University of Delaware College of Education and Human Development Bylaws

Article I - General Powers

1. Source of Powers

1.1 All matters relating to the educational affairs of the College and consistent with the University Charter, the Bylaws of the Board of Trustees, the University Faculty Bylaws and other University regulations, heretofore and hereafter taken or established, have been delegated to the College faculty for the purposes of effectuating the government of the College.

2. Authority of College Faculty

2.1 The College faculty shall: (1) provide for the establishment of curricula and courses; (2) determine educational and academic policies of admissions to the college; (3) determine the requirements for degrees and recommend candidates for diplomas, degrees, and certificates; (4) recommend educational and academic policies relating to the administration of University services (e.g., university library, computing center, etc.) as they pertain to the College; (5) adopt regulations governing its own procedures; (6) make recommendations for conduct of formal exercises and public functions held under the auspices of the College.

2.2 While responsibility for acting for the faculty will generally be delegated to standing and/or ad hoc committees of the College, the Faculty retains the right to review all such actions and to re-consider them. A petition signed by five (N=5) voting faculty members will suffice to bring any action taken by a College committee or council on topics within the purview of faculty authority to the full faculty at its next meeting, or at a special meeting. (Note: Actions of the College Promotion and Tenure Committee pertaining to individual cases of promotion and/or tenure are excepted from this "right of reconsideration" rule.)

3. **Authority of College Professional Staff**

3.1 The College professional staff shall: (1) advise on the development and adoption of policies and programs in the College and University that further the interests of the College mission; (2) represent the positions and views of the professional staff on significant College and University issues; and (3) develop forums and procedures to aid in the discussion of issues of concern to the professional staff.

4. **Authority of Salaried Staff**

4.1 The College salaried staff shall: (1) advise on the development and adoption of policies and programs in the College and University that further the interests of the College mission; (2) represent the positions and views of the salaried staff on significant College and University issues; and (3) develop forums and procedures to aid in the discussion of issues of concern to the salaried staff.

Article II - College Community Membership

1. **Faculty Membership**

1.1 The faculty of the College shall consist of the Dean, the Deputy Dean(s), Associate Dean(s) and/or Assistant Dean(s) of the College, Chairs and School Directors, Professors, Associate Professors, Assistant Professors, Instructors, and Lecturers who hold full-time primary or secondary faculty appointments in the College. No one with voting privileges in another College will also be granted voting rights in the College of Education and Human Development.

2. **Professional Staff Membership**

2.1 The professional staff shall consist of those in the College designated as professional staff by the University.

3. **Salaried Staff Membership**

3.1 The salaried staff shall consist of those in the College designated as salaried staff by the University.

4. **Student Membership**

4.1 Students shall consist of all matriculating students admitted to any of the College’s undergraduate majors or graduate programs.

Article III - Dean of the College

1. Leadership

1.1 The Dean of the College, shall have general administrative authority over College affairs. In accord with University of Delaware convention, the Dean will provide leadership in formulating College policies concerning academic programs, budgetary matters, and faculty, staff, and student personnel. The Dean will also provide leadership in implementing these policies and in interpreting them to the University and to the wider professional and general communities.

2. **Administrative Authority**

2.1 The Dean shall have final authority to make budgetary and personnel recommendations to the Provost. The Dean shall consult with the Department Chairperson(s)/School Director(s) on matters which affect the Department/School, and consult with members of the College community concerning budgetary matters which affect the College as a whole.

2.2 The Dean of the College will publish administrative policies and procedures on the CEHD website after seeking input from the faculty and the departments. These published policies and procedures shall be assumed by the faculty of the College to be an official statement regarding College operations.

2.3 College committees have the authority to directly recommend policies for adoption by the Dean when they have approved those policies.

3. **Appointment of Committees**

3.1 The Dean may appoint committees to advise on any matters of concern to the College. The Dean may call joint meetings of any College standing committees and any council in the College.

Article IV – Standing College Committees and Councils

1. **College Faculty Council**

1.1 The College Faculty Council's charge is to advise the Dean regarding the academic programs of the College, efficiencies of programs and operations, and program innovations and opportunities and perform the duties described below. In addition, the College Faculty Council will vet nominations, and

ultimately approve faculty (and staff) to serve on other college-level committees. Finally, the College Faculty Council will vet nominations to inform decisions about who serves on University-level committees or appointments not otherwise determined through the Senate Committee on Committees and Nominations (CoCAN) election/appointment procedures. The College Faculty Council should balance service commitments between the two units (HDFS and SOE, noting the unequal size of both units) and ensure fairness and equity of committee composition and chairs.

1.2 The members of the College Faculty Council will be the members of the faculty as described in Article II, section 1 above. The Council will elect a chair annually from its members. The chair should be an Associate or Full Professor. The chair or designee will regularly attend leadership meetings held by the Dean, to represent the perspective of College faculty. Among the responsibilities of the chair will be to report on college-level business to the faculty and solicit input and feedback on this business to then share with the Dean. This is a mechanism for the Dean to receive information and input from the faculty on Academic Program Development and on other issues related to faculty governance.

1.3 Members are elected to two-year, staggered terms from each of the College's department(s) and school(s). Each Department and School shall elect at least two and up to three members to the College Faculty Council, with at least one member being a Full Professor.

2. **College Diversity, Equity and Inclusion Committee**

2.1 The Committee's charge is to advise the Dean in regard to policies, procedures, programs, and practices pertaining to diversity, inclusion and equity within the College. The Committee, once comprised, will develop policies and procedures to guide the College's actions in regard to diversity and inclusion subject to the approval of the College Faculty Council. In addition, the Committee will address other issues sent to it by the Dean and the Faculty Council.

2.2 The members of the College Diversity Committee shall have four faculty members, selected by the College Faculty Council, or a committee designated by it, based on nomination from each academic unit (department or school). Each spring, each unit will nominate up to four faculty members. The College Faculty Council, or its designated committee, will then compose the committee

from those nominated in such a way as to seek to ensure continuity of membership on the committee and diversity of representation by unit and rank. The College's Senior Assistant Dean for Student Services may be a member of this committee.

3. **College Faculty Promotion and Tenure Committee**

3.1 The Committee charge is to advise the Dean and College faculty in regard to policies pertaining to promotion and tenure applications and to implement the extant policies of the College. In addition, the Committee will address other issues sent to it by the Dean or the College Faculty Council.

3.2 The College Faculty Promotion and Tenure Committee will consist of not more than five members selected by the College Faculty Council, or a committee designated by it, based on nominations from each academic unit (Department or School). Each spring, each unit will nominate two Full Professors and two other faculty members. The College Faculty Council, or its designated committee, will then compose the committee from those nominated in such a way as to ensure a committee of three or five members with a majority of the committee at the rank of Full Professor, and all members at or above the rank being sought by the candidate for promotion. The College Faculty Council, or its designated committee, will also seek to ensure continuity of membership on the Promotion and Tenure Committee and diversity of representation of unit and rank. The Promotion and Tenure Committee will elect a chair from its membership. All members of the Promotion and Tenure Committee will be voting members for the purpose of election of a chair and voting on promotion and tenure of candidates in accordance with university policy. Proxy voting (addressed in Article IX below) will not be allowed in Promotion and Tenure Committee votes.

4. **College Undergraduate Curriculum Committee**

4.1 The Committee charge is to review all proposals for revised and/or new undergraduate programs for the purpose of preparing a recommendation for the University Faculty Senate. The Committee, once comprised, will develop policies and procedures for its own operation subject to the approval of the College Faculty Council. The procedures will give faculty within the College the opportunity to comment on or challenge proposals put forward by units within the College. Any challenge may be given a hearing and, as a result, should be resolved by the Committee before being forwarded to the Faculty Senate.

4.2 The Committee shall have five faculty members, up to three from each unit,

selected by the College Faculty Council, or a committee designated by it, based on nominations from each academic unit (department or school). Each spring, each unit will nominate up to three faculty members. The academic units will then compose the committee from those nominated in such a way as to seek to ensure continuity of membership on the committee and diversity of representation, including academic advisors, of unit and rank.

The Committee will elect a chair from its membership. In addition, one undergraduate student shall be selected by students as a voting member by a procedure established by the College Faculty Council.

5. **College Graduate Curriculum Committee**

5.1 The Committee charge is to review all proposals for revised and/or new graduate programs for the purposes of preparing a recommendation for the University Senate. The Committee, once comprised, will develop policies and procedures for its own operation subject to the approval of the College Faculty Council. The procedures will give faculty within the College the opportunity to challenge proposals put forward by units within the College. Any challenge should be given a hearing and, as a result, should be resolved by the Committee.

5.2 The Committee shall have five faculty members, selected by the College Faculty Council, or a committee designated by it, based on nominations from each academic unit (department or school). Each spring, each unit will nominate up to three faculty members. The College Faculty Council, or its designated committee, will then compose the committee from those nominated in such a way as to seek to ensure continuity of membership on the committee and diversity of representation by unit and rank.

The Committee will elect a chair from its membership. In addition, one graduate student shall be selected as a voting member by procedures established by the College Faculty Council.

6. **Directors Council**

6.1 The charge to the Directors Council is to advise the Dean specifically regarding the activities of College-wide centers, efficiencies of center programs and operations, and center program innovations and opportunities.

6.2 The members of the Directors Council will be the Directors of the College's

research and public service centers, the chairs/directors of the departments and schools, and the chair or designee of the College Faculty Council. The Dean will chair the Council.

7. **Professional Staff Council**

7.1 The charge to the Professional Staff Council is to serve as a forum to discuss policies, procedures, and programs of significance to the College and professional staff and to ensure that the views of the professional staff are put forward in the College Faculty Council, to the Dean, and other places as appropriate.

7.2 The members of the Professional Staff Council will be elected by the professional staff of the College using procedures established by the professional staff which ensure a diversity of representation with respect to the College's units, race, gender, and types of staff, (e.g., student service, public service). The Council shall elect its own chair.

8. **Salaried Staff Council**

8.1 The charge to the Salaried Staff Council is to serve as a forum to discuss policies, procedures, and programs of significance to the College and salaried staff and to ensure that the views of the salaried staff are put forward in the College Faculty Council, Professional Staff Council, to the Dean, and other places as appropriate.

8.2 The members of the Salaried Staff Council will be elected by the salaried staff of the College using procedures established by the salaried staff which ensure a diversity of representation with respect to the College's units, race, gender, and types of staff, e.g., student service, public service. The Council shall elect its own chair.

9. **College Committees and Councils Procedures**

9.1 As appropriate College committees and councils will establish procedures for guiding the conduct of members and for dealing with the business that comes before them. Committee and council procedures will be made public. College committees and councils will conduct their business in ways that ensure comity and fairness to all persons who come before them. Fairness includes a chance to present views and respond to concerns and criticisms. College committee and council meetings will be open to members of the College community as appropriate. With the exception of individual personnel matters, College committees and councils will distribute agendas of meetings and minutes to the

College community. All committees and councils will be guided by The *Standard Code of Parliamentary Procedure, 4th Edition* if other specific procedures have not been adopted by the committee or council.

Article V - College Meetings

1. College Community Meetings

1.1 At least once per year, and with a semester's notice, the Dean of the College shall call and chair a meeting to report upon the state of the College to faculty, professional staff, salaried staff, and students and solicit comment and discussion from the members of the college community.

2. Faculty Meetings

2.1 Regular meetings of the College faculty shall be called by the Dean at least once per year with thirty days notice.

2.2 Special meetings of the College faculty shall be called at any time with one week's notice by the Dean or upon: (a) the request of a College Committee Chair; (b) a written petition of 20% of the faculty; or (c) by a majority vote of the faculty at a regular or special meeting.

2.3 The Dean of the College shall chair the College faculty meetings. The Dean shall otherwise appoint a member of the faculty to serve as Chairperson *Pro Tem* whenever the Dean is unable to attend a scheduled meeting or when the Dean takes the floor.

2.4 The agenda of College faculty meetings shall be established by the Dean and the chair of the College Faculty Council. It shall be distributed to the College faculty at least 72 hours in advance of the meeting. Proposed agenda items must be submitted to the Dean's office at least one week prior to the meeting.

2.5 One-third of the voting members of the College faculty shall constitute a quorum. Rules of procedure shall be guided by the membership of the College faculty, but in cases where rules are not explicit, or where applicability or interpretation of rules is in doubt, The *Standard Code of Parliamentary Procedure, 4th* Edition shall be the procedural standard. A parliamentarian may be appointed by the Dean to assure compliance.

2.6 The order of business for meetings shall be: Call to order, approval of minutes, approval of the agenda, old business, new business,

adjournment.

2.7 A recorder for each College meeting shall be designated by the Dean. The recorder shall be responsible for writing and distributing minutes from the College meetings.

Article VI - Amending the Bylaws

The bylaws of the College may be amended by: (1) a two-thirds vote of the voting faculty members of each school and department in a meeting of the College faculty, provided previous notice of intention to amend has been published in the meeting agenda and distributed to the College faculty members at least one week prior to the meeting in which the proposed amendments are to be considered; or (2) by two-thirds of those faculty voting of each department and school by a mail ballot.

Article VII - Ratifying the Bylaws

Two-thirds of the voting faculty members of each existing department and school in the College are needed to approve these by-laws no sooner than two weeks after distribution. With a positive vote in each department or school, the bylaws will become effective.

Article VIII - Interpreting the Bylaws

The College Faculty Council shall decide the meaning of any ambiguous or unclear text in these bylaws.

Article IX Proxy Voting and Unanimous Consent

Proxy voting is permitted in all faculty, committee and council meetings but only in cases where the voter's absence is pre-arranged and approved by the appropriate person(s) (e.g., committee chair, unit Director, Dean), or when the voter is on leave, or when the voter is undertaking accepted university business that requires absence from the meeting in which a vote is taken. A proxy vote must be in writing (i.e., email) and can be cast only for a motion that has been published in the meeting's agenda and not amended.

If the voting members of any college committee or council consent unanimously in writing to any action, such action shall be a valid action, as if it had been authorized in a meeting of the committee or council.

Approved by Faculty vote 3/28/2011; amended by Faculty vote 10/21/2011; amended by Faculty vote 6/13/2016; amended by Faculty votes April 18, 2021 (HDFS) and May 11, 2021 (SOE)