Constitution of the College of Education and Human Development

Preamble
The College of Education and Human Development is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities.

Congruent with this mission, the College plays a significant role in sustaining the University’s commitment to the egalitarian principles critical to its vitality as an urban, land grant research institution.

It is the purpose of this constitution to provide a framework enabling faculty, professional academic and administrative staff, civil service/bargaining unit personnel, and students to work collaboratively to fulfill the mission of the College.

This constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment. All conditions not covered in this constitution shall be governed by University policies and procedures. To the extent that any provision conflicts with a Board of Regents or other University policy or procedure, the Board or other University procedure shall govern.

Article I. General Powers
All matters relating to the educational and administrative affairs of the College of Education and Human Development are the responsibility of the dean, the Governing Council, and the College Assembly as delegated by the Board of Regents and in accordance with the Constitution of the University Senate, and consistent with actions of these bodies and administrative policies heretofore or hereafter taken.

Article II. The Dean
The dean shall have general administrative authority over the College’s affairs and shall:

a. Provide leadership in formulating policies and implementing procedures to strengthen the College’s teaching and learning, research and discovery, and outreach and engagement activities;

b. Be responsible for developing and periodically reviewing departments and other programs;

c. Prepare the College’s annual budget;

d. Maintain regular communication with faculty, staff, students, and other constituencies about the current status of College programs and changes under discussion;

e. Serve as the primary channel of communication for official College business and to other University authorities;
f. Be responsible for interpreting the College’s programs to the University community and external constituencies.

Article III. Constituencies

Rights, Responsibilities, and Grievances

Members of constituencies are expected to participate in the affairs of the College, including its governance mechanism, committee structure, grievance procedures, and revision of the College Constitution. Representatives from these groups shall serve on College committees and shall be chosen according to procedures specified in the bylaws.

The College faculty shall be governed by the policies of the Regents, the University Senate, and the University’s central administration, and by the University’s Regulations Concerning Faculty Tenure, in all matters addressed by those documents or policies including, but not limited to, academic freedom and responsibility, sexual harassment, and promotion and tenure.

The College shall establish a grievance committee to resolve grievances brought by faculty, staff, or students in accordance with the University-wide grievance rules or other applicable University grievance policies. Bargaining unit staff shall be governed by their union contract.

Section 1. Faculty. The faculty constituency consists of regular faculty who hold tenured or probationary tenure-track appointments budgeted in academic units in the College, including departments, schools, or institutes. It also consists of members on leave or on phased retirement, the dean, and all Associate and Assistant Deans holding regular faculty rank.

Faculty also includes non-regular, contract, or term faculty (i.e., non-tenure track, non P&A) who are budgeted through the departments, schools, institutes, or Office of the Dean for teaching and learning, research and discovery, and outreach, engagement and extension.

All faculty are voting members in the College.

The regular faculty in tenure-granting units holds primary responsibility for governance, research policy, curricular policy and degree requirements, and academic personnel allocation within their academic units, in consultation with the dean or chair of the unit.

Section 2. Academic Professional and Administrative Staff. The academic professional and administration (P&A) staff constituency consists of professional personnel budgeted in departments, schools, institutes, centers, or the Office of the Dean who are assigned to duties enhancing the research, teaching, and service functions of the College; administrative personnel who are involved in policy development or execution or in directing, coordinating, or supervising activities in the College; and P&A staff on special program appointments in the College. All defined P&A classifications are voting members in the College.
Section 3. Civil Service/Bargaining Unit Staff. The civil service/bargaining unit (CS/BU) staff constituency consists of all civil service/bargaining unit staff budgeted through units of the College. All CS/BU personnel are voting members in the College.

Section 4. Students. The student constituency consists of all students actively enrolled in an academic program (including pre-majors) offered by a department, school, or institute in the College. All students are voting members in the College.

Article IV. Governance Structure

Section 1. The College Assembly. The College Assembly is composed of all constituents of the College community as defined in Article III. The Assembly is chaired by the chair of the Governing Council. The purpose of the College Assembly is twofold:

a. To provide an opportunity for transparency around key issues: budget, compact and strategic initiatives, policies and programs, task force reports, and other topics of relevance to the growth, well-being, and development of the College.

b. To build community: opportunities to meet as a whole and to engage in discussion of key issues.

The College Assembly will meet at least once a year, with additional meetings as necessary. An opportunity for the dean to provide a State of the College address will be provided. Meetings of the College Assembly may be called by the dean, the Governing Council, or by petition of at least 30 members of the Assembly.

Members eligible to vote are defined in Article III.

Section 2. Governing Council. The Governing Council (GC) is the representative governing body of the College. The GC shall, upon request from the dean, College committees, constituents, or upon its own initiative:

a. Assess and review matters of policy and program development;

b. Formulate and recommend policies affecting the College as a whole;

c. Review and act on policies proposed by College committees and academic units as they affect the role of the College;

d. Review the College’s progress in operationalizing its mission;

e. Review, consult with, and advise the dean on issues such as budgeting, strategic planning and the compact process, faculty personnel, appointments of College unit administrators, collaborations with state, national and international groups, and other similar matters;

f. Coordinate and facilitate the flow of information among the dean, associate and assistant deans, College leadership groups (e.g., academic unit chairs and heads, center directors, and administrative leaders), College committees, academic and other units, and members of the Assembly;

g. Serve as the “hub” for bringing items from the dean, committees, and groups interested in special issues or concerns to the Assembly.

Section 3. Curriculum Council. The Curriculum Council (CC) shall:

a. Establish policies and provide leadership and guidance on educational issues of concern to faculty, students, and administration;
b. Review and approve proposed courses and programs offered wholly or in part in the College; and

c. Provide, on occasion, reviews of curricula and programs, both in conjunction with external reviews and as needed in the College.

Section 4. Student Scholastic Standing Committee. A Student Scholastic Standing Committee (SSSC) shall be formed in accordance with University requirements. The SSSC’s responsibilities include oversight of academic policies and progress of students in the College of Education and Human Development. The SSSC will work closely with student services staff to monitor students, define processes, and monitor and recommend policies and procedures to enhance students’ academic progress.

Section 5. Grievance Committee. When needed, the College shall establish a grievance committee in accordance with the University-wide grievance rules or other applicable University grievance policies.

Article V. Voting. All members of the College as defined in Article III are voting members of the College. All members of the College will have the opportunity to vote on matters that affect the College as a whole. Changes in the Constitution, amendments, and bylaws must be voted on by the College. Decisions are made based on a simple majority of those voting. Voting will be done electronically over a two-week voting period.

Article VI. Administrative Structures

Section 1. Associate and Assistant Deans. Positions of associate and assistant deans may be proposed as warranted by the program needs of the College. Establishment of the positions of associate and/or assistant deans shall be the responsibility of the dean of the College in consultation with the Governing Council. The dean may assign specific administrative duties to associate and assistant deans and may delegate executive authority to them. The dean shall make known to the faculty and staff the principal areas of responsibility delegated to the associate and assistant deans.

Terms. Associate and assistant deans may be appointed for three-year terms. Continuation is based on a performance evaluation carried out in accordance with University policy. In accord with University policy, the dean will appoint a review committee to assess the status, progress, and effectiveness of the associate and assistant deans’ administration to determine if reappointment is recommended. Annual performance evaluations will be conducted by the dean in accordance with College policy.

Section 2. Academic Units. Collegiate tenure-granting academic units will be considered the basic organizational entity of the College. Academic units may be identified as departments, schools, or institutes and may be organized into divisions, programs, or other subunits. Academic units shall be administered in accordance with the unit’s constitution and/or bylaws. Proposals for change in the academic unit structure will be reviewed by the dean of the College in consultation with groups directly concerned including the faculty of the academic unit and the Governing Council.
Academic Unit Chair Role and Responsibilities. The academic unit chairs will have responsibility for coordination of teaching and learning activities, research and discovery, engagement and outreach and continuing education programs in consultation with the College dean and associate and assistant deans. Heads of academic units will be appointed for an initial period of three years with the possibility of reappointment for subsequent three-year terms. Annual performance evaluations will be conducted by the dean in accordance with College policy.

The academic unit heads will make recommendations to the dean on personnel matters and administer appropriate personnel policies after consultation with appropriate unit faculty or staff in accordance with the unit’s constitution and/or bylaws.

The academic unit heads will make recommendations to the dean on matters regarding unit budgets after appropriate consultation with unit faculty and staff.

Section 3. College-wide Centers. The College may have College-wide research and/or outreach and engagement centers with a multidisciplinary focus that report directly to the dean and that have direct administrative and budgetary responsibilities. Centers shall be administered in accordance with the unit’s constitution and/or bylaws.

Section 4. Other College Units. Centers or other offices may be organized in the College to serve purposes that are integral to the College’s mission.

Article VII. College Committees and Constituency Organizations

Section 1. Formation and Dissolution of College Committees. The dean and the Governing Council may establish or dissolve committees. Committees, including those significant to promotion and tenure, review and promotion of P&A staff, and initiatives central to the mission of the College, will be appointed through processes outlined by the Governing Council with final approval by the Dean.

Section 2. Constituency Organizations. Constituency groups named in Article III except faculty are required to form their own organizations in order to participate in the representative government of the College. (See bylaws.)

Article VIII. Changes to the Constitution and Bylaws

Proposed amendments to the Constitution and proposed changes to the bylaws shall be presented to the College Assembly via campus mail or email at least thirty (30) days prior to Assembly discussion. Following Assembly discussion, electronic balloting shall begin with a two-week period allowed for voting. Decisions will be based on a simple majority of all votes cast. Constitutional amendments and changes to the bylaws may be proposed by the Governing Council, the dean, or by petition signed by at least 30 voting members of the College community.
Article IX. Effective Date

This constitution shall be in effect immediately upon approval by a simple majority of all votes cast by voting members of the College. Subsequent approval by the President and the Board of Regents will affirm the document.

Bylaws

Service on CEHD committees is expected for all constituents of the collegiate community and will be recognized, as appropriate, during the personnel review.

Elections for the Governing Council, Curriculum Council, and the constituency organizations must take place in the Spring semester of each year with the terms beginning in the Fall semester.

Dean’s Advisory Committees
The Dean may appoint such advisory committees as she/he sees fit. Academic unit heads and chairs, center directors, and administrative directors should be included.

Governing Council (GC)
  a. Membership: All members should be elected. Membership shall consist of one faculty member from each academic unit, one representative elected by staff from the College-wide centers, two graduate and two undergraduate student representatives, three P&A representatives, and two CS/BU representatives. Representatives from each constituency group shall be determined by the appropriate constituency organization.
  b. Terms: Members from academic units, staff councils, and College-wide centers serve staggered two-year terms. Representatives from student groups are encouraged to serve two-year terms.
  c. Chair: The chair will be elected by the committee from among the committee members.
  d. Frequency of meeting: The GC shall meet at least monthly with the dean.
  e. Issues and concerns may be brought to the GC from a variety of pathways including the dean, associate or assistant deans, or constituents.

Curriculum Council (CC)
  a. Membership: Membership shall consist of the directors of undergraduate studies and directors of graduate studies or appropriate representatives from each academic unit; two student services members appointed by the student services director; one graduate student, one undergraduate student, and one CS/BU representative elected by their constituency organizations. The dean may appoint a non-voting liaison.
  b. Chair: The chair will be appointed by the dean from among the members of the committee, after consultation with the Governing Council.
  c. Frequency of Meeting: The CC shall meet at least once a month.
  d. Subcommittees: It is recommended that the CC establish two subcommittees, one addressing undergraduate issues and one addressing graduate issues.

Student Scholastic Standing Committee (SSSC)
a. Membership: Membership shall consist of representatives from each academic unit and at least one representative from student services. It is recommended that the SSSC have subcommittees, one for undergraduate students and the other for postbaccalaureate and graduate students.
b. Chair: The chair will be appointed by the dean or her/his designee from among the committee members, after consultation with the Governing Council.
c. Frequency of meetings: The committee will determine its own meeting schedule.

Constituency Organizations

On a yearly basis constituency organizations are required to inform the dean and the Governing Council of their plans outlining their membership, officers, election process, and likely meeting schedule. If a constitution is created by the organization, a copy of the document should be filed with the dean and made available on the organization’s web site. Elections and voting on organization rules, constitution and bylaws should be done electronically through the College.

Glossary of terms

College Assembly: The entire CEHD community consisting of all constituency groups.

Chairs of Academic Units: An encompassing term to include leaders (Chairs, Directors, and Heads) of collegiate academic units including departments, schools, and institutes.

Constituency Groups: Five constituent groups have been identified as making up the assembly. They include faculty (regular and term), P&A staff, CS/BU staff, graduate students, and undergraduate students.

Governing Council (GC): A representative body that will serve as the hub of communication for all constituencies within the college. Issues and concerns may be brought to the GC from a variety of pathways including the dean or constituents. GC’s membership will consist of one faculty representative elected from each department, one representative elected from among the college-wide centers, three representatives elected from P&A staff, two representatives elected from CSBU staff, two representatives elected from among graduate students, and two representatives elected from among undergraduate students for a total of 19 representatives.

Non-regular, contract, or term faculty: Faculty also includes non-regular faculty (that is, temporary contract or term appointments). These are not tenure-track faculty nor are they academic staff (P&A) appointments. Job Codes 94xx are considered faculty. Non-regular faculty are hired for a specific and limited period of time (subject to renewal) and are budgeted through the College’s academic departments, schools, or institutes to engage in teaching and learning, research and discovery, and outreach, engagement or extension activities.