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 CEHD and/or the College herein) of the University of Louisville.[1]

ARTICLE II. FACULTY MEMBERSHIP[2]

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 of Education and Human Development shall be voting members of the faculty. Their appointment by the Board of Trustees shall constitute their appointment as voting faculty members. Faculty retain 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 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[3]

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 meeting of the faculty.

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 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 CEHD faculty meetings and

[1] The Organizational Chart of the College of Education and Human Development is attached hereto as Attachment "D".

[2] See *The Redbook* Section 3.3.

[3] Includes Instructors, Assistant, Associate, and Full Professors.

departmental faculty meetings where they have assignments and to participate fully in the discussion at such meetings.

C. Responsibilities

1. Legislative Powers

Except as otherwise provided by ***The Redbook,*** the Faculty of the College of Education and Human Development 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.[4] It is understood that the Dean has the final approval of any mission statement developed by the faculty for the unit.

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 of Education and Human Development 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.[5] 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. Specific responsibilities and duties are specified in a detailed job description which shall be approved by the President of the University and 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.

[4] The Mission Statement of the College of Education and Human Development is attached hereto as Attachment "A".

[5] The job description for the Dean of the College of Education and Human Development is attached hereto as Attachment "B".

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 of the College, the Faculty Council is the conduit of information flow by and between 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 faculty participation in and discussion of important matters affecting the College of Education and Human Development.

2. To represent the Faculty on all matters except those specifically assigned to other organizations by the Bylaws of the College of Education and Human Development.

3. To present proposals and concerns to the Dean's Council, the Dean, or to 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 faculty representative of each academic department. All faculty as defined in Section A (tenured, probationary, and term) are eligible to serve on the Faculty Advisory Council except faculty 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 faculties.

2. To initially populate the Council, those departments, whose representatives are to serve beginning in an odd-numbered year, will serve a two year term beginning in 2011. Those departments, whose representatives are to serve starting in an even numbered year, will serve a one year term beginning in 2011 and then two year terms thereafter. Members representing the Departments of Elementary and Early Childhood Education; Leadership, Foundations & Human Resource Education, and Health & Sport Sciences serve terms starting on August 1st of an even numbered year. Members representing the Departments of Middle and Secondary Education; Special Education; and Educational & Counseling Psychology 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 IV.C.1 above.

D. Operations

1. Meetings of the Faculty 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 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 Council meetings. The Vice-Chair shall also chair the meetings of the Faculty Advisory Council in the absence of the Chair.

2. The Office of the Dean shall provide the Council with (a) a file cabinet, and (b) the occasional services of a staff person to record, prepare, and distribute minutes of Council meetings and maintain the Council 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 members of the College of Education and Human Development's voting Faculty, a special Faculty Meeting must be called as soon as practicable by the Dean.

B. Presiding Officer

The Dean shall normally chair 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 CEHD Faculty Senate representatives, the Staff Council, the CEHD 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 year.

E. Faculty Meeting Parliamentarian

The Dean shall appoint a College of Education and Human Development 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 College of Education and Human Development 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 council to the Dean and/or faculty, regarding courses of action on any matters affecting the business of the college. The Committee 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, Structure, 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 at least one 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 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 Committee.

D. Structure

1. Voting members of this committee 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 permanent chair of the committee. At the discretion of the Dean, however, another voting member of the committee may be designated to preside.

3. A staff secretary to this committee shall be appointed from the Dean's Office. The secretary will not hold membership on this committee.

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 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

A faculty recommendation 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 of Education and Human Development are:

1. Educational & Counseling Psychology;
2. Early Childhood and Elementary Education;
3. Health & Sport Sciences;
4. Leadership, Foundations, & Human Resource Education;
5. Middle & Secondary Education; and
6. Special Education.

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

B. Chair of Departments

Department Chairs 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 policy.

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 of Education and Human Development Faculty may be voting members of a department unless the department extends such voting rights to non-tenurable term faculty consistent with these bylaws. Only faculty with their primary academic appointment in a department may represent that department on College

committees or on Departmental committees. A faculty member may have a secondary assignment in another department. Faculty 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 shall be scheduled by the chair upon his or her initiative or upon the request of a majority of the departmental faculty. 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 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,*** these Bylaws and be approved by the Dean.

ARTICLE VIII. COMMITTEES OF THE FACULTY

A. Kinds of Committees

1. Redbook and Bylaws Committees

The following committees of College of Education and Human Development are either required by ***The Redbook*** or by these Bylaws: **CEHD Committee on Committees**; **CEHD Personnel Committee**, **CEHD Student Academic Grievance Committee**. These committees' charge, composition, selection, and terms are described below and changes to the charge, composition, selection, and terms may be made in accordance with other amendments or modifications to these bylaws as set forth in Article XII.

2. Standing Committees

The faculty shall have the power to create or dissolve Standing Committees of the faculty of the College of Education and Human Development. The Standing Committees of the CEHD are Curriculum, Diversity, Honors and Scholarships, Planning and Budget, Policy Review, Research and Professional Development, Standards and Admission and Technology.[6] 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 College Faculty by a favorable vote of a majority of those voting. The list of Standing Committees, their

[6] The detailed charge, composition and selection, and term of current Standing Committees of the CEHD are listed in Attachment "C" hereto.

charge, method 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 to it, when needed, to the Faculty.

3. 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 college's objectives. If the committee is to be elected, each department representative shall be elected by their constituent departmental faculty. A majority of persons serving on an ad hoc committee shall be full-time faculty members.

B. Redbook & Bylaws Committees

1. Committee on Committees

a. Charge

This committee serves to consider and propose nominees for positions which are filled by College faculty elections, to monitor the structure of the College 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:

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

b. Composition & Selection

The Committee on Committees shall consist of one faculty member from each academic department. Members are elected by their respective departmental constituencies.

c. Terms

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

2. CEHD Personnel Committee

a. Charge

To represent tenured and probationary faculty 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* policies; 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 representative from each academic department elected by the departments' constituent faculties and one representative elected at large. The at large position will be elected by the entire tenured and probationary faculty from among faculty eligible to serve as described below. Department chairs and faculty 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. A 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 years. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire. Any member is eligible for re-election for one consecutive term. Any member who has served two consecutive terms must rotate off of the committee for at least one term, and then may be re-elected to the committee. The term of new members shall begin on August 1.

3. CEHD Student Academic Grievance Committee

a. Charge

This 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 1st, of each year.

b. Composition & Selection

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

c. Terms

Faculty terms are three year terms. The term of the student members are one year. To provide continuity, the terms will be staggered (by lot, if necessary) such 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

The CEHD 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 these Bylaws or any special rules of order which the Faculty may adopt.

ARTICLE X. THE STAFF OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

The College of Education and Human Development 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 College of Education and Human Development 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 these Bylaws. In addition, any faculty member may propose an amendment to these Bylaws if endorsed by at least four other faculty members. Proposed amendments from either the Policy Review Committee or the faculty 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 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 member of the voting faculty 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
October 22, 2010

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 6, 2010.

D) Organizational Chart of the College of Education and Human Development as of August 6, 2010