

Department of Educational Leadership & Policy Studies
Department By-Laws to the Constitution of the Faculty of the College of Education

MISSION

To prepare ethically centered scholar-practitioners committed to leadership for justice and equity in education.

STRATEGIES

The department has set out four core strategies that guide and prioritize our work.

STRATEGY 1: In **all** aspects of our research, teaching, and service, we will keep central and work to fully include and integrate the unique strengths and experiences we each bring into our daily practices.

STRATEGY 2: We will partner with our communities to steward resources toward collectively prioritized, asset-focused outcomes.

STRATEGY 3: We will engage in transformative transdisciplinary research that has substantial scientific, social and educational impacts.

STRATEGY 4: We will maximize student learning and success through the design and delivery of empirically-based programs grounded in culturally relevant pedagogy and practice.

ARTICLE I. NAME OF THE ORGANIZATION

This organization shall be named the Department of Educational Leadership & Policy Studies.

ARTICLE II. PURPOSE

The following By-laws outline the procedures by which the faculty of the Department of Educational Leadership & Policy Studies has organized itself to discharge the governance responsibilities delegated to it under the University's system of shared academic governance. If any of the Procedures of these By-laws conflict with University policy or the University Faculty Handbook, the University policy governs (see <http://www.uh.edu/provost/faculty/handbook/>).

ARTICLE III. AUTHORITY, RIGHTS, AND RESPONSIBILITIES

Section 3.1 Faculty Evaluation Criteria and Procedures

The Faculty Annual review policy is located on the DELPS website:

<http://www.uh.edu/education/departments/elps/policies/2019-02-06-elps-apr.pdf>.

Section 3.2 Grievance

The Department follows procedures described in the *Faculty Grievance Policies and Procedures* found on the DELPS website.

Section 3.3 Planning and Budgets

Department chair and associate chair work with program leads to solicit planning and budget priorities from respective program members. Responses from programs are synthesized and underpin the department budget requests during the planning period identified by the Dean and the COE budget manager. The final annual budget request is shared with the department faculty members.

Section 3.4 Academic Freedom

Academic freedom shall be interpreted according to the most recently affirmed policy of the Texas Higher Education Coordinating Board and subsequently approved policy statements of the Board of Regents of the University of Houston System.

Section 3.5 Faculty Program Responsibilities

Faculty identify the standards for student admissions, grading, annual review, continuation/dismissal, and candidacy for completion of graduate or undergraduate study.

Section 3.6 Certification

Department chair identifies necessary certification liaisons to work with programs and the COE Certification Office. Liaisons ensure that program curricular offerings, student admission requirements, and standard of completion align with State Board of Educator Certification, Texas Education Agency, Texas Educator Code, and Texas Administrative Code.

Section 3.7 Accreditation

Accreditation beyond SACS, THECB, TEA, and COE determined college-wide agencies should involve the broadest cross section of faculty in the process.

ARTICLE IV. FACULTY MEMBERSHIP

An eligible faculty member is a full-time, tenured, tenure-track, or non-tenure track faculty member.

For the purposes of these bylaws, a promotion-eligible non-tenure track faculty member is defined as instructional, research, or clinical with the rank of Professor, Associate Professor, or Assistant Professor.

ARTICLE V. RULES REGARDING MEETINGS AND PROCEDURES

Formal department meetings shall occur at least twice per academic semester (Fall and Spring) for the entire faculty of the Department of Educational Leadership & Policy Studies.

The department chair may call a special meeting of the department faculty on their own accord, at the request of the Dean, or upon petition of 10 percent of the voting eligible faculty. Written notice of a special meeting shall be distributed at least 3 business days before the meeting with an agenda distributed at that time. Discussion and action taken at the special meeting shall be limited to the agenda accompanying the notice for the meeting. Voting options described above remain in effect.

Faculty meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order, in the absence of rules of procedure in the COE Constitution and Department Bylaws to the contrary. The Associate Chair shall serve as the parliamentarian at faculty meetings.

ARTICLE VI. OFFICERS OF THE FACULTY

Section 6.1 Faculty Officers

The Department Leadership Cabinet (DLC) shall consist of the following eligible members of the Faculty:

- Chair
- Associate Chair
- Program Directors

Section 6.2 Terms of Office and Appointment of DLC Members

Department chair shall serve a three-year term. At the conclusion of the term, the department can vote on continuing.

Program directors and associate chair serve at the discretion of the department chair.

Section 6.3 Meetings

Will meet a minimum of two times per regular semester. Meetings should be scheduled at least 5 working days prior to the scheduled department meetings.

Section 6.4 Duties

Duties of the DLC shall be determined by the Chair and/or Associate Department Chair, to include planning and management activities related to faculty and students in the respective programs, and other duties as assigned.

ARTICLE VII. VOTING

Section 7.1 General Voting Procedures

For supporting democratic leadership and participation practices, the Department of Educational Leadership & Policy Studies aligns with the University Faculty Handbook definitions of faculty membership and rank. In circumstances not explicitly addressed in the Handbook, the ELPS department defers to the most recently approved College of Education Constitution regarding requirements for eligibility to vote on specific issues related to Departmental decisions.

University policy reads, “NTT faculty will not vote on issues to hiring, tenure and promotion of tenure track faculty or on other tenure-track issues.” The ELPS department interprets this policy to mean that NTT faculty have the right to vote on all matters with the exceptions of the hiring, tenure, promotion, and post-tenure review of tenured or tenure track faculty. Explicitly, NTT voting rights extend to the recommendations for administrative appointments (e.g., department chair

Departmental Procedures for Voting

The ELPS Voting Policy is located at

<https://www.uh.edu/education/departments/elps/policies/voting-policy2.pdf>

Section 7.2 Department Nomination and Election Committee

The ELPS department representative to the COE Nominations and Elections (DR-NE) is the Chair of the ELPS Department Nominations and Elections Committee and oversees all electionrelated activities in the ELPS department. One additional member of the committee is elected at large who meets the criteria set forth in the COE constitution for members of the COE Nominations and Elections committee. Members of the department committee will serve twoyear terms. Terms will be staggered to support continuity.

Section 7.3 Election Procedures for Departmental Elections

ELPS department election procedures conform to the Constitution of the Faculty of the College of Education and the University of Houston policies. A copy of the department procedures shall be made available to all departmental faculty at the start of each academic year and posted on the College SharePoint folder. A copy shall also be provided to the FEC at the start of each academic year.

Section 7.4 Nomination Procedures for Electing Department-Level Representatives to COE Committees.

The DR-NE shall maintain a current roster of voting eligible ELPS faculty members. The list shall include the faculty name, full-time equivalent (FTE), and years of service in the current position.

Timeline. Each February, or as needed, the Nominations and Elections Committee shall notify the Faculty of current vacancies or those for the upcoming academic year. Along with this notice, the DR-NE distributes the roster of eligible ELPS Faculty.

Nomination Process. To be considered for a committee position, a faculty member can be nominated by eligible members of the Faculty or can self-nominate. The Nominations and Elections Committee distributes anonymous nomination ballots through a secure electronic platform. Valid ballots must be completed within five (5) working days. The anonymous nomination ballots are tallied and reported by the Nominations and Elections Committee. The DR-NE will certify the count of the nomination ballots electronically no later than two (2) working days after the period for nominations has closed.

Section 7.3 Procedures for Elections (COE Committees)

Timeline. The Nominations and Elections Committee shall distribute the official ballot within three (3) working days of the certification of the nomination ballots.

Election Procedures. The Nominations and Elections Committee distributes anonymous ballots through a secure electronic platform. Valid ballots must be completed within five (5) working days. The anonymous ballots are tallied and reported by the Nominations and Elections Committee. The DR-NE will certify the count of the ballots electronically no later than two (2) working days after the period for voting has closed. A nominee shall be considered elected if he/she receives a simple majority of the votes cast for the office being sought.

Run-off Elections. If, for any position, no candidate receives a simple majority of the votes cast, a run-off election between the two nominees receiving the largest number of votes shall be conducted, in accordance with regular election procedures.

The ballot for a run-off election shall contain no more than twice the number of candidates for the number of positions to be filled. Nominees who receive the largest number of votes for each vacant position in the run-off election shall be considered elected. Run-off elections for multiple position ballots shall be conducted in accordance with regular election procedures.

The Nominations and Elections Committee shall announce election results to the Faculty within five (5) working days of the final tally after all regular and run-off elections have been completed.

During the first election for a newly formed standing committee, the Nominations and Elections Committee shall designate the periods of membership on those committees that call for staggered terms.

Special Elections. When a committee vacancy occurs during the academic year, the Nominations and Elections Committee shall hold a special election within two weeks after the vacancy becomes known. If the vacancy occurs after May 1 of the year, the special election shall be conducted within at least twenty (20) working days of the beginning of the Fall semester. Special elections shall be conducted in accordance with regular election procedures.

If the Nominations and Elections Committee is not able to recruit a nominee within 20 working days for a vacancy that is for a departmental representative on a College-level committee or for a member of a department committee, the Department chair shall appoint the committee member.

ARTICLE VIII. DEPARTMENT COMMITTEES

Section 8.1 Standing Committees

The standing committees of the Department shall be the following:

- Adjunct Faculty Support
- Curriculum Committee
- Fellowship/Sunshine

- Non-Tenure Track Promotion
- Promotion and Tenure
- Student Success
- Executive Committee

Section 8.2 Ad Hoc Committees

The Chair may establish ad hoc committees as necessary for the effective functioning of the Department.

The Chair may confer with the Department Leadership Cabinet (DLC) about the purpose, duration, and membership of proposed ad hoc committees.

The final specifications for the purpose, duration, and membership of an ad hoc committee shall be communicated by the Chair to the DLC and be recorded in the minutes.

Section 8.3 General Department Committee Procedures Section 8.3.1 Terms of Department Committee Members

The general nomination and election process for standing committees is described in Section 7. Except where specified otherwise, faculty members of committees shall serve two-year terms. Ideally terms shall be staggered such that approximately half of the member positions come open for election each year. Student members of committees shall serve a one-year term.

Section 8.3.2 Organizational Meetings and Election of Committee Chairs and Secretaries

The Associate Chair or designee shall call the initial organizational meeting and charge the committees with their respective duties. During this same organizational meeting, the members of the committee shall elect a Chair and Secretary. The results of the election shall be recorded, reported to the DELPS Program Manager, and stored in the secure permanent record of the Department.

During the organizational meeting, members of a committee shall review the duties of the committee as described in the Bylaws and develop an agenda and plan activities for the academic year. The Secretary of the committee shall record the agenda and plan and report this information the DELPS Program Manager who shall store the committee information in the secure permanent record of the Department.

During the organization meeting of committees with student representation that provide for the student(s) to be selected by committee members, the committee shall select or decide on a student member(s) and identifying topics with which they engage.

Section 8.3.3 Duties of the Chair and Secretary of Standing and Ad Hoc Committees

Except where specified otherwise, the committee Chair shall be responsible for establishing the committee's meeting times. In addition, the committee Chair is responsible for preparing meeting agendas, conducting the meetings, and ensuring the minutes are posted. The Chair

shall consult with the Department Chair and/or Associate Chair in preparing meeting agendas.

Except where specified otherwise, the committee Secretary shall record the minutes of meetings, shall distribute the minutes to committee members for approval, as appropriate, and shall post minutes approved by the committee to secure permanent record of the Department with the assistance of the DELPS Program Manager.

Section 8.3.4 Quorum, Procedures, and Support

Each committee member, including student members, shall have one vote. Absentee votes must be submitted in writing prior to the vote (and preferably at least one hour prior to the scheduled start of the meeting where the vote will occur). No proxy votes shall be recognized.

A quorum for meetings of standing and ad hoc committees shall be a majority of the members. Unless a committee establishes its own procedural rules, the meetings of standing committees shall be conducted according to the current edition of *Robert's Rules of Order*. In the event a committee establishes its own procedural rules, those rules shall be submitted to the DELPS Program Manager and posted in the secure permanent record of the Department.

Standing committees shall meet once a month unless otherwise noted. All members are expected to attend all meetings, perform all committee functions assigned, and conduct themselves in alignment with the College of Education Code of Ethics.

The Chair or Associate Chair shall provide administrative support to facilitate the conduct of committee business and implement committee actions.

Section 8.3.5 Resignations and Vacancies

A committee member who wishes to resign shall inform in writing the committee Chair and Chair of the Nominations and Elections Committee department representative. Any committee position held by a Faculty member who leaves the College shall be considered vacant. Special elections to fulfill remaining terms for resignations and vacancies shall be conducted according to procedures specified in Section 7.

If a committee member misses two meetings, then any of the other committee members can propose that that member be relieved of their membership in the committee and replaced by another faculty member after a vote of two-thirds or more of the committee members. The new member shall be nominated and elected in a special election conducted by the nominating committee using the standard election procedures.

Section 8.4 Adjunct Faculty Support Committee Section 8.4.1 Membership

The Adjunct Faculty Committee shall consist of the following members:

- One representative from each Program elected by the faculty from that Program.
- One adjunct faculty member, ex-officio, selected by members of the committee.

Section 8.4.2 Duties

- Reviewing and recommending changes to the ELPS Adjunct Faculty Handbook for approval by the ELPS faculty.
- Reviewing and changes to the adjunct faculty orientation to be provided at least annually.
- Explore and implement program level systems for evaluating adjunct faculty.
- Develop and maintain an electronic repository of resources and support available to adjunct faculty.

Section 8.5 Curriculum Committee Section 8.5.1 Membership

The Curriculum Committee shall consist of the following members:

- One representative from each Program elected by the faculty from that Program.
- One undergraduate student, ex-officio, selected by members of the committee.
- Chair or Chair's designee, ex-officio, usually the Associate Chair.
- Faculty senators (if any) from the College of Education who serve on the University Undergraduate and Graduate Studies Committees are ex officio members of the ELPS Curriculum Committee.

Section 8.5.2 Duties

The Curriculum Committee shall be responsible to the Faculty of the College for:

- Assisting the Office of the Dean, the Office of the Associate Dean for Undergraduate Studies, and the Office of the Associate Dean for Graduate Studies in the identification and/or interpretation of needs and trends in undergraduate and graduate education.
- Reviewing Program and Department proposals for changes in existing undergraduate and graduate programs and curricula and for new degree programs to recommend action to the Faculty.
- Formulating and recommending policies governing undergraduate and graduate studies in the Department.

Section 8.5.3 Meetings

The Committee shall meet early in the Fall semester to review changes or additions to the curriculum, to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.5.4 Eligibility

In order to be eligible for nomination for election to the Curriculum Committee, the faculty member must satisfy the following criteria:

- Must have taught at least one undergraduate or graduate class at UH main in two of the three years preceding nomination.

- Must be actively involved in the undergraduate and/or graduate academic programs administered within their own academic unit.

Section 8.6 Fellowship/Sunshine Committee

The Fellowship/Sunshine Committee shall consist of one representative from each program, selected by the program faculty. All faculty are eligible to serve on the Fellowship/Sunshine Committee. One departmental staff member shall also serve on the committee. The Fellowship/Sunshine Committee shall:

- a. Recognize faculty personal events such as birth, marriage, death, etc.
- b. Plan one departmental social activity per semester
- c. Formally welcome new departmental faculty and staff
- d. Formally acknowledge departing/retiring faculty and staff

Section 8.7 Non-Tenure Track Promotion Committee

The Non-Tenure Track Promotion Committee is governed by two policies located on the DELPS website:

Promotion Guidelines for Non-Tenure Track Faculty:

<http://www.uh.edu/education/departments/elps/policies/2019-02-06-elps-n-t-t.pdf>

Non-Tenure Track Third Year Review Policy:

<http://www.uh.edu/education/departments/elps/policies/ntt-3rd-year-review-updated-201904-08.pdf>

Section 8.8 Promotion and Tenure Committee

The Promotion and Tenure Committee is governed by two policies located on the DELPS website:

Procedures for Promotion and/or Tenure:

<http://www.uh.edu/education/departments/elps/policies/2019-02-06-elps-p-t.pdf>

Tenure Track Third Year Review Policy:

http://www.uh.edu/education/departments/elps/policies/third-year-review-policy-formattedfinal-updated-2019_04_07.pdf

Section 8.9 Student Success Committee

The Student Success Committee shall consist of at least one representative from each Program elected by the faculty from that program. All faculty are eligible to serve on the Student Success Committee and additional committee members can be nominated to serve on this committee.

The Student Success Committee shall be responsible to the Departmental Faculty to:

- a. evaluate recruitment, admission, and retention goals;

- b. review current and proposed policies related to recruitment, admission, and retention;
- c. identify resource needs to increase and expand recruitment, admission, retention, and graduation;
- d. identify and support professional development opportunities for students across program areas;
- e. discuss relevant information regarding students who are making insufficient progress, and/or improving student success initiatives drawing upon best practices;
- f. serve as an ELPS liaison for college-wide collaboration with regards to student access, achievement, and engagement; and
- g. coordinate assessment of ELPS learning environment and program culture to ensure students' academic success, attainment of personal goals, and satisfaction.

The Student Success Committee shall meet early in the Fall semester, to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.10 Executive Committee

The Executive Committee shall consist of the Chair and Associate Chair, and one ranked faculty member from each program concentration, and one at large promoted clinical faculty member. Each member shall be elected for a two-year term with the terms so staggered that no more than two (2) members shall be elected each year. Meetings of the Executive Committee shall be held at least monthly during each semester.

The Executive Committee shall:

- a. With the Chair, review and suggest revisions to departmental policy;
- b. Recommend appointments to ad hoc committees made by the Chair;
- c. Assist the chair in determination of annual merit reviews, and any potential Post-Tenure Review activity;
- d. Periodically review Department standards for promotion and tenure;
- e. Serve as an advisory committee to the Chair.

ARTICLE IX. FORMATION AND AMENDMENTS OF BYLAWS

These bylaws can be formed or amended at any regular or special meeting provided that written or electronic notice is given at least 5 business days in advance.

Revision Log

Revision Title	Inserted Revision	Date and Recorded Vote of Faculty Approval (including vote of chair)	COE Dean's Approval and Date	UH Provost Approval and Date
Original development of full policy	Full policy	April 7, 2020 (Vote of 20-0)		