

Constitution and Bylaws of the College of Education Faculty

Constitution amended May 2020 and Bylaws adopted May 2020

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PREAMBLE

This Constitution is written to complement and be consistent with the University of Houston Constitution of the Faculty Senate, Texas Higher Education Coordinating Board, and the Board of Regents. In matters that conflict, the University of Houston Constitution of the Faculty Senate and the policies and procedures of the Texas Higher Education Coordinating Board and the Board of Regents are the ruling documents.

The University Policy Hierarchy. The first level of policy resides with the Board of Regents Bylaws and Policies and thus take precedence over other system or university policy. The next tier is the System Administrative Memoranda (SAMs) which specifies rules and regulations to implement the Board of Regents policies as well as establish uniform rules, regulations, and procedures that are not addressed in the Board policies. The next tier is the Manual of Policies and Procedures (MAPPs) that ensure compliance and best practice with higher authority and directives. The MAPPs may also provide procedures for policies. All copies of the policies listed above are found on the UH website and by clicking on the link embedded in the title below.

- **Board of Regents Bylaws and Policies**
 - **System Administrative Memoranda**
 - **Manual of Policies and Procedures**
 - **Office of the Provost Policies and Guidelines**
 - College Authority
 - Departmental Authority

Principles. Shared governance is a collective commitment of the faculty, administration, students, and staff of the College of Education to work cooperatively, together with other University constituencies, to achieve a common vision of excellence for the College. Successful shared governance requires an active partnership at all levels of the enterprise, from individual programs to the overall College, to provide a basis for joint participation in developing priorities and formulating policy recommendations. Effective enactment of shared governance depends on mutual trust, shared confidence, and on-going communication between faculty, administration, students, and staff, informed by an appreciation of their interdependent roles and responsibilities.

Faculty Role in Shared Governance. The faculty provides excellence in research, teaching, service, and community engagement that determines the quality and reputation of the University. The faculty has a major role in developing recommendations for academic policies, establishing performance standards, and in protecting academic freedom. The faculty has a primary responsibility to develop degree programs and monitor curricular matters. Recommendations about appointments, promotion, tenure, and post-tenure review are a central faculty responsibility. The faculty has significant input in the formulation of budget priorities, including compensation policies. The faculty has a major role in the selection and review of administrators at all levels of the University. The faculty assists in setting goals to improve the quality of campus life, the surrounding community and the national academic standing of the institution.

CONSTITUTION

ARTICLE I. NAME OF THE ORGANIZATION

By act of the administration of the University of Houston and the Board of Regents of the University of Houston System, and by registry with the Texas Higher Education Coordinating Board, this academic unit is known as the “College of Education.”

ARTICLE II. PURPOSE

The purpose of the constitution and the faculty of the College of Education (COE) is to support and to contribute to the mission of the College of Education. This mission is posted in the permanent record of the College accessible to all faculty members.

In the spirit of shared governance and consistent with the rights and responsibilities of the faculty, the COE Faculty should have substantial input into the mission statement including having a majority vote of the faculty to approve the mission.

ARTICLE III. AUTHORITY, RIGHTS, AND RESPONSIBILITIES

Section 3.1 The Constitution of the Faculty of the College of Education is hereby established in order to facilitate a productive intellectual community; cultivate collaborative and cooperative relations among faculty, administration, and students; affirm and assure academic freedom; and promote the general welfare and rights of individuals. As such, the faculty of the College of Education are critical to shaping and executing the mission of the College of Education and, therefore, have rights and responsibilities to engage in governance as described in this document.

Section 3.2 Information Sharing and Coordination

All faculty members shall have access to the secure permanent record of the College. All College Committees shall post minutes of their meetings to the secure permanent record (e.g., the Faculty Folder within the SharePoint® folder) of the College. The Faculty representatives of committees shall communicate information from their respective committees to their respective Departments. Consistent with the pertinent department bylaws, faculty representatives shall represent their respective Departments and bring issues related to academic/other programs, policy initiatives, activities, and general matters to their respective committees. Committee chairs, in consultation with the Faculty Executive Committee (FEC), can make requests to other committees or associated groups for consideration of matters. The Faculty Executive Committee shall communicate and coordinate with the Dean regarding constitutionally specified activities.

Section 3.3 Authority of the Faculty

The faculty shall engage in shared governance and decision making with the Dean and College Administration on all matters of the organization, administration, academic, policy, and related budget of the College and as allowed by the University of Houston Faculty Handbook.

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 Right to Information about How Their Work is Evaluated

Faculty members have the right to know what is required of them in their work and how that work is judged. All principles and procedures on which decisions on tenure, promotion, salaries and increases and evaluations are made, and all results of those decisions shall be made known to the individual faculty member. Faculty members have the right to appeal such decisions in accordance with University procedures. In addition, faculty members shall have access to a summary statement showing the distribution of evaluation results, salary increases, and tenure and promotion decisions. Faculty members shall have access to individual and group evaluation data (e.g., performance rankings) as provided by law and University and College procedures.

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 this Constitution, a non-tenure track faculty member is defined as instructional, research, or clinical with the rank of Professor, Associate Professor, or Assistant Professor.
- The Nominations and Elections committee shall maintain a current list of eligible faculty members. The committee shall receive a list of all faculty members from the College Business Manager on or before the first day of class of the Fall and Spring semesters. The list shall include the faculty name, Department affiliation, full-time equivalent (FTE), and years of service in the current position.

ARTICLE V. RULES REGARDING MEETINGS AND PROCEDURES

Section 5.1: Meeting Types

The Faculty of the College shall have formal meetings at least once per academic semester (Fall and Spring) for the entire faculty of the College of Education.

The Chair of the Faculty Executive Committee (FEC) may call a special meeting of the Faculty on his/her own accord, at the request of the Dean, or upon petition of the ten (10) or more members of the Faculty.

An emergency meeting of the Faculty may be called by the Dean or by three (3) or more members of the Faculty Executive Committee.

Section 5.2: Rules of Procedure

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

ARTICLE VI. OFFICERS OF THE FACULTY

The members of the faculty shall elect officers who will comprise the body of the Faculty Executive Committee (FEC). The FEC shall work as a liaison between the members of the faculty and the administrative cabinet of the college to ensure shared governance.

ARTICLE VII. VOTING

Each faculty member shall have one vote. No proxy votes shall be recognized. Quorum is met when 40% of the eligible faculty members participate in the process.

Except where the Constitution or University policy provides otherwise, all elections and matters voted upon shall be determined by a majority of those voting, provided the quorum was met.

The Secretary of the FEC shall post the most up-to-date College Constitution and Departmental Bylaws, Policies and Procedures, and other pertinent documents (i.e., promotion and tenure criteria) and other relevant information (e.g., meeting minutes) on the secure permanent record of the College of Education faculty.

The bylaws contain the specific guidelines for the general voting, nomination and election procedures for the college level elections.

ARTICLE VIII. COMMITTEES

There are two types of committees: 1) standing committees, and 2) ad hoc committees. At a minimum the COE will have eight standing committees (i.e., Nominations and Elections, Student Scholarship, Faculty Development, Graduate Studies, Non-Tenure Track Promotion, Promotion and Tenure, Research, and Undergraduate Studies). The committees are comprised of members of the faculty representing each department with additional members outlined in the bylaws. The FEC provides each committee with a charge at the start of the academic year and the committees report to the full faculty after each monthly meeting. The Dean's representatives serve on the committee to provide input based on university information the committee may need to inform the committee of decisions and policies under review, provide feedback as requested, and answer questions. Dean's representatives are non-voting members and do not directly contribute to the agenda.

ARTICLE IX. FORMATION AND AMENDMENTS OF BYLAWS

Section 1: The College of Education shall create a set of bylaws which become a part of this Constitution upon approval demonstrated by a majority vote of the eligible faculty. Deletions or additions can be made to the bylaws by a majority vote of the eligible faculty of the organization.

Section 2: Amendments to the Bylaws shall be proposed to and discussed by the Faculty in a regular or special meeting and shall be distributed to members of the Faculty at least ten (10) working days prior to the meeting.

Amendments to the Bylaws shall be adopted by favorable vote of the majority of all eligible faculty members using the quorum and voting procedures specified in the Constitution of the Faculty of the College of Education.

ARTICLE X. AMENDMENT OF THE CONSTITUTION OF THE FACULTY OF THE COLLEGE OF EDUCATION

Amendments of this Constitution shall be proposed to and discussed by the Faculty in a regular or special meeting and shall be distributed to eligible members of the Faculty at least ten (10) working days prior to the meeting.

Amendments to the Constitution shall be adopted by favorable vote of two-thirds of all eligible faculty members.

Amendments approved by the Faculty shall become effective on the first day of classes in the Fall semester following their adoption, unless specified otherwise in the action to amend.

ARTICLE XI. RATIFICATION OF THE CONSTITUTION OF THE FACULTY OF THE COLLEGE OF EDUCATION

The Constitution of the College of Education shall be in full force and effect and shall supersede all previous such documents after a favorable vote of two-thirds of all eligible faculty members. Electronic, anonymous, ballots shall be used for ratification votes using the quorum and voting procedures specified in the Constitution and By-laws of the Faculty of the College of Education (see Section 7.1).

Constitution of the College of Education, University of Houston

Adopted as Constitution and By-laws: 1968

Amended as Constitution and By-laws: May, 1974; May, 1992; May, 1999; May, 2001;

Amended as Constitution: May, 2003; May 2004; December 2008; May 2009

Constitution of the Faculty of the College Adopted May 2015; Amended May 2017

See Revision Log (since 2017) on next page.

Revision Log (since 2017)

Revision Title	Inserted Revision(s)	Date and Recorded Vote of Faculty Approval	COE Dean's Approval and Date	UH Provost Approval and Date
<p>Reorganization of Constitution into Constitution and Bylaws</p>	<ul style="list-style-type: none"> -Separated Constitution from Bylaws (Constitution repeated for sections with no specific bylaws) -Changed headers and language to reflect separation -Eliminated Assessment & Institutional Effectiveness Committee -General edits for purpose of clarification, consistency of terms, and correcting typos -Addition of policy hierarchy -Additions related to forming and amending bylaws -Added duty to all committees related to Standard Operating 	<p>May 2020 (yes=45, no=1, abstain=5)</p>	<p><i>Robert Thompson</i> 06/30/20</p>	<p><i>Mark</i> 6/30/20</p>

	<p>Procedures document</p> <ul style="list-style-type: none"> -All voting electronic and related provisions -Clarification regarding ex-officio committee members -Relieving committee members for non-attendance with 2/3 vote (from 50%) -Change in committee membership for Student Scholarship and Faculty Development Committees 			

BYLAWS

ARTICLE I. NAME OF THE ORGANIZATION

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ARTICLE II. PURPOSE

The purpose of the constitution and the faculty of the College of Education (COE) is to support and to contribute to the mission of the College of Education. This mission is posted in the permanent record of the College accessible to all faculty members.

In the spirit of shared governance and consistent with the rights and responsibilities of the faculty, the COE Faculty should have substantial input into the mission statement including having a majority vote of the faculty to approve the mission.

ARTICLE III. AUTHORITY, RIGHTS, AND RESPONSIBILITIES

When the college wants to develop and/or implement a specific policy that sets a higher standard than that of the University, before the specific policy is developed all eligible faculty should have the opportunity to decide by majority vote, if they agree to incorporate such higher standards in the development of the specific college policy. If in agreement, all eligible faculty shall have ten (10) working days to provide feedback on a draft of the policy. Upon completion of the final draft policy, the policy shall be set to a vote of all eligible faculty following the procedures outlined in Article VII.

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 this Constitution, a non-tenure track faculty member is defined as instructional, research, or clinical with the rank of Professor, Associate Professor, or Assistant Professor.
- The Nominations and Elections committee shall maintain a current list of eligible faculty members. The committee shall receive a list of all faculty members from the College Business Manager on or before the first day of class of the Fall and Spring semesters. The list shall include the faculty name, Department affiliation, full-time equivalent (FTE), and years of service in the current position.

ARTICLE V. RULES REGARDING MEETINGS AND PROCEDURES

Section 5.1 Regular Meetings

The Faculty Executive Committee Chair shall announce the regular faculty meetings within thirty (30) working days after the start of classes each semester, Fall and Spring. The Chair of the FEC shall distribute the agenda for a regular faculty meeting at least ten (10) working days

before the meeting. Agendas shall include notice of any issues to which will require a vote by eligible faculty.

Section 5.2 Special and Emergency Meetings

The Chair of the FEC may call a special meeting of the Faculty on his/her own accord, at the request of the Dean, or upon petition of ten (10) or more members of the Faculty. Written notice of a special meeting shall be distributed at least five (5) working days before the meeting, with an agenda distributed at least two (2) working days before the meeting.

An emergency meeting of the Faculty may be called by the Dean or by three (3) or more members of the Faculty Executive Committee. Written notice of an emergency meeting shall be distributed to the Faculty at least one (1) working day (twenty-four hours) before the meeting. The notice shall include the agenda for the meeting. Discussion and action taken at an emergency meeting shall be limited to the agenda accompanying the notice for the meeting.

Section 5.3 Attendance and Voting Privileges at Faculty Meetings

Unless otherwise specified in the call of the meeting, a regular meeting of the Faculty may be attended by members of the Faculty, by staff, and by students who are members of standing and ad hoc committees, and by one representative of each College of Education student organization officially recognized by the University. Faculty advisors of student organizations shall provide the secretary of the FEC with a list of representatives who should be invited to faculty meetings. Voting privileges at meetings of the Faculty are specified in Article IV (Membership).

Section 5.4 Definition of "Working Days"

For the purpose of notification of faculty meetings and for all other references in the Constitution, "working days" are aligned with the UH Faculty Handbook.

Faculty appointments begin one week prior to the first day of class in the Fall and one week after Spring commencement, unless otherwise stated in the appointment letter.

Section 5.5 Quorum

Forty (40) percent of the Faculty who are eligible is required for a vote of the faculty to be recorded. No proxy votes shall be recognized. The Chair of the Nomination and Election Committee shall be responsible for certifying a quorum. If the Chair of the Nomination and Election Committee is not present, the Chair-elect of the Faculty Executive Committee shall be responsible for certifying a quorum.

All ballots cast in electronic voting (i.e., yes, no, and abstentions) count toward the quorum.

ARTICLE VI. OFFICERS OF THE FACULTY

Section 6.1 Faculty Officers

The Faculty Executive Committee (FEC) shall consist of the following eligible members of the Faculty:

- Chair of the Faculty;
- Chair-elect of the Faculty;
- Secretary of the Faculty;
- Secretary-elect of the Faculty;
- One representative from each Department; and
- One member representing non-tenure track faculty.

The officers of the FEC (Chair, Chair-elect, Secretary, and Secretary-elect) shall be tenured faculty members. Faculty in administrative positions are ineligible to serve on the Faculty Executive Committee, including Deans, Associate Deans, Chairs, and Associate/Assistant Chairs.

Section 6.2 Nominations and Election of FEC Members

The Chair-elect, Secretary-elect, and member shall be nominated and elected from the College according to the procedures in Article VII. The Chair and Secretary shall succeed to their positions from the positions of Chair-elect and Secretary-elect.

The Department representatives shall be elected by the Faculty members of each Department according to nomination and election procedures established in the respective Departments. Departmental FEC representatives elected may be tenure-track or non-tenure track faculty.

Section 6.3 Terms of Office

Members of the Faculty Executive Committee shall serve two-year terms. The second year of service for the Chair-elect and Secretary-elect shall be the year of service as Chair and Secretary, respectively. When possible, terms of service among the Departmental representatives shall be staggered with one or two Departmental positions coming open for election each year.

Section 6.4 Meetings

The Chair of the Faculty Executive Committee shall convene a formal meeting of all Faculty Committee Chairs at least once a semester.

The Chair of the Faculty Executive Committee shall convene a meeting with the College Administrative Cabinet at least once a semester.

The Faculty Executive Committee shall meet at least once per month each semester and at such other times as called by its Chair, at the request of the Dean, or at the request of two or more members of the Committee. The call for a meeting shall precede the meeting by at least two (2) working days.

The Chair of the FEC shall chair the meetings of the Faculty Executive Committee. The Secretary shall keep the minutes of the committee, shall submit them for approval to the FEC, and shall store them in a secure location accessible to all faculty members. In the absence of the Chair or Secretary, the Chair-elect or Secretary-elect shall assume their duties, respectively.

Section 6.5 Duties

The duties of the Faculty Executive Committee shall include:

- Engaging in shared governance and decision making with the Dean and College Administration on matters of the organization, administration, policy, and budget of the College;
- Representing the collective interests of the Faculty in the process of shared governance and decision making;
- Bringing to the attention of the Faculty, for action and/or discussion, such matters as may be of interest and concern to the Faculty;
- Convening, prior to October 1 of each Fall semester, each standing and ad hoc committee for the purpose of organization;
- Designating matters requiring consideration or action to the appropriate standing and ad hoc committees of the Faculty;
- Preparing and distributing the agenda and minutes for College faculty meetings;
- Conducting an annual review of the College Budget, and
- Conducting a review of the Dean, Associate Deans, and Department Chairs.
- Maintaining a Standard Operating Procedures document.

The Chair of the Faculty Executive Committee (FEC) shall convene and chair meetings of the Faculty and the FEC. The Chair shall be responsible for preparing the agenda of Faculty meetings in consultation with the FEC and the Dean. The Chair shall serve as a member of the Administrative Cabinet.

The Chair-elect of the FEC shall assume the duties of the Chair in his/her absence. The Chair-elect shall also serve as the Parliamentarian of the Faculty using and current edition of *Robert's Rules of Order* and as a member of the Administrative Cabinet.

The Secretary shall keep the minutes of the Faculty and the FEC meetings, shall submit them for approval to the Faculty and FEC, as appropriate, and shall maintain a secure permanent record that is accessible to all faculty members.

Section 6.6 Review of Faculty Administrators

A review of the Dean, Associate Deans, and Department Chairs shall occur at least every three (3) years for the purpose of providing feedback to the Faculty Administrators. The form and content of the review process shall be developed by the FEC in cooperation with the Dean and shall be submitted to the Faculty during the Spring semester of a review year. All eligible faculty members who are below the rank of the administrative level being evaluated may participate in the review.

- **Dean's Review.** Year three, of the five-year Provost cycle, the FEC will initiate a review.
- **Associate Deans and Department Chairs.** Within three years of initial appointment inclusive of interim and permanent appoints.

A report of the results and an executive summary of the report shall be prepared by the faculty members of the FEC, shall be submitted to the Dean, and shall be discussed by the faculty members of the FEC and the Dean. The executive summary shall be shared with the Faculty of

the College at least 10 days prior to a faculty meeting at the end of Spring semester, and the Dean shall respond to the review at this faculty meeting.

ARTICLE VII. VOTING

Section 7.1 General Voting Procedures

The form of the ballot shall be specified in the call for voting. A quorum (40%) must be met for the vote to be considered valid.

All voting shall be conducted using an electronic anonymous ballot procedure.

Voting on policies and procedures that relate specifically to tenure-track and tenured faculty shall be voted upon by the tenure-track and tenured faculty, unless specifically stated otherwise in this document. All other voting shall include all eligible members of the faculty.

All voting shall be conducted using an anonymous ballot procedure. The exception shall be votes that contain matters not related to policy, procedures, official business, etc., in which case a show of hands may be the acceptable form of voting.

If the majority of votes cast are abstentions, then the vote shall be considered invalid.

Only yes or no votes are counted in calculating the proportion of affirmative votes (i.e., the numerator is the total number of yes votes and the denominator is the total number of yes votes plus the total number of no votes).

Section 7.2 Nomination Procedures for Elections

Timeline. Each March, or as needed, the Nominations and Elections Committee shall notify the Faculty of the vacancies that shall come open in the following academic year or have become open for various reasons. Along with this notice the Committee shall distribute a roster of members of the Faculty that shall note the eligibility for candidacy of each member of the Faculty.

Nomination Process. To be considered for a committee position, the faculty member shall be nominated by eligible members of the Faculty. The Nominations and Elections Committee will distribute anonymous nomination ballots for members of the faculty to self-nominate or nominate an eligible peer. The ballots cast by the Faculty shall be considered valid if they are returned within five (5) working days after their distribution. The anonymous ballots shall be submitted, tallied, and reported by the Nominations and Elections Committee. The Chair of the Nominations and Elections Committee shall review the nomination ballots and the tellers of the Committee shall certify the count of the ballots no later than two (2) working days after the period for nominations has closed.

Prior to conducting elections, the nomination committee shall review the qualifications of nominees that are specified in Article VIII and eliminate ineligible nominees.

Section 7.3 Election Procedures for Elections

Timeline. The department representatives shall be established prior to the nominations and elections of the member(s) for committees which include Department-level representatives.

Voting in elections shall be conducted by anonymous ballot through a secure electronic platform. 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 shall distribute a secure electronic ballot containing the names of all valid nominees for the College level open positions to all eligible faculty members.

Election ballots cast by the Faculty shall be considered valid if they are submitted within five (5) working days after their distribution. The Chair of the Nominations and Elections Committee shall review the nomination ballots and the tellers of the Committee shall certify the count of the ballots no later than two (2) working days after the period for elections 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.

In elections in which more than one person may be elected on the same ballot, any nominee who receives a simple majority of the votes cast shall be elected. For positions for which no candidate receives a simple majority of the votes cast, a run-off election shall be held between the two candidates who received the most votes. 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.

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 position and it is a position, then the FEC shall appoint the committee member. If the vacancy is for a departmental representative on a College-level committee and the Nominations

and Elections Committee is unable to secure a nominee, the Department chair shall appoint the committee member.

Section 7.4 Election Procedures for Departmental Elections

For elections that require representatives to be elected from the Departments, each Department shall establish its own nominations and elections procedures. These procedures shall conform with the Constitution of the Faculty of the College of Education and the University of Houston policies. A copy of the 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.

ARTICLE VIII. COMMITTEES

Section 8.1 Standing Committees Elected Completely by Faculty

The standing committees of the Faculty shall be the following:

- Nominations and Elections
- Student Scholarship
- Faculty Development
- Undergraduate Studies
- Graduate Studies
- Research
- Promotion and Tenure
- Non-Tenure Track Promotion

Section 8.2 Ad Hoc Committees

The Dean and/or the Faculty Executive Committee may establish ad hoc committees as necessary for the effective functioning of the College.

The Dean and Faculty Executive Committee shall confer about the purpose, duration, and membership of proposed ad hoc committees. The Dean, Chair, and Chair-elect of the FEC shall also consult with the Administrative Cabinet 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 recorded in the minutes of the Faculty Executive Committee prior to the first meeting of the ad hoc committee.

Section 8.3 General Committee Procedures

Section 8.3.1 Terms of Committee Members

The general nomination and election process for standing and ad hoc committees is described in section 7. Special considerations related to each committee may be specified in the Constitution and should be followed by the Nominations and Elections Committee.

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 FEC 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 Secretary of the FEC, and stored in the secure permanent record of the College. These provisions for electing the Chair and Secretary do not apply to the Faculty Executive Committee.

During the organizational meeting, members of a committee shall review the duties of the committee as described in the Constitution 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 Secretary of the FEC who shall store the committee information in the secure permanent record of the College.

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 Dean (or Dean's designee) and FEC Chair (or designee) 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 College with the assistance of the Secretary of the FEC.

Section 8.3.4 Quorum, Procedures, and Support

Each committee member, including student members, shall have one vote. No proxy votes shall be recognized. The Dean's representatives on college level committees and college representative on university committees are non-voting members.

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 Secretary of the FEC and posted in the secure permanent record of the College.

Standing committees shall meet once per semester 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 Dean or a Dean's designee 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. Any committee position held by a Faculty member who leaves the College shall be considered vacant. Special elections 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. Nominations and Elections Committee

Section 8.4.1 Membership

The Nominations and Elections Committee shall consist of one member from each Department. Each Department is responsible for electing this member in accordance with the Departmental bylaws on record at the start of each academic year. Each Department may elect to have the NEC representative hold the Departmental elections.

Section 8.4.2 Duties

The duties of the Nominations and Elections committee shall include:

- The scheduling, planning, and conducting of nominations and elections for the college level committees.
- Responsibility for monitoring the provision for staggered terms on College committees and for encouraging that provision be met.
- Determination and creation of a list of all eligible voting faculty. The College Business Administrator shall provide a list of all eligible faculty by the rank, number of service years and email address to chair of committee at the start of each semester.
- Determination of the eligibility of faculty nominated to positions to serve on specific committees.
- The posting of the committee roster, including the student representatives, and eligible faculty members on the College SharePoint folder.
- Maintaining a Standard Operating Procedures document.

Section 8.4.3 Meetings

The Committee shall meet at least once in the Fall semester to plan the nominations and election schedule for the following Spring and shall meet as necessary throughout the year at the call of its Chair.

Section 8.5 Student Scholarships Committee

Section 8.5.1 Membership

The Student Scholarships Committee shall consist of the following members:

- One member from each Department who represents undergraduate students and elected by the appropriate department.
- One member from each Department who represents graduate students and elected by the appropriate department.
- One member elected at large.
- A Dean's designee is an ex officio member of this committee.

Section 8.5.2 Duties

- The Student Scholarships Committee shall coordinate and conduct reviews of applications for student scholarships in collaboration with the Dean's designee.
- Maintain a Standard Operating Procedures document.

Section 8.5.3 Meetings

The Committee shall meet at least once in the Fall semester to plan for scholarship application reviews the following Spring and shall meet as necessary throughout the year at the call of its Chair.

Section 8.6 Faculty Development Committee

Section 8.6.1 Membership

The Faculty Development Committee shall consist of the following members:

- Two representatives from each Department elected by the faculty from that Department.
- One member elected by the faculty.

Section 8.6.2 Duties

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

- Formulating and recommending policies governing faculty development in the College.
- Evaluating proposals for faculty development leave.
- Recommending recipients for the faculty teaching excellence awards.
- Advising on the expenditure of funds that may come available for supporting faculty development.

- Assisting the Office of the Dean in the identification and/or interpretation of needs and trends in faculty development.
- Maintaining a Standard Operating Procedures document.

Section 8.6.3. Meetings

The Committee shall meet at least once 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 8.7 Undergraduate Studies Committee

Section 8.7.1 Membership

The Undergraduate Studies Committee shall consist of the following members:

- One representative from each Department elected by the faculty from that Department.
- One undergraduate student, ex-officio, selected by members of the committee.
- Dean or Dean's designee, ex-officio, usually the Associate Dean for Undergraduate Studies.
- One of the eligible faculty senators elected to the Undergraduate Studies Committee of the Faculty Senate shall serve on the committee to serve as the College representative to the University Undergraduate Studies Committee.
- Additional faculty senators (if any) from the College of Education who serve on the University Undergraduate Studies Committee are ex officio members of the College Undergraduate Committee.

Section 8.7.2 Duties

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

- Assisting the Office of the Dean and the Office of the Associate Dean for Undergraduate Studies, in the identification and/or interpretation of needs and trends in undergraduate education.
- Reviewing Departmental proposals for changes in existing undergraduate programs and curricula and for new degree programs to recommend action to the Faculty.
- Formulating and recommending policies governing undergraduate studies in the College.
- Maintaining a Standard Operating Procedures document.

Section 8.7.3 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 8.7.4 Eligibility

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

- Must have taught at least one undergraduate class at UH main in two of the three years preceding nomination.
- Must be actively involved in the undergraduate academic programs administered within their own academic unit.

Section 8.8 Graduate Studies Committee

Section 8.8.1 Membership

The Graduate Studies Committee shall consist of the following members:

- One representative from each Department elected by the faculty from that Department.
- One graduate student, ex-officio, selected by the members of the committee.
- Dean or Dean's designee, ex-officio, usually the Associate Dean for Graduate Studies.
- Under the authority of the Nomination and Election Committee, one of the eligible faculty senators shall be elected to the committee to serve as the College representative to the University Graduate Professional Studies Committee.
- Additional faculty senators from the College of Education who serve on the University Graduate Professional Studies Committee (if any) are ex officio members of the College Graduate Committee.

Section 8.8.2 Duties

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

- Assisting the Office of the Dean and the Office of the Associate Dean for Graduate Studies in the identification and/or interpretation of needs and trends in graduate education.
- Reviewing Departmental proposals for changes in existing graduate degree programs and curricula, and for new degree programs to recommend action to the Faculty.
- Formulating and recommending policies governing graduate studies in the College.
- Maintaining a Standard Operating Procedures document.

Section 8.8.3 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 8.8.4 Eligibility

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

- Must have taught at least one graduate class in two of the three years preceding

- nomination.
- Must be actively involved in the graduate academic programs administered within their own academic unit.

Section 8.9 Research Committee

Section 8.9.1 Membership

The Research Committee shall consist of the following members:

- One representative from each Department elected by the faculty from that Department.
- Dean or Dean's designee, ex-officio, usually the Associate Dean for Research.
- Under the authority of the Nomination and Election Committee, one of the eligible faculty senators shall be elected to the committee to serve as the College representative to the Faculty Senate Research and Scholarship Committee.

Section 8.9.2 Duties

The College Research Committee shall be responsible to the Faculty of the College and Associate Dean for Research for:

- Advising the Associate Dean for Research's office regarding research issues, external funding opportunities, policies, and procedures related to and affecting research.
- Providing input and advice to administration regarding promotional materials and publicity of research activities.
- Establishing, promoting, or facilitating opportunities for collaborative work.
- Advising and making recommendations regarding College policies affecting research.
- Reviewing and evaluating the College of Education's Grants to Enhance and Advance Research (GEAR) proposals and recommending recipients for the Faculty Research Excellence awards.
- Maintaining a Standard Operating Procedures document.

Section 8.9.3 Meetings

The committee shall meet 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 8.9.4 Eligibility

In order to be eligible for nomination for election to the College Research Committee, the faculty member must satisfy all three of the following criteria:

- Must be tenured or tenure-track.
- Must have an ongoing, focused research agenda as evidenced by grant writing and external funding, refereed scholarly articles, research presentations or other scholarly research output deemed in their discipline as appropriate to a faculty member actively engaged in the research endeavor of a nationally-recognized research University. Such scholarly output must satisfy the expectations of the Department from which the

faculty member is nominated.

- Must be actively involved in either graduate or undergraduate research programs administered within their own academic unit.

Section 8.10 Promotion and Tenure Committee

Section 8.10.1 Membership

The Promotion and Tenure Committee shall consist of:

- one tenured Full Professor from each Department,
- one additional tenured faculty member from each Department who holds either the rank of tenured Associate or tenured Full Professor, and
- one At-large tenured faculty member from any Department elected by vote of the tenured and tenure-seeking faculty in the College.

Elected faculty will serve two-year terms.

Section 8.10.2 Provisions Related to Promotion and Tenure

The Promotion and Tenure Committee shall be responsible for adhering to the guidelines made accessible on the secure permanent record available to the faculty.

- College Promotion and Tenure Guidelines shall be made accessible on the secure permanent record available to the faculty.
- Timelines for the promotion and tenure process shall be made available to promotion and tenure candidates by the first Monday in May.
- Revisions to the College Promotion and Tenure Guidelines shall be approved by a majority vote of the tenured and tenure-track faculty.
- Maintenance of a Standard Operating Procedures document.

Section 8.11 Non-Tenure Track Promotion Committee

Section 8.11.1 Membership

The Non-Tenure Track Promotion Committee shall consist of:

- one Full Non-Tenure Track Professor from each Department,
- one additional Non-Tenure Track faculty member from each Department who holds either the rank of Non-Tenure Track Associate or Non-Tenure Track Full Professor, and
- one At-large tenured faculty member from any Department elected by vote of all eligible faculty in the College.



Elected faculty will serve two-year terms.

Section 8.11.2 Provision Related for Non-Tenure Track Faculty

The Non-Tenure Track Promotion Committee shall be responsible for adhering to the guidelines made accessible on the secure permanent record available to the faculty.

- College Promotion Guidelines for Non-Tenure Track faculty shall be made accessible on the secure permanent record available to the faculty.
- Timelines for the promotion process for Non-Tenure Track Faculty shall be made available to promotion candidates by the first Monday in May.
- Revisions to the College Promotion Guidelines shall be approved by a majority vote of the eligible college faculty.
- Maintenance of a Standard Operating Procedures document.

Bylaws Revision Log

Revision Title	Inserted Revision(s)	Date and Recorded Vote of Faculty Approval	COE Dean's Approval and Date	UH Provost Approval and Date
Original development of bylaws	All bylaws	May 2020 (yes=45, no=1, abstain=5)	 06/30/20	 6-3-20