

# **Article I. College of Education and Human Services (CEHS) Faculty**

## **Preamble**

It is recognized that College Faculty are qualified to participate in the governance of the College, particularly with respect to academic matters. It is also recognized that College Faculty members provide valuable contributions to all levels of the college administration. Participation in governance consists of giving advice, making recommendations, and contributing to the establishment of bylaws as set forth in the TET and NTE Collective Bargaining Agreements (CBAs). The College Faculty recognize the necessity of participating in departmental and college matters and acknowledge the important collegial relationships that must exist between the College Faculty, the Department Chairs, and the Dean. Consequently, it is hereby agreed that this document represents the CEHS College Bylaws specifying procedures for the participation by the College Faculty in the governance of the college.

## **Section 1. Membership**

The CEHS Faculty will comprise all bargaining unit faculty members including those joint-appointment faculty with a majority of their appointment in CEHS.

## **Section 2. Faculty Meetings**

A regular meeting of the CEHS Faculty (General CEHS Meeting) will be called during the fall and spring semesters of each academic year. Special meetings may be called during the fall and spring semesters by the CEHS Senate upon submission of a petition signed by at least 25 percent of the CEHS Faculty or at the discretion of the CEHS Senate Chair. Further, the Dean may call special meetings should the need arise.

## **Section 3. Conduct of CEHS Faculty Meetings**

1. The Chair of the CEHS Senate or her/his designated representative will preside at meetings of the CEHS Faculty. Such meetings will be conducted in accordance with the most recent edition of "Robert's Rules of Order, Revised," insofar as they are consistent with these bylaws.

2. The agenda for each General Faculty Meeting shall be prepared by the CEHS Senate. The agenda will be made available to each member of the CEHS Faculty at least five days prior to the meeting. The regular meeting agenda will include in the following order:
  - Approval of minutes
  - Report of the Dean
  - Report of the CEHS Senate Chairperson
  - Reports of the CEHS Senate Committees
  - Action items
  - Reports of committees outside of CEHS
  - Other
3. After all items on the regular agenda have been resolved, additional items (new business) may be brought to the floor for discussion and appropriate action.
4. Special meetings of the CEHS Faculty called by petition will consider only the item(s) identified in the petition or on the agenda made available to the CEHS Faculty at least five days prior to the special meeting.
5. Meetings may be held with any number of the members of the CEHS Faculty; however, a quorum for transacting business will be a majority (51%) of the CEHS Faculty with each department represented. If it is determined that business transactions are blocked by department non-attendance, a special meeting will be called and a vote taken regardless of department representation.

## **Section 4. Right of Referendum**

The CEHS Faculty reserves the right of referendum over all actions of the CEHS Senate.

# **Article II. The Senate of the College of Education and Human Services**

## **Section 1. Membership**

The CEHS Senate will be comprised of eight voting members, all of whom must be BUFMs: one at-large faculty member elected annually by the CEHS Faculty; one faculty member of each department elected in staggered, 2-year terms (HS & LDR odd years; KNH & TED even years) in the College and elected by the bargaining unit faculty members of each department to serve a term of two years in accordance with the academic calendar and the CEHS Senate Chair, Chair-Elect and Past-Chair. The Dean of CEHS or designated representative serves as an ex-officio, non-voting member. The names of the at-large and department representatives will be forwarded to the CEHS Senate no later than March 15th to insure that there is time for announcement at the spring semester CEHS Faculty meeting. A college wide election will be held in the spring semester to elect

the CEHS Senate Chair-Elect to a three-year term. If a member of the CEHS Senate is elected, that department will elect another member to complete the term. The Chair-Elect of the CEHS Senate will serve as the secretary of the CEHS Senate and assist the Chair as needed. The Chair-Elect serves as CEHS Senate Chair in the second year of his/her term of office and as Past-Chair in year three.

## **Section 2. CEHS Senate Meetings**

The CEHS Senate will meet monthly during the two academic semesters at a time and place determined by the CEHS Senate, unless, by a majority vote, the CEHS Senate shall otherwise determine as in the case of deciding to conduct business over the summer. Special CEHS Senate meetings may be called by the Chair of the CEHS Senate or upon submission of a petition by at least three members of the CEHS Senate.

## **Section 3. Conduct of Meetings**

The Chair shall preside at the meeting or the Chair-Elect in his/her absence. A quorum of the CEHS Senate shall consist of one-half (four members) of the elected membership. Minutes of CEHS Senate meetings will be taken by the secretary (Chair-Elect) and circulated with the agenda to the CEHS Faculty prior to the next scheduled meeting of the CEHS Senate. All meetings will be conducted in accordance with the latest edition of "Robert's Rules of Order, Revised."

## **Section 4. Powers and Duties**

Upon recommendation by at least three of the elected faculty representatives an action recommended by the CEHS Senate will be placed on the agenda of the next CEHS Faculty meeting.

The CEHS Senate will periodically review and recommend procedures for reviewing Chairs and the Dean (but not associate nor assistant Deans) consistent with the office of the Provost and other University guidelines.

Further, the CEHS Senate has the power to:

- a. oversee CEHS Committees set forth in these bylaws (to include *ad hoc* committees)

- b. recommend policies regarding the academic programs, including college requirements and curriculum for all degrees offered by the College.
- c. investigate, discuss, and make recommendations to any appropriate body within the University regarding any matter of interest to the College.
- d. appoint such *ad hoc* committees as may be deemed appropriate.

## **Article III. Committees of the College of Education and Human Services**

### **Section 1. Categories**

The following committees are hereby established:

1. Standing Committees: Curriculum and Academic Policies, Faculty Affairs, Promotion and Tenure, Senior Lecturer Promotion, Graduate Studies, Nominations and Elections, Undergraduate Student Affairs.
2. Two special interest committees: Diversity Committee and Technology Committee.
3. Local Professional Development Committee

### **Section 2. Membership**

1. Each standing committee is described below.
2. The CEHS Senate will determine the membership on *ad hoc* committees it names. However, each member of any appointed committee shall have personally indicated an interest in serving on the committee, or service will have been directly and personally solicited by a member of the Nominations and Elections Committee
3. Each year one member of each standing committee, except the Promotion and Tenure Committee and the Senior Lecturer Promotion Committee, will be elected by the committee membership to be the Chair-Elect for a three-year term. This person shall serve as Chair-Elect of the committee in their first year and Chair in their second year and as Past-Chair in year three. The Chair will be responsible at the beginning of their second year term for calling the first meeting of the committee at the earliest possible date in the fall semester. Except for the Faculty Affairs, Promotion and Tenure, Senior Lecturer Promotion and Local Professional Development Committees, each committee may also have as members up to two non-voting CEHS majors from the student body.
4. Departments must identify, by February 15, who the department representatives are for each of the standing committees for the College of Education and Human Services (Senior Lecturer Promotion Committee excepted). Anyone who will hold a Chair, Chair-Elect or Past-Chair position the following year automatically assumes the departmental slot.
  - a. If a department's bargaining unit faculty decides to waive representation on some of the standing committees, the department will notify the Chair of the Nominations and Elections Committee by February 15. If representation is waived in a department, then the committee will be smaller by one member. All departments must have representatives on the Nominations and Elections Committee and the Promotion and

Tenure Committee, however, and so representation on these two committees may not be waived.

- b. After required department elections have been held for all committees, the Nominations and Elections Committee will prepare a ballot that will be sent electronically to voting members for the purpose of electing the at-large candidates for each committee. The ballot will list the names of the department representatives and their status of either Past-Chair, Chair-Elect, or Chair, if applicable. The conditions for electing the at-large candidates will be specified on the ballot to ensure that no department is overrepresented and that the appropriate ranks are represented as needed as indicated by the bylaws heretofore.
  - c. In the event that a vacancy occurs on any committee during the year, the Nominations and Elections Committee will determine the process for filling the vacancy in accordance with the bylaws.
  - d. If an elected representative cannot attend regularly, that representative will contact Nominations and Elections Chair for a new election.
5. Elections to fill Chair-Elect of the CEHS Senate and at-large members of CEHS Senate and standing committees shall be according to the following procedure:
- a. To be eligible for Chair-Elect for Faculty Senate, faculty must have served at least two years as a member of the Faculty Senate in addition to having served as Chair of a college or university committee.
  - b. An eligible faculty member may nominate him/herself or he/she may be nominated for any number of at-large positions, subject to personal approval of each nomination. The departmental list of nominees shall be forwarded to the Nominations and Elections Committee.
  - c. The Nominations and Elections Committee will solicit nominations and conduct the elections. After CEHS Senate approval, results will be disseminated to CEHS faculty through the office of the Dean. To the extent possible, the procedure should be completed prior to elections and appointments to University committees and councils.

### **Section 3. Composition, Powers, and Duties**

#### **1. Standing Committees**

The CEHS Senate and each standing committee, except the Promotion and Tenure Committee and the Senior Lecturer Promotion Committee, will bear the following relationship to one another in the definition of powers and discharge of duties; the CEHS bylaws will determine the committee's responsibilities. Each committee is directly responsible and accountable to the CEHS Senate. The Chair of each committee will report to the CEHS Senate in writing once a semester and will submit committee recommendations to the CEHS Senate.

##### **a. Curriculum and Academic Policies Committee**

The Curriculum and Academic Policies Committee is composed of an annually elected at-large representative, a representative from each of the four CEHS departments, and may include up to

two non-voting CEHS students who have been designated by the Student Government Association. The functions of this committee include, but are not limited to reviewing and recommending (a) Course Modification and Course Inventory Requests for undergraduate courses, (b) changes in admission or graduation requirements, (c) licensure program changes, (d) new undergraduate major and minor programs from CEHS departments, and (e) curricular standards, course quality, faculty preparation and support for distance learning. Recommended actions are forwarded to the Dean and then to the Chair of the University Undergraduate Curriculum and Academic Policy Committee (UCAPC). The Chair of the CEHS Curriculum and Academic Policies Committee will also be the College representative to the UCAPC. The Curriculum and Academic Policies Committee Chair submits a written report each semester on committee recommendations and actions to the CEHS Senate and General Faculty Meeting. The Associate Dean of CEHS serves as an ex-officio, non-voting member.

**b. Faculty Affairs Committee**

The Faculty Affairs Committee is composed of an annually elected at-large representative and a representative from each of the four CEHS departments. The functions of this committee include, but are not limited to reviewing and recommending (a) faculty proposals for the Professional Development Leave program (only TET faculty shall participate in the PDL review and recommendation), (b) recognition of teaching, scholarship, service excellence, recognition of support staff, and/or community support excellence, (c) faculty development grants (only TET faculty shall review grants intended for TET faculty), and (d) arrangements for the annual CEHS retreat. The Faculty Affairs Committee Chair submits a written report each semester on committee recommendations and actions to the CEHS Senate and General Faculty Meeting. The Associate Dean of CEHS serves as an ex-officio, non-voting member.

**c. Promotion and Tenure Committee for Tenure-eligible and tenured Faculty**

The Promotion and Tenure Committee for Tenure-eligible and tenured faculty is composed of three annually elected at-large representatives and a representative from each of the four CEHS departments. All members of the College Promotion and Tenure Committee must be tenured, hold at least the rank of associate professor, and be bargaining unit faculty (BUF) members. Furthermore, the committee will consist of at least two associate professors, at least two full professors, and no

more than two representatives from any department. Those faculty who are candidates for promotion and/or tenure may not serve on the College P & T the year they are being considered. The functions of this committee include, but are not limited to reviewing and recommending CEHS candidates for promotion and/or tenure. The Promotion and Tenure Committee Chair submits a written report each semester on committee recommendations and actions to the CEHS Senate and General Faculty Meeting. The college representative to the University P&T Committee is an ex-officio, non-voting member of this committee. Additional Promotion and Tenure Procedures include the following:

- a) The Dean or his/her designee must be present in an ex-officio, non-voting role.
- b) The Dean will convene the committee and a Chairperson will be elected from among the voting members.
- c) The elected Committee Chair will write a letter describing the committee's rationale for support and non-support to be included in the candidate's P & T file.
- d) All discussions are confidential.
- e) All votes are written and confidential and are limited to yes or no.

#### d. The Senior Lecturer Promotion Committee

The composition, chair, and duties of the CEHS Senior Lecturer Promotion Committee are as specified in the NTE CBA.

#### e. Graduate Studies Committee

The Graduate Studies Committee is composed of an annually elected at-large representative and a representative from each of the four CEHS departments, all of whom must be members of the Graduate Faculty. The Committee may also include up to two non-voting CEHS students who have been designated by the Student Government Association. The functions of the Graduate Studies Committee include reviewing the: (a) applicable policy and procedures, (b) Graduate Academic and Admission Petitions, (c) licensure, program changes and new degree proposals, (d) Graduate Course Inventory and Course Modification requests, (e) applications from faculty for Graduate Faculty Membership status, (f) candidates for graduate scholarships, and (g) curricular standards, course quality, faculty preparation and support for distance learning.. Committee recommendations are forwarded to the CEHS Dean and the Dean of the Graduate School as appropriate. The Graduate Studies Committee Chair submits a written report each semester on committee

recommendations and actions to the CEHS Senate and General Faculty Meeting. The Associate Dean and Assistant Dean for Student Services of CEHS serve as ex-officio, non-voting members.

f. Nominations and Elections Committee

The Nominations and Elections Committee is composed of an annually elected at-large representative and a representative from each of the four CEHS departments, and may include up to two non-voting CEHS students who have been designated by the Student Government Association. The functions of this Committee include but are not limited to (a) verifying eligibility and confirming interest in committee service, (b) preparing ballots, (c) organizing and conducting elections for all elected positions and councils, (d) notifying the successful candidates of election outcome, and (e) reporting elections results to the CEHS Senate, CEHS faculty and to the Dean. The Nominations and Elections Committee Chair submits a written report each semester on committee recommendations and actions to the CEHS Senate and General Faculty Meeting.

g. Undergraduate Student Affairs Committee

The Undergraduate Student Affairs Committee is composed of an annually elected at-large representative, a representative from each of the four CEHS departments, and may include up to two non-voting CEHS students who have been designated by the Student Government Association. The functions of this committee include, but are not limited to reviewing and making recommendations about (a) Undergraduate Petitions (exceptions that permit removal of hours and points for courses, late dropping of classes or complete withdrawals and waiving of regulations), (b) formal complaints requiring academic mediation and specifically those involving contested grades and grading procedures, (c) students eligible for academic dismissal, and (d) candidates for undergraduate scholarships. Committee recommendations are forwarded to the Dean for final recommendation to the instructor or other appropriate university officials. The Undergraduate Student Affairs Committee Chair submits a written report each semester on committee recommendations and actions to the CEHS Senate and General Faculty Meeting. The Assistant Dean for Student Services of CEHS, or designee, serves as an ex-officio, non-voting member.

2. Special Interest Committees

There are two special interest committees: Diversity and Technology. The committees will make recommendations to the CEHS through liaison/representation on the Faculty Affairs Committee.

Special Interest Committees will request volunteers for membership annually. These committees may include a representative(s) from each of the four CEHS departments, and may include CEHS faculty, staff, and students throughout the College.

a. Diversity Committee.

The functions of this committee include, but are not limited to reviewing, recommending, and providing (a) leadership, structure, and oversight for implementation and assessment efforts related to the college's commitment to diversity issues and (b) issues of student recruitment, retention, scholarships and college climate. The Chair of the Diversity Committee will also be the College representative to the University Diversity Advocacy Council. The Diversity Committee Chair submits a written report each semester on committee recommendations and actions to the Faculty Affairs Committee.

b. Technology Committee

The functions of this committee include, but are not limited to (a) seeking out and transmitting technology related information to the CEHS community of learners, (b) assisting with the development, evaluation, and dissemination of the CEHS Technology Plan, (c) collecting information from CEHS faculty related to technology issues, and (d) ensuring that faculty and staff have access to information about hardware, software and policies related to technology. The Technology Committee Chair submits a written report each semester on committee recommendations and actions to the Faculty Affairs Committee.

3. The Local Professional Development Committee

The Local Professional Development Committee (LPDC) is sanctioned by the State to review coursework and professional development activities proposed and completed by CEHS Faculty members to determine if state certification and licensure requirements have been met. The committee will consist of five members. Members in subsequent years are chosen by the existing committee, and preference is given to Faculty or Staff that have current licenses governed by the Ohio Department of Education.

## **Article IV. Selection of the Dean**

If a vacancy occurs in the Dean's position, all applications for the position will be made available for faculty review. Candidates' visits to campus will be scheduled in order for faculty to have an opportunity to meet the candidates and provide input to the review process. The Dean's search committee will include at least four bargaining unit faculty members from CEHS, with at least one TET and one NTE member.

## **Article V. Professional Development and Mentoring of New Faculty**

Each department will be responsible for mentoring new faculty and assisting faculty in professional development planning.

## **Article VI. Amendments to the CEHS Bylaws**

These bylaws may be amended pursuant to the CBA. Voting on a proposed amendment cannot occur unless it is distributed in writing to all CEHS BUFMs eligible to vote on it at least two weeks before voting begins.

Absentee or mail ballots are not permitted. Only tenure eligible and tenured (TET) Members may vote on bylaws provisions that pertain to annual evaluation, promotion, tenure or other evaluations of TET Members, and only members of the Graduate Faculty may vote on bylaws provisions that pertain to graduate education and curriculum.