

## **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. The Office of the Dean will provide a list of eligible voting members of the Faculty to the Committee on Committees at the beginning of the fall, spring and summer terms.

#### **B. Clinical Faculty<sup>3</sup>**

All persons holding non-tenurable full-time clinical faculty appointments (*The Redbook* Sec. 4.1.1.) shall be voting members of the Faculty, except that no voting rights regarding matters related to promotion and/or tenure of probationary faculty, or promotion of tenured faculty, may be extended to any person who does not meet the criteria set forth in Section A. All persons holding joint faculty appointments whose primary academic appointment is in another unit, and all persons whose appointment is funded at 50% or more by a research grant, service grant, or gift shall be non-voting members of the Faculty but may attend department and College Faculty Meetings.

Clinical faculty members 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 voting faculty members with the exception

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<sup>1</sup> The Organizational Chart of the College of Education and Human Development can be found at the following link: <http://louisville.edu/about/CEHD-org-chart2019>.

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

<sup>3</sup> Includes those faculty members with the rank of Lecturers, Senior Lecturers, Distinguished Lecturers, Clinical Assistant Professors, Clinical Associate Professors, Clinical Professors, Assistant Research Professors, Associate Research Professors, and Research Professors. See Article 1.0 CEHD Personnel Policies and Procedures Document at <http://louisville.edu/provost/faculty-personnel/unit> for definitions and descriptions of responsibilities.

identified above related to tenure and promotion decisions of probationary and tenured faculty members.

### C. Responsibilities

#### 1. Legislative Powers

Except as otherwise provided by *The Redbook*, the Faculty shall have general legislative powers over all matters pertaining to admissions requirements, curricula, instruction, examination, personnel policies and procedures, collegiate structure, and recommendations for the granting of degrees through the President to the Board of Trustees. Consistent with Section 3.3.2 of *The Redbook*, all such actions shall be consistent with enumerated policies of the Board of Trustees. 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 clinical) 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 clinical) who have a primary appointment and at least 50% of their funding and assigned duties in the department are eligible to serve as a representative of that department on committees unless a different membership criterion is set forth in these Bylaws.

## **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 and academic leader of the College.<sup>5</sup> The Dean's responsibilities, duties and actions shall be in keeping with the decisions, policies and regulations adopted by the Board of Trustees, Office of the President, Office of the Provost, and in collaboration with the Faculty of the College. Responsibilities and duties are further 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 via the customary shared data storage system provided by the College. The Dean, Associate Deans, and Assistant Deans shall be reviewed in accordance with *The Redbook* and the *CEHD Personnel Policies and Procedures* where applicable.

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<sup>4</sup>The Mission Statement of the College can be found at the following link: <http://louisville.edu/education/about>, and is attached hereto as Attachment "A."

<sup>5</sup>See *The Redbook*, Section 3.2.2. The job description for the Dean of the College 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, the Faculty Council is the primary 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.
2. To represent the Faculty on all matters except those specifically assigned to other committees by the Bylaws of the College.
3. To present proposals and concerns to the Dean's Cabinet, 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.
5. To review and advise the Dean concerning the organizational structure of the College.

### 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 Article II (tenured, probationary, and clinical) are eligible to serve on the Faculty Advisory Council. Faculty members with administrative appointments as defined in Chapter 2 of *The Redbook*, or administrative 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. Members representing the Departments of Educational Leadership, Evaluation, & Organizational Development (LEAD); and Health & Sport Sciences (HSS) shall serve three-year terms starting on August 1st of an even numbered year. Members representing the Departments of Elementary, Middle, & Secondary Teacher Education (EMSTEd); Special Education, Early Childhood, & Prevention Science (SECP); and Counseling & Human Development (ECPY) shall serve three-year terms starting on August 1st of odd numbered years.
3. Members shall serve 3-year terms. To provide for continuity, the terms will be staggered so each year one third of the membership will expire. 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 once during each regular academic semester (fall/spring), and whenever a meeting is deemed necessary. 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, but may be assisted in doing so by the staff person provided by the Office of the Dean as referenced in Section D.2 of this Article. 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 suitable electronic file storage options 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. The Dean or Faculty Advisory Council may call additional meetings as needed to conduct the affairs of the Faculty. Upon petition to the Dean by at least 10 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 of the Dean's Cabinet may 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 Cabinet, the Faculty Advisory Council, the College's Faculty Senate representatives, the College's Staff Senate representatives, the College's Graduate Faculty Council representatives, the College's Student Government Association, or any member of the Faculty. The Office of the Dean shall distribute the agenda and supporting documentation 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 and type the meeting minutes. Minutes shall be distributed with the agenda for the next meeting to all faculty members. Agendas and approved minutes shall be available on the College's shared data storage system accessible by the Faculty and Staff.

### **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 Meetings, upon request, on matters of rules of order, the Bylaws, and other policies and procedures.

F. Quorum

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

G. Participation

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

## ARTICLE VI. DEAN'S CABINET

A. Responsibilities

The Dean's Cabinet 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 Cabinet 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 Cabinet 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, which will be available on the College's shared data storage system accessible by the Faculty and Staff. However, the person representing each constituent group of the College, as established in Section D of this Article, shall be responsible for rapid dissemination of information affecting that group.

C. Meetings

Meetings of the Dean's Cabinet shall be held at least twice each academic semester. Any member of the Dean's Cabinet 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 two (2) days prior to the meeting and made available on the College's shared data storage system accessible by the Faculty and Staff. All documentation in support of these agenda items shall be distributed to all members of the Dean's Cabinet 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 circulated 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 Cabinet.

D. Structure

1. Voting members of the Dean's Cabinet shall consist of the Dean, Associate and Assistant Dean(s) as appointed by the Dean, all Department Chairs, Chair of the Faculty Advisory Council, and one staff member elected by the College's staff.

2. The Dean shall be the permanent Chair of the Dean's Cabinet. At the discretion of the Dean, however, another voting member of the Dean's Cabinet 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 Cabinet.

#### 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. The Dean or the Dean's designee will call meetings. A final written report of all issues related to the charge of the ad hoc committee will be made to the Dean's Cabinet.

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

#### A. Establishment and Elimination of Departments

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

1. Counseling & Human Development;
2. Educational Leadership, Evaluation, & Organizational Development;
3. Health & Sport Sciences;
4. Elementary, Middle, & Secondary Teacher Education; and
5. Special Education, Early Childhood, & Prevention Science

#### B. Centers

Current centers in the College include the Nystrand Center of Excellence in Education, Center for Research in Mathematics and Science Teacher Development, Center for Economic Education, Early Childhood Research Center, Center for Instructional and Behavioral Research in Schools, and the Kentucky Autism Training Center.

#### C. Academic Support Groups

Current Academic Support Groups include the Office of Education Advising and Student Services, Education Resource and Technology Center, Office of Research and Graduate Studies, Office of Academic Affairs and Unit Effectiveness, and Office of Educator Development and Clinical Practice.

#### D. Chairs of Departments

Chairs are responsible for the educational and administrative oversight of their academic departments. These responsibilities are established in *The Redbook*, Section 3.3.5.C. Chairs for each department will be selected and evaluated in accordance with *The Redbook*, Section 3.3.5.B & D, and the *CEHD Personnel Policies and Procedures*. The Dean, when appointing Interim and Acting Chairs, will consult with the faculty members of the academic department.

#### E. Assistant Chairs of Departments

Assistant Chairs of academic departments shall be appointed by the Dean upon request and recommendation from the Department Chair and after consultation by the Department Chair with faculty members of the academic department. The specific duties and responsibilities of the Assistant Chair will be determined after discussion between the Assistant Chair, Department Chair, and Dean depending on the needs of the academic department. Common examples of these duties and responsibilities are overseeing and/or supporting course scheduling, student recruitment and admission, retention and evaluation of part-time faculty, academic program reporting for accountability and accreditation, student learning outcomes, academic dishonesty and communications of concern, expenditure and budgets, and administrative tasks as selected by the Department Chair. Assistant chairs will not participate in the formal evaluative component of the annual review process.

#### F. Departmental Faculty

A faculty member, as defined in Article II, may only have membership on the Faculty for a single academic 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 faculty members with their primary academic appointment in a department may represent that department on College or department committees. A faculty member may have a secondary assignment in another department. A faculty member whose primary appointment involves 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.

#### G. Academic Support Group Administrators

Each Academic Support Group shall have an administrator who shall be appointed by the Dean and approved by 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 be available on the College's shared data storage system accessible by the Faculty and Staff.

#### H. Center Directors

Each Center shall have an administrator who shall be appointed by the Dean and approved by 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 be available on the College's shared data storage system accessible by the Faculty and Staff.

#### I. Departmental Rules of Governance

The voting faculty members of each department shall collectively be its governing body. They may establish committees, or recommend other appropriate actions for advancing 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. Bylaws Committees

The following committees of the College are required by these Bylaws:

#### 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 pursue this purpose, 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 to be elected to College-wide positions is provided at Faculty Meetings and that all faculty members are afforded the opportunity to nominate and elect from among the voting Faculty.
- iv. To assist departments in the selection of departmental representatives for College committees including the nomination and election from among the voting faculty members of the department.
- v. To review the charge, structure, and operations of the College committees every fifth year, in conjunction with the Bylaw review process of the Policy Review Committee.

##### b. Composition & Selection

The committee shall consist of one (1) faculty member from each academic department. Their respective departmental constituencies elect members. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

##### c. Terms

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

#### 2. Personnel Committee

##### a. Charge

The committee represents tenured, probationary, and clinical faculty members in advising the Dean regarding individual personnel actions including appointments, promotions, salary increases based on merit, tenure decisions, career reviews, appeals of annual reviews based on *The Redbook*, and personnel policies of the College. To ensure confidentiality of the committee's deliberations and written records regarding individual persons, these documents shall be stored and secured in the University's Interfolio/Faculty



180 system and shall not be stored on the College's shared data storage system accessible by the Faculty and Staff.

b. Composition & Selection

The committee shall consist of one (1) representative from each academic department elected by the department's constituent faculty members, and two (2) representatives elected by the Faculty at large, one (1) of whom will be an eligible faculty member in the teaching and learning departments (EMSTEd, SECP). In addition, two (2) clinical faculty members will be elected by the entire tenured, probationary, and clinical faculty members, one (1) of whom will be an eligible faculty member in the teaching and learning departments (EMSTEd, SECP), and one (1) of whom will be an eligible faculty member in the human development departments (ECPY, LEAD, and HSS). The clinical faculty members may participate in all committee deliberations other than those involving the pre-tenure review, and tenure and promotion of probationary and tenured faculty. Department chairs are ineligible to be committee members. All members of the committee must be at or above the rank of associate professor with tenure or in the case of the clinical faculty members, associate clinical professor. 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 or being reviewed (e.g., Periodic Career Review or Endowed Chair Review), or is otherwise unavailable (e.g., sabbatical or personal leave). The committee shall elect the Chair from among its members each year during the fall semester, at a meeting called by a member designated during the previous spring. The Dean or Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity upon request of the committee, but shall not be present during any committee deliberations concerning annual review appeals, pre-tenure review, promotion, tenure, or any other faculty personnel review.

c. Term

Members shall serve three (3) year terms. To provide continuity, the terms will be staggered 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) year 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 Procedures adopted by the College. 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, but will observe confidentiality when legally required. These annual reports should also be submitted to the Dean and the Chair of the Faculty Advisory 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, preferably appointed by the College's Student Government Association if possible. At least one (1) undergraduate and one (1) graduate student representative must comprise the student membership. One (1) of the faculty representatives should be elected as Chair each year during the fall term. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

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 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.

B. 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 currently Curriculum, Diversity, Honors and Scholarships, Planning and Budget, Policy Review, Research and Professional Development, Standards and Admissions, and Technology. The decision to create or dissolve a standing committee requires a favorable vote of two-thirds of the Faculty. 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 majority vote. The Dean and the Faculty Advisory Council shall maintain a list of standing committees, their charges, methods of selecting members, and terms of office. Each committee is responsible for keeping and storing meeting minutes, and annually reviewing its charge and proposing changes, when needed, to the Policy Review Committee, Faculty Advisory Council, and/or the Committee on Committees. In the instance where an elected committee member can no longer serve, it is the responsibility of the home department to vote on a replacement and submit the nominee for a faculty-wide vote. The vote(s) can be conducted by an electronic survey.

C. Standing Committee Descriptions

**1. Curriculum Committee**

a. Charge

- (i). 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.
- (ii). 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.
- (iii). To ensure that existing and proposed courses and programs comply with University, state, and professional guidelines, and/or certification requirements.

b. 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 elected by the College's Student Government Association. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. Terms

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

**2. Diversity Committee**

a. Charge

- (i) To work with the College's Director of Diversity and Inclusion to address faculty, staff, and student concerns and facilitate action on equity issues, e.g., recruitment and retention of diverse faculty, staff, and students.
- (ii). To facilitate the development of priorities and procedures regarding issues of diversity, e.g., curricular development and multicultural issues.
- (iii). To recommend allocation of funds to improve the College's instructional status regarding issues of diversity and inclusion.
- (iv). To encourage activities within the College that will lead to additional resources from the University related to issues of diversity and inclusion.
- (v). To facilitate the securing of resources from outside the University which will help address issues of diversity in teaching, research, and service.

b. 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 Multicultural Teacher Recruitment Program, two (2) elected staff members with one being from the Office of Education Advising and Student Services, and one (1) student representative elected by the College's Student Government Association. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. 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 may

appoint a student designee. To provide continuity, the terms will be staggered so that each year the terms of about one-third of the members will expire.

### **3. Honors, Awards, and Scholarships Committee**

#### **a. Charge**

- (i). To assist students in securing needed financial aid and to act as a liaison with the University Director of Financial Aid.
- (ii). To secure money for the awarding of scholarships by preparing proposals for appropriate funding agencies, such as the WHAS Crusade Grants among others.
- (iii). To recommend and interpret the criteria for the designation of honors status in the College.
- (iv). To coordinate existing and new awards in the College, including assisting in pursuing University awards for College faculty staff, and students.

#### **b. 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 to be selected by the College's Student Government Association. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

#### **c. 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 so that each year the terms of about one-third of the members will expire.

### **4. Planning and Budget Committee**

#### **a. Charge**

- (i). To represent the faculty and staff in advising the Dean regarding revisions to, the College's Strategic Plan.
- (ii). 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.
- (iii). 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.
- (iv). Work in conjunction with the Curriculum Committee to review the budgetary implications and availability of resources for new academic program proposals.

#### **b. 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 elected by the College's Staff. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year. The Dean or Dean's designee may thereafter attend any meetings in an ex officio non-voting capacity depending on the needs of the committee.

c. Terms

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

## **5. Policy Review Committee**

a. Charge

- (i). To review the College's Bylaws every five (5) years.
- (ii). To review the College's Personnel Policies and Procedures every five (5) years.
- (iii). 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 Cabinet, or the Dean of the College.
- (iv). To update the College's Bylaws and Personnel Policies and Procedures 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*.
- (v). To ensure that the College's Bylaws and Personnel Policies and Procedures are consistent with *The Redbook*.

b. Composition and Selection

The committee shall consist of one (1) faculty representative from each department elected by the departmental faculty members. Additional representatives may be invited to join the Committee as non-voting members. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. Term

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

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

a. Charge

- (i). To administer the College's Research Fund.
- (ii). To encourage and support faculty research.
- (iii). To encourage and support student research.
- (iv). To encourage and support professional development.
- (v). To enhance the research climate in the College.

b. 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 selected by the College's Student Government Association. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. 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 may appoint a student designee. To provide continuity, the terms will be staggered so that each year the terms of about one-third of the members will expire.

**7. Standards and Admissions Committee**

a. Charge

- (i). To recommend to the Faculty policies and procedures regarding admission to, and completion of, degree and professional certification programs and to implement them.
- (ii). To conduct periodic reviews of admissions and completion standards and recommend appropriate changes to the Faculty.
- (iii). To approve proposed changes to the admissions and completion standards of degree and professional certification programs.
- (iv). 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.
- (v). To recommend to the Faculty policies and procedures for the grading system and appropriate changes.
- (vi). To conduct reviews of student records within the College for determining student status and change in student status.

b. 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 selected by the College's Student Government Association. 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 shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. 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 may appoint a student designee. To provide continuity, the terms will be staggered so that each year the terms of about one-third of the members will expire.

**8. Technology Committee**

a. Charge

- (i). To create, develop, and maintain the College's vision for the effective use of technology in teaching, research, service, and administrative tasks.
- (ii). To represent the Faculty, Staff, and students in advising the Dean on technology policies, procedures, needs, and expenditures.

b. 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 selected by the College's Student Government Association. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee. Representatives from the ERTC and the College's partners (e.g. IT, JCPS) may be invited to attend meetings.

c. 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 may appoint a student designee. To provide continuity, the terms will be staggered so that each year the terms of about one-third of the members will expire.

**9. 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 pursue this purpose, 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 to be elected to College-wide positions is provided at Faculty Meetings and that all faculty

members are afforded the opportunity to nominate and elect from among the voting Faculty.

- iv. To assist departments in the selection of departmental representatives for College committees including the nomination and election from among the voting faculty members of the department.
- v. To review the charge, structure, and operations of the College committees every fifth year, in conjunction with the Bylaw review process of the Policy Review Committee.

b. Composition & Selection

The committee shall consist of one (1) faculty member from each academic department. Their respective departmental constituencies elect members. The Dean or the Dean's designee shall attend the first meeting of each academic year to discuss the committee's charge and tasks for the academic year, and to determine the role of the ex-officio member on the committee. The Dean or Dean's designee may thereafter attend any meetings in an ex-officio non-voting capacity depending on the needs of the committee.

c. Term

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

D. Ad Hoc Committees

Upon the recommendation of the Dean, and the Faculty Advisory Council after consultation with the Dean, 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, their constituent departmental faculty members shall elect department representatives. A majority of persons serving on an ad hoc committee shall be full-time faculty members.

**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.

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

The Staff of the College shall be represented by the staff representatives who are elected to the University Staff Senate. The Staff representatives of the College shall conduct at least two (2) meetings of the Staff per academic year, communicate important information involving Staff with the Dean or the Dean's designee, and conduct all elections of Staff to any College committee. A staff representative shall be a member of the Dean's Cabinet with voting privileges.



## **ARTICLE XI. STUDENTS**

The College's Student Government Association 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 the Bylaws if endorsed by at least 10 of the Faculty. 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 current 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 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 sufficient votes for approval will be forwarded through appropriate channels to the Board of Trustees for review and approval.

Approved by the CEHD Faculty, October 22, 2010.

Amended, approved by CEHD Faculty, April 11, 2011.

Approved by Faculty Senate, June 1, 2011.

Approved by the Board of Trustees, September 8, 2011.

Revised, approved by CEHD Faculty, May 30, 2012.

Approved by Faculty Senate, September 5, 2012.

Approved by the President, October 3, 2012.

Revised, approved by Faculty Senate Executive Committee, July 1, 2015.

Approved by the President, July 15, 2015.

Revised, approved by CEHD Faculty, August 15, 2019.

Approved by Faculty Senate, October 2, 2019.

Approved by the Board of Trustees, December 12, 2019.

Revised, approved by CEHD Faculty, April 22, 2021.

ATTACHMENTS TO THE ORGANIZATIONAL OUTLINE AND BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

**Index Attachments**

- A) Mission Statement of the College of Education and Human Development
- B) Job Description for Dean.

**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**

### **Dean's Position Description**

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.

As chief academic officer of the College, the Dean is responsible for the academic, personnel, financial, and administrative affairs of the College. The Dean is also responsible for communicating the vision and goals of the College to community and professional constituencies and seeking public and private funds to support the goals of the College.

### **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 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 exemplary faculty, staff and students with special emphasis on diversity and inclusion, 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 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 procedures 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.