

SCHOOL OF EDUCATION FACULTY BYLAWS
Adopted 5/7/08

COLLEGE OF HUMAN SERVICES, EDUCATION AND PUBLIC POLICY
UNIVERSITY OF DELAWARE

1. General Powers of the School Faculty

These Bylaws of the School of Education (SOE) and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by (1) the University Charter, (2) the Trustee Bylaws, (3) the University Faculty Senate Bylaws and Regulations, (4) the Constitution of the Faculty of the University of Delaware, (5) the Bylaws of the College of Human Services, Education, and Public Policy, and (6) the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, University of Delaware Chapter.

The powers of standing and ad hoc committees are delegated by the School of Education faculty. The SOE faculty reserves the right of ultimate approval over all actions of the School's standing and ad hoc committees. This is in keeping with Bylaws of the Board of Trustees, "(The faculty shall): Determine the duties which it will delegate to faculty committees and to the faculties of the several colleges and divisions of the University."

2. School Faculty Membership

The faculty of the School shall consist of the professors, associate professors, assistant professors, instructors, and lecturers who hold appointments in the School.

Voting members of the faculty shall be those members from the above list who are voting members of the University faculty and who have their primary, continuing appointment in the School of Education. Each faculty appointment in the School must be approved by a 2/3rds majority of the faculty present and voting before the beginning appointment date. The letter describing the faculty's recommendation shall specify the rank of the appointment, privileges, responsibilities, and expectations of SOE faculty membership.

Others, upon their written request, may be nominated for faculty membership by any voting member of the faculty. To be eligible for consideration by the School faculty for faculty membership the candidate:

- (1) Shall have been recommended for faculty membership by the Promotion and Tenure Committee.
- (2) Will accept appropriate committee assignments and other responsibilities associated with School membership.
- (3) Shall have met the School criteria for promotion appropriate to the appointed rank.

These nominations must appear on the faculty meeting agenda one week prior to the date of consideration. Voting privileges may be granted upon approval of 2/3rds of the voting faculty present. The procedures enumerated in this paragraph apply only to faculty appointed without a search.

3. The Director of the School

The Director has the responsibility for supervising and coordinating all administrative, teaching, research, and service activities. In accord with University regulations and in the spirit of open and cooperative decision-making, the Director will provide leadership in formulating School policies concerning academic programs, budgetary matters, and faculty, staff, and student personnel. The Director will also provide leadership in implementing these policies and in interpreting them to the College, University, and the wider professional and general communities. The specific responsibilities of the Director are enumerated in the relevant UD policy documents.

4. School Faculty Meetings

The Director of the School shall be the chairperson of the School faculty meetings. A member of the Faculty Affairs Committee, designated by the Director, shall preside in the absence of the Director or when the Director takes the floor. Meetings of the faculty shall be called by the Director at least twice each semester or by petition to the Director presented by five members of the School faculty or by a standing committee chair.

All meetings of the School faculty are open to any administrator, faculty member, staff member, or student of the School, unless the Director approves in writing a written request for a closed session of the voting faculty.

One third of the voting faculty will constitute a quorum at the School faculty meeting, except for meetings in which the Bylaws are amended, when a quorum will consist of one half of the School's voting faculty. At the start of each semester, the Director shall announce the number necessary for a quorum. Meetings and other business of the School faculty will be conducted according to Roberts Rules of Order, unless otherwise specified in this document. A current copy of *Robert's Rules of Order* will be maintained in the Director's office. The agenda of the faculty meeting shall be established by the Director and distributed to the faculty at least one week prior to the meeting. The Faculty Affairs Committee may approve additional agenda items in the seven days before the meeting. Minutes of each meeting will be distributed by the Director's office within one week after the meeting.

5. Standing Committees

5.1 Committee Membership Only voting members of the faculty shall be eligible for membership on standing committees except where noted otherwise in these Bylaws. Committee members must have expertise appropriate for the work of

their assigned committee (for example, faculty members without doctorates should not serve on the Committee on Graduate Studies).

The Faculty Affairs Committee will, in consultation with the Director, nominate committee slates and oversee their election by the voting faculty. The Promotion and Tenure Committee Chair will be chosen by March 1st, at which time he or she will begin his or her term of service. Other elections will be completed by April 15, and those elected shall begin their term of service on the first day of the Fall semester following their election. The Faculty Affairs Committee, in consultation with the Director, will nominate candidates for approval by the voting faculty to fill any vacancies that later occur.

- 5.2 Committee Chairs** The Director shall appoint the chairs of standing committees. No faculty member shall serve as chairperson of a standing committee for more than two years in any three-year period, the sequence of years to begin the first year he or she assumes the chair. No faculty member shall serve as chairperson of more than one standing committee during any given year.
- 5.3 Committee Procedures** Each standing committee shall formulate and distribute a set of procedures for the committee's activities, including the preparation and distribution of an agenda and minutes of each committee meeting. These procedures must initially be approved by a majority vote of the School's faculty, and can later be amended by a majority vote of the School's faculty. After their initial approval, committee procedures need only be approved if they are changed.
- 5.4 Contesting Committee Actions** To contest a standing committee action, any five faculty members may petition the Chair of the Faculty Affairs Committee, with notification to the appropriate committee chair, within ten working days of the distribution of the committee's minutes of the meeting in which the action was taken. Personnel actions may not be contested by this means.
- 5.5 The Welfare Committee of the School of Education** The Welfare Committee shall be composed of a professional staff member, a salaried staff member, a student (who will be appointed by the Director), and four faculty members. The members of the Committee will serve two-year terms.

Among the functions of the Welfare Committee:

- (1) Advise the Director in matters affecting the welfare of the entire School community, on all policies and regulations of the School as a whole, including concerns about staff persons' working conditions and physical arrangements such as office and communal space, etc.
- (2) Make recommendations on any such matters for consideration by the School community.
- (3) Nominate staff members for School, College and UD awards and honors.

Welfare Committee meetings will be open to any member of the School community.

5.6 The Committee on Graduate Studies in Education (CGSE) The role of the Committee on Graduate Studies in Education is to sustain and improve the quality of the School's graduate programs. CGSE shall be composed of four faculty members serving staggered two-year terms, one student selected by the Education Graduate Association for a one-year term, and the School's Director or designee ex officio. The student member, who will be appointed by the Director, will not participate in deliberations about specific students.

Among the functions of CGSE:

- (1) Establish procedures for the development and review of graduate-level policies for the School.
- (2) Establish criteria for the review of all graduate courses and curriculum proposals for the School.
- (3) Initiate and review proposals for changes in graduate courses and curricula.
- (4) Organize such subcommittees as are necessary to fulfill its functions, the chairperson of each subcommittee to be a member of CGSE.
- (5) Recommend changes in its responsibilities, as required, and request faculty authorization for such changes.

5.7 The Committee on Undergraduate Studies in Education (CUSE) The role of the Committee on Undergraduate Studies in Education is to sustain and improve the quality of the School's undergraduate programs. CUSE shall be composed of four faculty members serving staggered two year terms, the Director of the Office of Undergraduate Services or its equivalent, an undergraduate student who shall have a one year term, and the School's Director or designee ex officio. The student member, who will be appointed by the School's Director, will not participate in deliberations about specific students.

Among the functions of CUSE:

- (1) Establish procedures for the development and review of undergraduate-level policies for the School.
- (2) Establish criteria for the review of all undergraduate course and curriculum proposals for the School.
- (3) Initiate and review proposals for changes in undergraduate courses and curricula.
- (4) Organize such subcommittees as are necessary to fulfill its functions, the chairperson of each subcommittee to be a member of CUSE.

- (5) Recommend changes in its responsibilities as required, and request faculty authorization for such changes.

5.8 The School of Education Promotion and Tenure (P&T) Committee The School of Education Promotion and Tenure Committee consists of all full professors and associate professors holding appointments in the School who are not on leave. The committee makes recommendations concerning:

- (1) Promotion to the rank of associate professor with tenure
- (2) Promotion of continuing non-tenure track faculty to the rank of assistant professor or associate professor
- (3) Procedures concerning contract renewals for tenure-track faculty

The full professors of the School constitute a Subcommittee of the P&T Committee. The Subcommittee makes recommendations concerning:

- (1) Promotion to the rank of full professor

On or around March 1, the Director appoints a tenured full professor to serve as chair of the full P&T Committee for the coming cycle. (The term of the previous cycle's P&T Chair may overlap during this period, until March 15.)

For interpretation of unclear policies or items associated with promotion and tenure, the P&T Chair will seek interpretation from the Faculty Affairs Committee.

Among the functions of the Promotion and Tenure Committees and Subcommittees (for further detail, see SOE Promotion and Tenure Guidelines):

- (1) Collaborate with the Director to select Individualize Promotion and Tenure Committee (IPTC) Chairs and members. IPTC Chairs and members are selected for each candidate for promotion because of their knowledge of that candidate's research area or methodology.
- (2) Make recommendations to the Director on matters concerning the promotion and tenure of faculty (via IPTCs).
- (3) As it is part of the promotion and tenure process, make recommendations to the Director on contract renewals for tenure-track faculty (i.e., 2 and 4 year reviews). The full P&T Chair will designate a working subcommittee of no fewer than three faculty persons, drawn from the full P&T Committee, to oversee and construct 2- and 4-year renewal recommendation letters. The full P&T Chair will act as Chair of this subcommittee, but may delegate authority.
- (3) Make recommendations to the faculty on nominations for faculty appointments made without a search process.

5.9 The Faculty Affairs Committee. The Faculty Affairs Committee shall be composed of six faculty members, of whom at least three shall be full professors. The members will serve staggered two-year terms.

Among the functions of the Faculty Affairs Committee:

- (1) Conduct peer review and make contract renewal recommendations concerning continuing non-tenure track (CNNT) faculty members.
- (2) Conduct any peer review of tenured faculty required by UD policies
- (3) Propose and implement policies for nominating faculty for University, College, and School honors, awards, and prizes.
- (4) Consult with the Director on the policies for the annual appraisal of faculty accomplishments for merit salary awards.
- (5) In consultation with the Director, nominate committee slates and oversee their election by the voting faculty.
- (6) Evaluate sabbatical and leave requests, and recommend appropriate action to the Director.
- (7) Recommend faculty for emeritus rank.
- (8) Construct and implement a mechanism for providing annual faculty feedback to the Director on his or her performance
- (9) Review School policies on promotion and tenure and recommend changes if needed to the faculty.

5.10 The Committee on Human Subjects Review (HSR) The Committee on Human Subjects Review shall be composed of three faculty members serving staggered two year terms.

Among the functions of HSR:

- (1) Receive and process all requests for human subjects clearance.
- (2) Implement University procedures for the review of undergraduate, graduate, staff, and faculty requests for human subjects clearance.
- (3) Represent the School on College and University committees relevant to human subjects issues.

6. Ad Hoc Committees

The membership, procedures, and functions of ad hoc committees will be determined by the Director with the approval of the Faculty Affairs Committee. The specific charges to an ad hoc committee and the closing date for its work will be announced at the time of its formation.

7. Search Committees

The University of Delaware's Affirmative Action Recruitment Policy (Policy Number 4-1) governs many aspects of the faculty search process. The following guidelines are in addition to, not in place of, the Affirmative Action requirements.

- (1) The voting faculty must endorse the search before the Committee is formed.
- (2) Search committees shall normally not have fewer than four members. At least half of the membership should be from the program area, or closely related area, in which the candidate will teach. The remainder of the committee may include one faculty/professional from outside the School whose background qualifies him/her to assume all responsibilities of a search committee member.
- (3) The position description developed by the committee will be circulated in a timely fashion to the voting faculty for comments.
- (4) The University's Policies and Procedures Manual (Section 4-1) requires search committees to forward final recommendations to the department chair (Director). Prior to making a recommendation to the Director, the search committee will discuss its recommendation with the faculty. Consistent with the University of Delaware Faculty Handbook Personnel Policies for Faculty (Section III, A. 1), the faculty will vote on the recommendation. A positive recommendation of the faculty to hire will require a 2/3 majority of the voting faculty present. This 2/3 majority will constitute faculty approval. The Search Committee will include the faculty vote in its report to the Director.

8. Full Participation

The voting faculty, standing committees, and ad hoc committees can transact business between meetings. If the voting members of any committee or of the School approve in writing (including E-mail) any action, such action shall be valid.

Proxy voting is permitted but only in cases where the voter's absence is excused by the Director, or when the voter is on leave, or when the voter is undertaking University business that requires absence from the meeting in which a vote is taken. A proxy vote must be in writing and can be cast only for a motion that has been published in the meeting's agenda and not amended in the course of the meeting.

9. Interpretation of the Bylaws

The Faculty Affairs Committee shall decide the meaning of any ambiguous or unclear text in these Bylaws.

10. Amendment of the Bylaws

The Bylaws of the School of Education may be amended by a majority of the voting faculty provided previous notice of intention to amend has been published in the meeting

agenda and distributed to the faculty at least one week prior to the meeting in which the proposed amendment(s) will be considered. Amendments can be initiated by petition from five voting faculty or by a majority of the Faculty Affairs Committee