and Secondary Education; Special Education; and Counseling & Human Development shall serve terms starting on August 1st of odd numbered years.

3. If any position becomes vacant, it shall be filled by nominations and election in accordance with Article IV, Section C.1 above.

#### D. Operations

1. Meetings of the Faculty Advisory Council shall be held at least twice during each regular academic semester (fall/spring) and at least once during the summer term. Any member of the Faculty Advisory Council may add items to the agenda. The agenda shall be perpetual, for example, items not acted on in one meeting shall be carried over to the next meeting. At the first meeting during the fall academic term, the members of the Faculty Advisory Council shall elect a Chair and a Vice-Chair from their membership. The Vice-Chair shall serve as a recording secretary and keep minutes of all meetings. The Vice-Chair shall also act as Chair at meetings in the absence of the Chair.

2. The Office of the Dean shall provide the Faculty Advisory Council with a file cabinet and the occasional services of a staff person to record, prepare, and distribute minutes of meetings, and maintain the files.

## **ARTICLE V. FACULTY MEETINGS**

### **A. Time of Meetings**

The Dean shall call at least one regular Faculty Meeting in each fall and spring academic semester. Additional meetings may be called by the Dean, or Faculty Advisory Council as needed to conduct the affairs of the Faculty. Upon petition to the Dean by at least ten (10) members of the voting Faculty, a special Faculty Meeting must be called as soon as practicable by the Dean.

### **B. Presiding Officer**

The Dean shall normally serve as Chair of all meetings. However, at the Dean's request or in the absence of the Dean another member may be elected by a majority vote to preside at the meeting.

### **C. Agenda**

The agenda for all Faculty Meetings shall be compiled and ordered by the Dean. The agenda may include items originating from the Dean, the Dean's Council, the Faculty Advisory Council, the College's Faculty Senate representatives, the Staff Council, the College's SIGS Council, the Student Council, or any member of the Faculty. The Office of the Dean shall distribute the agenda and supporting documentation if applicable to all faculty members at least one week in advance of any Faculty Meeting.

### **D. Minutes**

The Office of the Dean shall provide sufficient staff to record the meeting and type the minutes. Minutes shall be distributed with the agenda for the next meeting to all faculty members.

Agendas and approved minutes shall be sent to the Faculty, Staff, Student Council, Offices of the College, administrative personnel, the Office of the President, and the University Archives.

Recordings of the meeting shall be kept for one (1) year.

### **E. Faculty Meeting Parliamentarian**

The Dean shall appoint a Parliamentarian at the beginning of the fall semester of each year. The principal duty is to advise the presiding officer of the Faculty Meeting, upon request, on matters of rules of order and of the bylaws.

### **F. Quorum**

Fifty (50%) percent of the entire eligible voting Faculty shall constitute a quorum.

### **G. Participation**

All faculty members (tenured, probationary and term) as defined in Article II may participate in debate.

## **ARTICLE VI. DEAN'S COUNCIL**

### **A. Responsibilities**

The Dean's Council shall serve as an advisory body to the Dean and the Faculty on administrative and academic matters.

#### B. Functions

The functions of the Dean's Council are to offer advice and counsel to the Dean and/or the Faculty, regarding courses of action on any matters affecting the business of the College. The Dean's Council may refer detailed consideration of an issue to a committee of the College or the Faculty Advisory Council. The Faculty shall routinely be informed of actions taken and announcements made at meetings by means of the minutes. However, the person representing each constituent group of the College, as established in Section D, shall be responsible for rapid dissemination of information affecting that group.

#### C. Meetings

Meetings of the Dean's Council shall be held at least once each month, except for the month of August. Any member of the Dean's Council may add items to the agenda. The agenda shall be perpetual, for example, items not acted on in one meeting shall be carried over to the next meeting. A preliminary agenda shall be distributed to all faculty members at least one (1) day prior to the meeting. All documentation in support of these agenda items shall be distributed to all members of the Dean's Council at least two (2) days prior to the meeting to give them an opportunity to consult with their constituencies prior to the meeting. Items not on the timely agenda described above may be acted on upon the consent of two-thirds of the members present at the meeting and any such items shall be permitted to be reconsidered at a future meeting by the request of any individual member of the Dean's Council.

#### D. Structure

1. Voting members of the Dean's Council shall consist of the Dean, Associate or Assistant Dean(s) as appointed by the Dean, all Department Chairs, and the Chair of the Faculty Advisory Council.
2. The Dean shall be the permanent Chair of the Dean's Council. At the discretion of the Dean, however, another voting member of the Dean's Council may be designated to preside.
3. A staff secretary shall be appointed from the Office of the Dean. The secretary will not hold membership on the Dean's Council.

#### E. Advisory Subcommittees

The Dean may appoint ad hoc or standing advisory subcommittees for advice. The Dean or the Dean's designee shall serve as the Chair. Meetings will be called by the Dean. Reports of all issues discussed and decisions reached will be made in writing to the Dean's Council.

### **ARTICLE VII. DEPARTMENTS AND ACADEMIC SUPPORT GROUPS**

#### A. Establishment and Elimination of Departments and Academic Support Groups

Any recommendation from the Faculty to establish or eliminate a department or Academic Support Group requires a favorable vote of two thirds of those voting but not less than a majority of the entire voting Faculty. A paper ballot shall be used. Established academic departments in the College are:

1. Counseling & Human Development;
2. Early Childhood and Elementary Education;

3. Health & Sport Sciences;
4. Educational Leadership, Evaluation, & Organizational Development;
5. Middle & Secondary Education; and
6. Special Education.

Current Academic Support Groups include the Education Advising Center, Education Resource and Technology Center, Office of Research, and Office of Educator Development and Clinical Practice.

#### B. Chair of Departments

Chairs for each department will be selected and evaluated in accordance with *The Redbook*, Section 3.3.5.B & D, the *CEHD Personnel Policies and Procedures*, and any applicable departmental criteria or policies.

#### C. Departmental Faculty

A faculty member, as defined in Article II, may only have membership on the Faculty for a single department and this shall be known as the faculty member's primary academic appointment. The Faculty of a department shall consist of all persons whose primary academic appointment is within that department. Only tenured and probationary faculty members of the College may be voting members of a department unless the department extends such voting rights to non-tenurable term faculty members consistent with these bylaws. Only faculty members with their primary academic appointment in a department may represent that department on College committees or department committees. A faculty member may have a secondary assignment in another department. A faculty member whose primary appointments involve a division of assignments may participate, but not vote, in the proceedings of another department in which the faculty member has a secondary assignment. Meetings of departmental faculty members shall be scheduled by the Chair upon his or her initiative or upon the request of a majority of the departmental faculty members. Agenda items may be proposed by the Chair or by any individual faculty member.

#### D. Academic Support Group Administrators

Each Academic Support Group shall have an administrator who shall serve at the pleasure of the Dean and the Board of Trustees in accordance with *The Redbook*, Section 2.3.1.B. A job description for each such administrative position shall be developed by the Dean and approved by the Faculty.

#### E. Departmental Rules of Governance

The voting faculty members of each department shall collectively be its governing body. They may establish committees, or other appropriate machinery for transacting the business of the department under rules of governance, which must conform to *The Redbook*, the College's bylaws, and be approved by the Dean.

### **ARTICLE VIII. COMMITTEES OF THE FACULTY**

#### A. Standing Committees

The Faculty shall have the power to create or dissolve standing committees of the Faculty of the

College. The standing committees of the College are Curriculum, Diversity, Honors and Scholarships, Planning and Budget, Policy Review, Research and Professional Development, Standards and Admission, and Technology.<sup>6</sup> The decision to create or dissolve a standing committee requires a favorable vote of two-thirds of those voting. Upon the request of a voting member of the Faculty, a paper ballot may be utilized. The charge, method of selecting members and terms of office for each standing committee must be approved by the Faculty by a favorable vote of a majority of those voting. The list of standing committees, their charges, methods of selecting members, and terms of office shall be maintained by the Dean and by the Faculty Advisory Council. Each committee is responsible for annually reviewing its charge and proposing changes, when needed, to the Faculty.

#### B. Ad Hoc Committees

Upon the recommendation of the Dean or the Faculty Advisory Council, ad hoc committees may be appointed or elected to perform a particular task related to the objectives of the College. If the committee is to be elected, each department representative shall be elected by their constituent departmental faculty members. A majority of persons serving on an ad hoc committee shall be full-time faculty members.

#### C. Redbook and Bylaws Committees

The following committees of the College are required by these bylaws or *The Redbook*:

##### 1. Committee on Committees

###### a. Charge

The committee serves to consider and propose nominees for positions which are filled by faculty elections, to monitor the structure of the College's committees, and to conduct faculty elections. To implement the purpose of this committee, as described above, this committee shall be charged with the following functions:

- i. To define vacancies on the Faculty Advisory Council and/or College committees as temporary or permanent.
- ii. To conduct elections, and to have jurisdiction in the case of disputed elections.
- iii. To be responsible for the creation of all slates for committee memberships and other offices filled by the faculty election of the College. This shall include the responsibility of ensuring that the opportunity for nominations is provided at regular faculty meetings and that all faculty members are afforded the opportunity to freely nominate and select from among the voting Faculty.
- iv. To ensure that departmental faculty members responsible for selection of departmental representatives are permitted an opportunity to freely nominate and select from among the voting faculty members of the department.
- v. To review the charge, structure, and operations of the College committees every fifth year, starting in 2015.

###### b. Composition & Selection

The committee shall consist of one (1) faculty member from each academic department. Members are elected by their respective departmental constituencies.

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<sup>6</sup> The detailed charge, composition and selection, and term of current Standing Committees are listed in Attachment "C" hereto.

c. Terms

Members shall serve three (3) year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

2. Personnel Committee

a. Charge

The committee represents tenured and probationary faculty members in advising the Dean regarding individual personnel actions including appointments, promotions, salary increases based on merit, tenure decisions, career reviews, and annual reviews based on *The Redbook*; and general personnel policies in the College. To ensure confidentiality of the committee's deliberations and written records regarding individual persons.

b. Composition & Selection

The committee shall consist of one (1) representative from each academic department elected by the departments' constituent faculty members and one (1) representative elected at large. The "at large" position will be elected by the entire tenured and probationary faculty members from among the faculty members eligible to serve as described below.

Department chairs and faculty members with administrative appointments accounting for 50% or more of their annual workload are ineligible to be committee members. All members of the committee must be at, or above the rank of, associate professor with tenure. An alternate may be selected for any member of the committee during any year in which an elected member is also being considered for promotion. The Chair shall be elected by the committee from among its members each year during the fall semester, at a meeting called by a member designated during the previous spring.

c. Term

The term of office for committee members shall be three (3) years. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire. Any member is eligible for re-election for one (1) consecutive term. Any member who has served two (2) consecutive terms must rotate off of the committee for at least one (1) term, and then may be re-elected to the committee. The terms of new members shall begin on August 1.

3. Student Academic Grievance Committee

a. Charge

The committee will hear and make recommendations on student grievances concerning academic matters per *The Redbook*, Chapter 6, and the Student Academic Grievance Procedure adopted by the Board of Trustees. The committee shall organize its activities as needed to serve the interests of both undergraduate and graduate students. The committee shall make a written report to the Faculty of its activities annually. These annual reports should be submitted to the Dean, the Chair of the Faculty Advisory Council, and the SIGS Council before September 1 of each year.

b. Composition & Selection

The committee shall be comprised of one (1) representative from each academic department elected by the departmental faculty members, and three (3) student members appointed by the Student Council. At least one (1) undergraduate and one (1) graduate student representative must comprise the student committee membership. One (1) of the faculty representatives should be elected as Chair each year during the fall term.

c. Terms

Faculty members shall serve three (3) year terms. Student members shall serve one (1) year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire. The term of new members shall begin on August 1.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

Faculty and Committee meetings shall be governed by the rules contained in the current edition of *Robert's Rules of Order* in all cases in which they are not inconsistent with the bylaws or any special rules of order which the Faculty may adopt.

**ARTICLE X. THE STAFF OF THE COLLEGE**

The Staff Council shall be the representative organization of the staff of the College and shall operate under its own set of bylaws, except that staff matters which affect the operation of the College require the approval of the Dean upon the advice of the Dean's Council.

**ARTICLE XI. STUDENTS**

The Student Council shall be the organization of the students of the College and shall operate under its own set of bylaws.

**ARTICLE XII. PROCEDURE FOR AMENDMENTS**

The Policy Review Committee may recommend amendments to the bylaws. In addition, any faculty member may propose an amendment to the bylaws if endorsed by at least four (4) other faculty members. Proposed amendments from either the Policy Review Committee or faculty members will be placed on the agenda of the next Faculty Meeting for discussion. A copy of the proposed amendment and a copy of the Article or Section to be amended shall be distributed to each faculty member at least one (1) week prior to the Faculty Meeting. Approval of the amendment may be made after such discussion by a favorable vote of two-thirds of those voting. Upon request of any voting faculty member, a paper ballot may be utilized. Amendments receiving sufficiently many votes will be forwarded through appropriate channels to the Board of Trustees for approval.

Approved by the Faculty of the College of Education and Human Development, April 11, 2011. Approved by the University of Louisville Board of Trustees, September 9, 2011.

Approved with revised department name change by the Office of the Provost and University President, May 30, 2012.

Approved with revised department name changes by the Office of the Provost and University President July 15, 2015.

**Index of Attachments**

- A) Mission Statement of the College of Education and Human Development
- B) Job description for Dean (4 pages) approved November, 2009.
- C) Standing Committees of the College of Education and Human Development as of August, 2011.
- D) Organizational Chart of the College of Education and Human Development as of August, 2011

**ATTACHMENTS TO THE ORGANIZATIONAL OUTLINE AND BYLAWS OF  
THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT  
(Approved October 22, 2010)  
(Approved as amended, April 11, 2011)  
(Approved by Board of Trustees, September 8, 2011)**

## **Attachment A**

### **Mission Statement of the College of Education and Human Development**

The College of Education and Human Development embraces the university's mission as a metropolitan research university committed to advancing the intellectual, cultural, and economic development of our diverse communities and citizens. We promote the highest levels of learning and social, emotional, and physical health and well-being for all children, individuals, and families. Our programs enhance the organizations and communities in which our citizens grow and develop. Our mission is to advance knowledge and understanding across our disciplines and constituencies and to develop educational leaders who will inform policy, improve practice, strengthen communities, and address pressing social concerns. We prepare students to be exemplary professional practitioners and scholars; to generate, use, and disseminate knowledge about teaching, learning, health promotion, disease prevention, and leadership in public and private sector organizations; and to collaborate with others to solve critical human problems in a diverse global community. We seek to continually improve the quality of life for all in our metropolitan community, the Commonwealth of Kentucky, and the nation.

## **Attachment B**

### **Job Description for the Dean of the College of Education and Human Development**

The Dean of the College of Education and Human Development (hereinafter the “College”) is the chief academic officer of the College. The Dean is charged with providing progressive and dynamic intellectual and academic leadership to the College and enthusiastic support for the University’s core values of quality, caring, diversity, innovation, and service.

#### **General Responsibilities of the Dean**

The Dean of the College reports directly to the Provost and will:

- Lead the College in furthering the values, mission, and goals of the University and the College.
- Ensure the timely development and implementation of appropriate priorities and policies for the College, as well as strategic plans that are both visionary and pragmatic.
- Lead and strengthen the already dynamic partnerships with the 100,000-student Jefferson County Public Schools, the surrounding Ohio Valley Education Cooperative, Northern Kentucky Cooperative, and other districts across the Commonwealth of Kentucky and State of Indiana.
- Sustain accreditations to ensure the College maintains quality programs consistent with other nationally prominent universities.
- Recruit, mentor, and retain nationally exemplary faculty, staff and students with special emphasis on diversity and collaboration.
- Sustain a climate in which faculty members excel in scholarly research, teaching, service, and community outreach.
- Lead the development efforts of the College, including personal participation in the cultivation, solicitation, and stewardship of major donors, prospective donors, and alumni.
- Advocate for the College within local, state, and federal agencies and serve as a thought leader on issues of education in each of these settings.
- Work with the departments to ensure that every graduate of the College can meet the needs of his or her respective diverse work environments and that the College’s graduates are considered to be among the world’s most coveted teachers, administrators, and professionals.
- Work with all the University’s centers, colleges and departments in pursuit of innovative solutions to complex problems.

The aforementioned duties shall be accomplished in accordance with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the College. Unless prohibited by *The Redbook* or the bylaws of the College, the Dean may delegate the aforementioned duties to appropriate administrators.

Approved by the Faculty of the College, December 6, 2011.

## Attachment C

### Standing Committees of the College of Education and Human Development

#### Standing Committee Descriptions

##### A. Curriculum Committee

###### 1. Charge

- a. To coordinate departmental reviews of all existing courses, such reviews to be conducted every five (5) 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, 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. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members and one (1) student representative. The Dean or the Dean's designee(s) shall be an *ex officio*, nonvoting member(s).

###### 3. Terms

Faculty members serve three (3) year terms, and student representatives serve one (1) year terms. If a student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

##### B. Diversity Committee

###### 1. Charge

- 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 to improve the College's instructional status regarding issues of diversity.
- d. To encourage activities within the College that will lead to additional resources from the University 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. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members, one (1) representative from the Minority Teacher Recruitment Project, two (2) elected staff members with one being from the Education Advising department, and one (1) student representative elected by the Student Council. The Dean or the Dean's designee shall be an *ex officio*, nonvoting member.

### 3. Terms

Faculty and staff representatives serve three (3) year terms. The student representative shall serve a one (1) year term. If the student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **C. Honors and Scholarships Committee**

### 1. Charge

- 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. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members, and one (1) student representative. The Dean or the Dean's designee shall be an *ex officio*, nonvoting member.

### 3. Terms

Faculty members serve three (3) year terms, and the student representative serves a one (1) year term. If the student representative cannot attend, then the committee may appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **D. Planning and Budget Committee**

### 1. Charge

- a. To represent the Faculty and staff in advising the Dean regarding: (i) revision of the Strategic Plan; and (ii) the establishment of Priorities For Action (PFA's) in relation to that plan.
- b. To represent the Faculty and staff in advising the Dean about: (i) requests for new general funds; (ii) the development of the annual budget; (iii) the allocation of year-end funds; (iv) the development of plans to meet any extraordinary budget situations; and (v) provide the Faculty with an annual report.
- c. To assist the Dean in assuring that the Faculty and staff have an understanding of, and opportunities for, active participation in the planning and budgeting process.
- d. Work in conjunction with the Curriculum Committee to review the budgetary implications and availability of resources for new academic program proposals.

### 2. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members and two (2) staff members. The Dean or the Dean's designee shall be an *ex officio*, nonvoting member.

### 3. Terms

All members serve three (3) year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **E. Policy Review Committee**

### 1. Charge

- a. To review the College's bylaws every five (5) years.
- b. To review the College's personnel policies every five (5) years.
- c. To initiate any of the above reviews, or reviews of other college policies or procedures should the need arise or as directed by the Faculty Advisory Council, the Dean's Council, or the Dean of the College.
- d. To update the College's bylaws and personnel documents as directed by amendments voted on by the Faculty at a Faculty Meeting; or as required due to changes in other University policies or *The Redbook*.
- e. To ensure that the College's bylaws and personnel documents are consistent with *The Redbook*.

### 2. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members. All members must be tenured or probationary members of the Faculty. Additional representatives may be invited to join the Committee as non-voting members.

### 3. Term

All members shall serve three (3) year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **F. Research and Professional Development Committee**

### 1. Charge

- a. To administer the College of Education and Human Development Research Fund.
- b. To encourage and support faculty research.
- c. To encourage and support student research.
- d. To encourage and support professional development.
- e. To enhance the research climate in the College.

### 2. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty and one (1) student representative. The Dean or the Dean's designee shall be an *ex officio*, nonvoting member.

### 3. Term

Faculty members shall serve three (3) year terms, and the student representative shall serve a one (1) year term. If the student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **G. Standards and Admissions Committee**

### **1. Charge**

- 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. The committee 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. Composition and Selection**

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty and one (1) student representative. At least half of the faculty representatives must have graduate faculty status. A quorum shall consist of half of the faculty representatives on the committee. The Dean or the Dean's designee(s) shall be an *ex officio*, nonvoting member(s).

### **3. Term**

Faculty members shall serve three (3) year terms, and the student representative shall serve a one (1) year term. If the student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

## **H. Technology Committee**

### **1. Charge**

- a. To create, develop, and maintain the College's vision for the use of technology in teaching, research, service, and administrative tasks.
- b. To represent the Faculty, staff, and students 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 College.

### **2. Composition and Selection**

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty, one (1) representative from the Planetarium, one (1) staff representative, and one (1) student representative. The Dean or the Dean's designee shall be an *ex officio* nonvoting member. Representatives from the ERTC and the College's partners (e.g. IT, JCPS) may be invited to join the committee as non-voting members.

### **1. Term**

Faculty and staff members shall serve three (3) year terms. The student representative shall serve a one (1) year term. If the student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire.

**Attachment “D”**

**Organizational Chart of the College of Education and Human**