NOTE: Beginning August 1, 2013, the Constitution of the College of Education and Human Services at the University of North Florida will be subsumed into the revised College Bylaws, approved by the faculty of the College in January 2013. The Constitution below will no longer be in effect as of August 1, 2013.

UNIVERSITY OF NORTH FLORIDA
COLLEGE OF EDUCATION AND HUMAN SERVICES

CONSTITUTION

Approved unanimously by the College Faculty on October 2, 1992

ARTICLE I COLLEGE GOVERNANCE

The Constitution of the College of Education and Human Services is based on the belief that collegiality and maximum faculty participation in the decision-making process are essential to achieve the goals and purposes of the College. It provides for the direct participation of faculty members in decisions for which they have ultimate responsibility: educational policy development and academic program planning within the College.

The Constitution is designed to be consistent with the governance model adopted by the University of North Florida Constitution Convention of 1983. Further, it is intended to be consistent with the Florida Administrative Code and the Florida Board of Regents/United Faculty of Florida Collective Bargaining Agreement. Should any portion of this Constitution conflict with governance provisions of higher authorities and applicable collective bargaining agreements, those portions of this Constitution shall be superseded.

ARTICLE II
ADMINISTRATIVE OFFICERS

SECTION 1: DEAN OF THE COLLEGE

The College of Education and Human Services is headed by a Dean who is also a member of the faculty of the College. The Dean is appointed by the President of the University after consultation with the Chief Academic Officer of the University and an advisory committee consisting of at least three faculty members elected by the College faculty. The Dean is responsible for the effective implementation of educational policies and programs to advance the mission of the College. Accordingly, the Dean is responsible for the administrative supervision of college programs and for the execution of educational policies.

SECTION 2: ASSOCIATE/ASSISTANT DEANS

The Dean may appoint such Associate/Assistant Deans as are necessary to perform the functions of the office. The duties and responsibilities of Associate/Assistant Deans are defined by the Dean of the College.

SECTION 3: FUNCTIONS OF THE DEAN

The major functions and responsibilities of the Dean include:

a) is the academic leader of the College;

b) provides leadership in the search for new knowledge among faculty and students within the College;

c) develops and implements policies and procedures for the College after collegiate interactions with the academic faculty;
d) promotes collegiality within the College and the maintenance of a climate that creates a high level of faculty morale;

e) provides leadership, direction and support of the teaching, research and service missions of the College;

f) makes recommendations to the Chief Academic Officer of the University concerning faculty appointments, promotions, and the award of tenure;

g) prepares the over-all college budget requests to the University and administers the approved budget.

SECTION 4: DIVISION/DEPARTMENT CHAIRPERSONS

Division/department chairpersons serve as administrators of organizational units devised for purposes of instruction, research and service. Policies concerning appointment procedures, evaluations, and continuation of chairpersons are explicated in the University Constitution and serve as standards within the College.

SECTION 5: FUNCTIONS OF CHAIRPERSONS:

The major functions and responsibilities of chairpersons include:

a) promotion of collegiality among faculty of the unit and maintenance of a professional climate;

b) leadership in the development and evaluation of curricula, research and service within designated units;

c) conduct of periodic evaluations of faculty in accordance with division, college and university criteria;

d) insurance of compliance with policies of the College Faculty Assembly and the University Faculty Association as well as the University with regard to faculty participation in appointments, promotions and the award of tenure;

e) preparation of unit budget recommendations and administration of the approved budget.

SECTION 6: PROGRAM LEADERS

Program Leaders are designated to serve within specified Division/Department academic components as coordinators of program offerings, program activities, student advisement as well as policies related to student educational progress.

SECTION 7: ADMINISTRATIVE COUNCIL

The Dean may convene an Administrative Council as deemed necessary to provide for the effective implementation of administrative procedures within the college. The membership may include associate/assistant deans, division chairpersons, a student services administrator and others designated by the Dean and a representative from the Faculty Assembly appointed by the Faculty Assembly Executive Committee.

ARTICLE III
FACULTY

SECTION 1: DEFINITIONS

1. Faculty of the College include all personnel holding the ranks of instructor, assistant professor, associate professor or professor. Membership on the faculty is limited to those who hold regular appointments in an academic or service unit within the college. Regular faculty appointments are specifically defined as those positions called advisors within the COEHS Office of Student Services.
2. College Faculty holding other than a tenure track position may participate in all Faculty Assembly activities except chairing a Standing Committee and exercising voting privileges.

3. Emeritus faculty appointments may be recommended by an affirmative vote of an academic unit’s full-time faculty and approval of the College Dean and Chief Academic Officer of the University. Emeritus faculty are entitled to all the courtesies and privileges extended to designation in the catalogue, use of the library and recreational facilities, admission to athletic and cultural events, receipt of college publications regularly sent to active faculty members and Alumni Association members, participation in academic convocations and, when possible, office space.

SECTION 2: FUNCTIONS

a) The faculty of the College’s academic divisions/departments establish policies and requirements for entrance into and graduation from the College, in compliance with the University and Board of Regents requirements, as applicable.

b) The faculty establish requirements for degrees to be conferred by the College, in compliance with approved standards of the Florida Department of Education, as applicable.

c) The faculty determine the arrangement of curricula and the courses to be included in the curricula.

SECTION 3: FACULTY RIGHTS

As provided in the University of North Florida Constitution, faculty have the right to know what is required of them in their work and how that work will be judged. All principles and procedures on which decisions on tenure, promotion, salaries and evaluations are made and are the results of those decisions shall be known to the individual faculty member. Faculty members may appeal such decisions if they see fit.

Faculty members have the right to know the distribution of evaluation results, salary increases and tenure and promotion decisions. Information on these and other matters of faculty welfare shall be readily available to the individual faculty, through the chairperson, upon request.

All faculty have the right to access their official personnel files and to enter into their files any responses to information contained in the documents. Additional rights and responsibilities of members of the University community are addressed in the University of North Florida Constitution.

ARTICLE IV
EDUCATIONAL CLIMATE

The faculty and administration of the College of Education and Human Services recognize the essential rights and responsibilities of each member of the College community. Discrimination in any form which limits or denies a person or group of persons, faculty or students, the opportunities, privileges, roles or rewards ordinarily extended within the academic community is prohibited and is illegal. Accordingly, racism, sexism and sexual harassment are strictly forbidden in all college classes, activities and other functions.

ARTICLE V
COLLEGE FACULTY ASSEMBLY

SECTION 1: PURPOSES

a) The College of Education and Human Services Faculty Assembly acts for the faculty on academic decision-making issues including faculty appointment; retention, development and advancement of faculty; academic
programs, organization, and standards; continuing education and such matters that pertain directly to instruction, service and research programs of the College.

b) The College Faculty Assembly is the designated governing body for COEHS faculty.

SECTION 2: MEMBERSHIP

a) All members of the College professional community are invited to attend and participate fully in meetings of the College Faculty Assembly. Voting and chairing of COEHS Faculty Assembly Standing Committees are limited to individuals holding regular faculty, administrative and professional, or advisor appointments. The Assembly is the judge of its membership where questions of eligibility arise.

SECTION 3: FACULTY ASSEMBLY EXECUTIVE COMMITTEE

a) College Faculty Assembly leadership rests with an Executive Committee whose membership shall number five. In addition to the Dean, who is an ex officio member of the Executive Committee, members of the Executive Committee shall be elected at-large by secret ballots of all faculty eligible to vote. Officers include:

(1) President of the Faculty Assembly (President of the Executive Committee) (2) Vice President of the Faculty Assembly (Vice President of the Executive Committee): the person receiving the second highest number of votes in the election for President (3) three at-large members.

b) Terms of office shall be staggered and shall be for a period of two years.

c) All matters of faculty government, including matters of faculty concern, shall come before the Executive Committee. The Executive Committee shall coordinate the elections of faculty to Standing Committees and organize nominations and elections.

d) The Executive Committee shall meet monthly during the academic year preceding monthly Faculty Assembly meetings. Special meetings may be called at the discretion of the President of the Faculty Assembly.

SECTION 4: MEETINGS

a) The College Faculty Assembly shall meet monthly during the academic year.

b) Special meetings can be called at the discretion of the Assembly leadership.

c) The agenda for each meeting will be provided by the Executive Committee and distributed to all faculty members at least four weekdays prior to the date of the meeting.

d) A quorum for meetings of the College Faculty Assembly is 50% of the voting membership.

e) Proxies are not recognized by the College Faculty Assembly.

ARTICLE VI
STANDING COMMITTEES

SECTION 1: PURPOSE

The College Standing Committees are established to facilitate faculty participation in college affairs. Consistent with the goals of the University Constitution, the College Standing Committees are designated to meet permanent and ongoing needs of the College. They serve in advisory capacities to the Dean of the College.

SECTION 2: DESIGNATIONS

The College Standing Committees include the following:
SECTION 3: COMMITTEE MEMBERSHIP

Faculty appointments to College Standing Committees shall be voluntary. While representation of the various academic and service units of the College is not specified in this Constitution, it is desirable that committees reflect the breadth of faculty interests and concerns.

Committee members shall serve staggered two-year terms with no more than half of the committee membership changing in any one year. Committee members shall be eligible to serve a minimum of one additional consecutive two-year term.

ARTICLE VII
AMENDMENTS

This Constitution of the College of Education and Human Services can be amended by an 85% vote of faculty in attendance at a regular or special meeting of the College Faculty Assembly. The text of proposed amendments will be sent to each faculty member at least ten days prior to the date of the meeting. Amendments will become effective when written notices of changes are promulgated by the Dean to all college faculty members. Such notices must be provided within ten working days from the date the amendments are adopted.

ARTICLE VIII
EFFECTIVE DATE

This Constitution became effective on October 2, 1992 when it was adopted by two-thirds of college faculty members in attendance at this regular Faculty Assembly meeting.