

College of Education and Human Services Faculty Council Constitution

Preamble

Through mutual agreement of the Dean of the College of Education and Human Services (COEHS) and the faculty of the College of Education and Human Services, the following Constitution represents a statement of agreement and operating procedures.

Article I – Functions of the Council

Section A.

The Council shall serve as an advisory body to the Dean and as a means by which the views of the faculty of the College may be gathered and communicated to the administration for the purpose of strengthening

1. the decision-making within the College and
2. the impact of the College within the functioning of the University.

Section B.

The functions of the Council, in support of the Strategic Plan for the College and the University, are to:

1. Be a liaison between the Dean and Department faculty;
2. Interface with the Dean's Council of Chairs; and
3. Focus on the continuous improvement of academic programs within the College.

Section C.

Recommendations of the Council shall be provided in writing to the Dean, who will provide the Council with a written response as to the disposition of said recommendations.

Article II

Section A. Qualification for Membership

Members of the faculty of the College who hold the rank of associate faculty, instructor, assistant professor, associate professor, and professor are eligible for membership, with the exception of department chairs. A further qualification is the person must have been a member of the faculty of the College for at least one year.

Section B. Representation

1. Each department of the College shall be represented by one member or alternate elected by his/her department.
2. Two students from the College shall be selected to represent the education and the human services sides of the college on the council, and if possible, both undergraduate and graduate level students would be included in the student representation as well.
3. The Dean, Associate/Assistant Deans, and Assistant to the Dean of the College shall be ex-officio non-voting members of the council.

Section C. Duties of Members

1. The members of the Council have as their primary mission to serve as an advisory council (and to promote the welfare of the College as defined in Article I) to the Dean of the College of Education and Human Services.
2. The members of the Council are accountable to their respective departments and shall present the views of their departmental colleagues to the Council and its committees.
3. The Council chair, vice-chair, and secretary in consultation with the Dean of COEHS shall prepare and distribute an agenda for each Council meeting.

Section D. Term of Office

1. The term of office shall be three years for the faculty members of the Council.
2. No member shall succeed himself/herself, unless he/she has not served a full term.
3. The term of office for members of the first Council elected under this Constitution shall be one, two, or three years as determined by lottery.
4. In case of the resignation of a member, his/her replacement shall serve the remainder of the resigning member's term.

Section E. Officers

1. The Council shall have three (3) officers: a chair, a vice-chair, and a secretary. They shall be elected from the Council.
2. The secretary shall be responsible for the accurate recording and distribution of the minutes of Council's meetings.

Article III – Elections

Section A. Voting Right of the Faculty

Members of the full-time faculty who hold the rank of instructor, assistant professor, associate professor, and professor are qualified to serve as department representatives on the council. Each department is responsible for the manner in which the department representative is selected.

Section B. Schedule of Elections

Department elections/appointments for departmental representatives shall be held in April for a term of office beginning the following August.

In case of a vacancy, the department in which the vacancy occurs shall elect/appoint another representative to fill the unexpired term.

Section C. Certification of Election

The chair of the department shall certify in writing the names of elected/appointed representatives to the chair of the Council.

Article IV— Council Meetings

Section A. Regular Meetings

Meeting shall be held at least once each month during the regular academic year. Meetings may be called during the summer term. A quorum shall be a majority of the members.

Section B. Special Meetings

Special meetings may be called at any time by the Dean, by the chair of the Council, by the chair of the executive committee, or at the written request of one-third of the member of the council.

Section C. Notice of Meetings

Notice of regular meetings shall be given two weeks, in advance of the meeting, in writing or my electronic mail to each member of the council. The notice shall contain the agenda of the meeting.

Notice of special meetings shall be given at least two days in advance of the special meetings, in writing or by electronic mail, to each member of the Council.

Section D. Minutes

Minutes of the meetings shall be distributed to members and alternates of the Council. To the departments of the college and to the Central Administration. All minutes will be posted on the College's website and shall be accessible to members in each department at any time.

Article V – Committees

Section A. Ad hoc Committees

The Council shall be empowered to create such ad hoc committees as it deems necessary.

Section B. Membership

1. Committee assignments shall be made on an annual basis.
2. A committee will consist of a minimum of ___ Advisory Council members.
3. In case of the resignation of the member, his/her replacement shall serve for the remainder of the resigning member's term.
4. The Dean, Associate Deans, and Advisory Council Chair shall be ex officio non-voting members of all committees and sub-committees.

Deleted:

Section C. Conduct of Committees

1. A convening chair shall be appointed by the Council Chair for each committee and sub-committee, and at the first regular meeting, the committee shall elect its regular chair.
2. A committee quorum shall consist of half of the total committee membership.
3. Each committee shall determine its own meeting requirements.

Section D. Conduct of Committees as Dean's Faculty Council

1. The Dean may request any committee or sub-committee to meet to advise him/her. In such cases, the Dean must contact the Council Chair and all committee or subcommittee members.

2. Any __ members of a committee constitute an advisory quorum.
3. Advisory decisions which affect policies, or set precedents within the College shall be reported for review at the next regular meeting of the Council.

Article VI - Referendum

Section A.

Any action of the Council shall be the subject to referendum upon presentation of a petition for referendum by ten percent (10%) of the faculty as defined in Article III, Section A.

Section B.

A petition for referendum shall be presented to the chair of the Faculty Council. Upon receipt of a valid petition, the Faculty Council shall conduct the referendum by mail ballot within ten days of receipt of the petition.

Section C.

The Council shall be governed by the results of the referendum.

Article VII – Amendments

Amendments to this Constitution may be presented in writing by any member of the faculty as defined in Article III, Section A. The Council shall act on the proposed amendment at the next regular meeting following the one at which the amendment was presented. If the Proposed amendment is approved by a two-thirds majority of the Council, it shall be submitted to the faculty for ratification within thirty days. Voting shall be by mail ballot. An affirmative vote of a majority of the faculty voting, as defined in Article III, Section A, shall constitute ratification of the amendment provided that a majority of the faculty voted.

Article VIII – Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for the meeting of the Council and any sub-committees of the Council.

Article IX – Implementation

This Constitution shall be in effect upon approval of the faculty (as defined in Article III, Section A) who cast a vote in three-fourths of the departments.