NOTE: The Bylaws below will no longer be in effect after August 1, 2013. Beginning August 1, 2013, the current version of the College Bylaws (The College of Education and Human Services at the University of North Florida) will be replaced by revised College Bylaws that were approved by the faculty of the College in January 2013.

COLLEGE OF EDUCATION AND HUMAN SERVICES
BYLAWS

ARTICLE I
PURPOSE

The purpose of this document is to establish rules and procedures necessary to implement the Constitution of the College of Education and Human Services.

ARTICLE II
COLLEGE FACULTY ASSEMBLY EXECUTIVE COMMITTEE

SECTION 1. The College Faculty Assembly Executive Committee is responsible for the advancement of Assembly purposes as stated in the College Constitution. Fulfillment of the Executive Committee’s responsibilities are spelled out in 17 tasks subdivided into six major areas: communication, planning, management, legislation, implementation, and monitoring.

Communication. The Executive Committee shall 1) act as a liaison for communication among the Standing Committees of the Faculty Assembly, the Faculty Assembly Executive Committee, the Dean, and the Dean’s Council.

Planning. The Executive Committee shall 2) plan for on-going COEHS Faculty Assembly participation in any changes in the College mission, philosophy, goal statements, and programs; 3) plan on-going COEHS Faculty Assembly participation in the implementation of College-wide academic programs specifically designed to contribute directly to the accomplishment of the College Mission; and 4) work with the Dean to plan the agendas for the regular monthly meetings of the Faculty Assembly.

Management. The Executive Committee shall 5) conduct the election of Faculty Assembly officers, 6) secure replacements for all vacancies on Standing Committees, 7) upon recommendation of a Standing Committee, replace its chair, 8) review all reports from the Standing Committees, and, where appropriate, make recommendations to the Dean and the Faculty Assembly.

Legislation. The Executive Committee shall 9) review and make recommendations to the Faculty Assembly related to all questions concerning needed revisions in the COEHS Constitution and Bylaws; 10) review and make recommendations to the Faculty Assembly related to changes in policies, procedures, and practices which affect all programs of the College, 11) review and deliberate on alternative courses of action to provide for the resolution of problems and issues of
individuals and/or groups within the College to the extent that those problems or issues bear on the efficient operation of the College. The Executive Committee may assign certain issues or problems to appropriate subcommittees along with suggested time lines for reporting back to the Executive Committee.

Revised 2/98

Implementation. The Executive Committee shall 12) implement the College long-range planning processes; 13) implement the COEHS Evaluation Policy; 14) implement on-going COEHS Faculty Assembly participation in any changes in the College mission, philosophy, or goal statements; and 15) implement COEHS Faculty Assembly participation in the carrying out of those college-wide academic programs and projects specifically related to the accomplishment of the College mission.

Monitoring Processes. The Executive Committee shall 16) monitor the College long-range planning processes, the COEHS Evaluation Policy, and all modifications of College philosophy, mission, and goal statements. The Executive Committee shall 17) keep a permanent record of the work of the Assembly by maintaining an annual written record of the disposition of all issues, problems, and items addressed by the Executive Committee and the Faculty Assembly during each academic year. This record shall be kept in a permanent Faculty Assembly file in the Dean’s Office.

SECTION 2. The President serves as the presiding officer of the College Faculty Assembly Executive Committee. In that capacity, the President performs the following functions:

a) represents the faculty to the College administration, other units of the University and to state or national agencies, as appropriate, on all matters related to governance issues as explicated in the College Constitution and these Bylaws;

b) provides leadership for the faculty of the College and advocacy of faculty concerns;

c) keeps the faculty informed of Executive Committee actions or issues that relate to faculty concerns or welfare;

d) coordinates the organization of the Standing Committees;

e) coordinates the development of the agenda for College Faculty Assembly meetings and insures the prompt dissemination in advance of called meetings;

f) serves as Chair of Faculty Assembly meetings.

SECTION 3. The Vice President of the College Faculty Assembly assumes the duties of the President in absence of the President. In the event of a vacancy in the Office of the President, the Vice President succeeds to the Presidency until an election can be held at the next regular meeting of the College Faculty Assembly.

SECTION 4. The College Faculty Assembly Executive Committee meets monthly during the
academic year. Minutes of actions and reports will be kept and disseminated to all members of
the faculty within ten weekdays of the meeting date.

ARTICLE III
STANDING COMMITTEES

SECTION 1. The Standing Committees of the College are those listed in the College
Constitution: Undergraduate Standards and Curriculum, Graduate Standards and Curriculum,
Personnel, Long Range Planning and Budget, and Student Issues.

SECTION 2. Standing Committees consist of at least five faculty members who volunteer for
committee service. To insure appropriate division and program balance, additional committee
members may be appointed collaboratively by the Dean and the Executive Committee.
Standing Committees may appoint subcommittees or ad hoc committees for a period not to
exceed one academic year to fulfill assigned functions. Standing Committees may not be added
or deleted without amendment of these Bylaws.

SECTION 3. The Executive Committee will convene the Standing Committees and give them
their charges at the beginning of each new academic year. The Standing Committees will elect
their own chairs and report the names of their chairs to the Faculty Assembly President within
one week of the time they are convened.

SECTION 4. The duties and responsibilities of the Standing Committees are as follows:

a) UNDERGRADUATE STANDARDS AND CURRICULUM COMMITTEE. The
Undergraduate Standards and Curriculum Committee will review and recommend policies and
procedures regarding 1) undergraduate admissions and degree requirements, 2) undergraduate
core, and 3) all undergraduate field experiences including internship. This Committee will also
4) review and recommend actions on changes in undergraduate programs, curricula, or standards
which might affect the general role and scope of the college; 5) review and recommend policies
regarding assessment of the undergraduate curricula, curriculum priorities, and curriculum
changes; 6) consider and recommend action on proposals for new undergraduate programs and
changes and/or deletions of existing programs; 7) consider and recommend action on proposals
for new undergraduate courses and changes and/or deletion of existing courses; and address any
other issues related to undergraduate curricula and/or standards that affect the college as
determined by the COEHS Faculty Assembly Executive Committee.

b) GRADUATE STANDARDS AND CURRICULUM COMMITTEE. The Graduate Standards
and Curriculum Committee will review and recommend policies and procedures regarding 1)
graduate admissions and degree requirements and 2) graduate core. This committee will also 3)
review and recommend actions on changes in graduate programs, curricula, or standards which
might affect the general role and scope of the college; 4) review and recommend policies
regarding assessment of the graduate curricula, curriculum priorities, and curriculum changes;
5) consider and recommend action on proposals for new graduate programs and changes and/or
deletions of existing programs;
6) consider and recommend action on proposals for new graduate courses and changes and/or deletion of existing courses; and address any other issues related to graduate curricula and/or standards that affect the College as determined by the COEHS Faculty Assembly Executive Committee.

c) PERSONNEL COMMITTEE. The Personnel Committee will meet at least once a year with the Dean to formulate needs and priorities in the area of faculty development and report to the college faculty on the results of such meetings. This committee will also 1) explore ways and means of encouraging the development of faculty including but not limited to financial support of such development; 2) review faculty T.S.I. proposals requesting financial support in such forms as release time, travel funds, etc.; 3) review and recommend policies in response to faculty concerns with regard to personnel issues; 4) participate regularly in search and screening procedures; 5) identify staffing needs, participate in long range planning, survey facilities, and make recommendations to the faculty assembly on these issues; 6) review annually nominations within the COEHS for the Outstanding Teacher Award and other faculty awards and forward recommendations to the Dean; 7) report annually on the distribution of professional development funds among College faculty; and 8) monitor the distribution of new faculty lines within the College.

d) LONG RANGE PLANNING AND BUDGET COMMITTEE. The Budget and Finance Committee will review and recommend policies, procedures, and regulations pertaining to all College budget and finance matters. This committee will 1) advise the Dean in the annual review process by which College needs and priorities are translated into a projected College budget prior to its submission to the Provost, and 2) monitor the expenditures of funds allocated annually to the College by the Provost. This Committee will also serve as the communication liaison between the Dean and faculty in all matters related to budget and finance in the College.

e) STUDENT ISSUES COMMITTEE. The Student Issues Committee will 1) periodically review and recommend revisions in the regulations, policies, and procedures concerning COEHS admission and re-admission of students including the Exceptions Policy, suspension of students, academic loads, withdrawal from course, award of credit, award of academic honors, maintenance of the University code of ethics and student progress, and the appeals and petition process. This committee will also 2) recommend to the Director of the Office of Student Services policies and/or procedures to improve academic advisement of undergraduate, graduate, and teacher certification students; 3) periodically review, revise, and provide recommendations for the COEHS Undergraduate and Graduate Handbooks; 4) act in an advisory capacity for College scholarship processes to include recommendations for the development and implementation of scholarships for the COEHS; 5) develop, design, implement, and refine a student orientation program for the COEHS; 6) develop, implement, and monitor an information dissemination process for students, which includes mechanisms whereby students can be informed about state certification requirements, department requirements, interpretation of policies, placement services, information and career counseling; 7) regularly obtain input from COEHS students regarding the scheduling of COEHS courses and provide appropriate results and recommendations to the Dean’s Council; and 8) review the UNF catalog for inconsistencies, errors of fact, omissions, and recommend revisions to the appropriate college division.

All Standing Committees will prepare both oral and written reports for all regular Faculty
Assembly meetings. An annual report will be presented by each Committee at the last Faculty Assembly meeting of the academic year. These annual reports will be filed in a permanent Faculty Assembly File in the Deans’ Office.

The scope and operating procedures of the Standing Committees shall be reviewed annually. Necessary revisions shall be submitted in the form of Bylaw changes to the Executive Committee by October 15 of each academic year. Bylaw changes shall be approved by the faculty Assembly.

ARTICLE IV
NOMINATIONS AND ELECTIONS

SECTION 1. Nominations for members of the College Faculty Executive Committee will be solicited during March of each academic year. Nominees must agree in advance to serve if elected. A slate of nominees will be prepared by the Executive Committee and distributed to faculty at least four weekdays prior to the election.

SECTION 2. Elections will be conducted by the Executive Committee following the March meeting of the Faculty Assembly. Voting will be by written ballots. A simple majority of those voting will determine the winners. Members of the Executive Committee, current members of the Standing Committees and the President of the Faculty Assembly will be introduced at the April Meeting of the Faculty Assembly.

SECTION 3. An organizational meeting of the Executive Committee will be held prior to the conclusion of the Spring Semester. The Executive Committee will convene the Standing Committees and give them their charges at the beginning of each new academic year. The Standing Committees will elect their own chairs and report the name of their chairs to the Faculty Assembly President within one week of the time they are convened.

SECTION 4. Standing Committees will meet monthly during the academic year. An attendance roster and committee minutes will be maintained by the Committee chairperson.

ARTICLE V
AMENDMENTS

These bylaws may be amended at a regular meeting of the College Faculty Assembly by a vote of 85% of faculty attending the meeting. Proposed amendments must be submitted to the President of the Executive Committee for dissemination to faculty at least ten weekdays prior to the meeting date.