UNIVERSITY OF NORTH FLORIDA
COLLEGE OF EDUCATION AND HUMAN SERVICES

BYLAWS

ARTICLE I
PREAMBLE

We the faculty of the College of Education and Human Services at the University of North Florida establish these bylaws to guide our participation in the governance of the College. We recognize that no academic unit can achieve its mission in the absence of the direct participation of its members in the decisions that affect their work. These Bylaws recognize and protect the right of all members of the College community to participate at appropriate levels in College decisions without fear of sanction. Nothing contained in this document shall limit the legal authority of the President or the University Board of Trustees nor limit the legal rights of other members of the University community. Any portion of these Bylaws conflicting with the Constitution of the University or the laws, rules, and regulations of competent higher authority and applicable collective bargaining agreements is null and void.

ARTICLE II
NAME

The name of the college is the College of Education and Human Services (hereafter referred to as the College). The College is an administrative unit of the Division of Academic Affairs.

ARTICLE III
PURPOSES

SECTION 1.
The College participates in the overall governance of the University as established by the University Constitution.

SECTION 2.
The College is organized into the Academic Departments of Childhood Education, Literacy, and TESOL; Foundations and Secondary Education; Leadership, School Counseling, and Sport Management; Exceptional, Deaf, and Interpreter Education.

ARTICLE IV
JURISDICTION

SECTION 1.
The Faculty is the basic legislative body of the College. Subject to the Constitution of the University of North Florida, the rules and policies of the Board of Governors and the University of North Florida Board of Trustees, and upon recommendation from various constituencies of the College, the Faculty determines the requirements for academic
degrees, establishes admissions and grading policies, oversees requirements for and changes to College or Department accreditation, and is solely responsible for the creation of and changes to curricula. It may act upon any academic matter of concern to the College.

SECTION 2.
The Faculty may reflect and deliberate on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

ARTICLE V
MEMBERSHIP IN FACULTY ASSEMBLY

SECTION 1.
Members of the college faculty are full voting members of the Faculty Assembly by right of their title. In accordance with the University of North Florida Constitution, “faculty” is defined as full time personnel who hold the rank of professor, associate professor, assistant professor, or multi-year instructor (Lecturer or Instructor), or any academic administrator who holds such a rank within an academic department in the College.

SECTION 2.
Administrative and Professional Staff, Visiting Professors, and Instructors are Associate Members of the Faculty Assembly with all rights up to but not including voting privileges in Faculty Assembly and Standing Committees.

SECTION 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 faculty within the University of North Florida Collective Bargaining Agreement with the exception that they may not hold voting privileges in Standing Committees or in the Faculty Assembly.

ARTICLE VI
FACULTY RIGHTS

SECTION 1.
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 the results of said decisions must be clearly disseminated to the faculty member. Faculty members have the right to appeal such decisions.

SECTION 2.
Faculty members have the right to know to whom evaluation results, salary increases, and tenure and promotion decisions have been distributed. Information on these and other matters of faculty welfare shall be readily available to the individual faculty member, through the chairperson, upon request.
SECTION 3.
Faculty members have the right to access their official personnel files and to enter into their files any responses to information contained therein.

SECTION 4.
The faculty rights presented herein are neither exclusive nor exhaustive. Additional faculty rights are addressed in the University of North Florida Constitution and the Faculty Contract.

ARTICLE VII
COLLEGE FACULTY ASSEMBLY

SECTION 1.
The Faculty Assembly serves as the primary governing body of the College. The Faculty Assembly adopts and amends bylaws, reviews and votes upon changes to programs, curricula, or standards, elects at-large members to the Standing Committees of the College, adopts statements of policy and takes actions appropriate to the purposes of the College, establishes special committees that have been recommended for approval, and acts as the final authority on all matters arising in the College for which the authority has not been vested in some other officer or unit in accordance with the University Constitution.

SECTION 2.
The Faculty Assembly will meet once per month during the academic year, September through April. Special meetings may be called by the Dean or by the College Executive Committee. Notice of Faculty Assembly meetings must be made at least five working days prior to said meeting. Only those matters contained in the notice for a meeting may be voted or acted upon at that meeting. Notice of Faculty Assembly meetings will be sent via electronic mail to all members of the College community.

SECTION 3.
A quorum for a meeting of the Faculty Assembly is fifty percent of the faculty plus one. Absentee ballots or proxy votes are not allowed for the establishment of a quorum.

SECTION 4.
The President of the Executive Committee is the presiding officer at Faculty Assembly. In the absence of the President, the Vice President will be the presiding officer.

SECTION 5.
All Faculty Assembly meetings are conducted in accordance with Canon’s Rules of Order, latest revision, except as otherwise provided in these Bylaws.

SECTION 6.
Representatives from The Office of the Dean are responsible for recording and maintaining minutes of Faculty Assembly meetings. Minutes will be kept in the Office of the Dean and be available for review to faculty and staff.
ARTICLE VIII
COLLEGE EXECUTIVE COMMITTEE

SECTION 1.
The College Faculty Assembly Executive Committee (hereafter referred to as the Executive Committee) is responsible for but not limited to the advancement of faculty interests and the review and facilitation of faculty governance. The Executive Committee provides guidance and advice to the Dean as necessary for the effective conduct of the College.

SECTION 2.
The College Faculty Assembly Executive Committee will meet monthly during the academic year. Minutes of these meetings will be available to all members of the faculty within ten days of the meeting date.

SECTION 3.
Responsibilities of the Executive Committee are subdivided into communication, planning, management, legislation, implementation, and monitoring.

a) Communication.
The Executive Committee shall act as a liaison for communication among the Standing Committees of the Faculty Assembly, the Dean, and the Leadership Team.

b) Planning.
The Executive Committee shall 1) ensure COEHS Faculty Assembly participation in any changes in the College mission, philosophy, goal statements, and programs; 2) ensure 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 3) coordinate with the Dean of the College to plan an agenda for each of the regular monthly meetings of the Faculty Assembly.

c) Management.
The Executive Committee shall 1) call for and conduct Faculty Assembly elections, 2) secure replacements for all vacancies on Standing Committees, 3) replace Standing Committee chairs upon recommendation of that Committee, 4) review all reports from the Standing Committees and use that information to make recommendations to the Dean and to the Faculty Assembly.

d) Legislation.
The Executive Committee shall 1) review and make recommendations to the Faculty Assembly related to all questions concerning revisions in the COEHS Constitution and Bylaws; 2) review and make recommendations to the Faculty Assembly regarding changes in policies, procedures, and practices that fall outside of the responsibilities duties, and scope of the Standing Committees; 3) review and deliberate on courses of action to provide for the resolution of
problems within the College to the extent that those problems or issues bear on
the effective operation of the College. The Executive Committee may refer
certain issues or problems to appropriate subcommittees along with specific
guidelines for reporting back to the Executive Committee.

e) Monitoring Processes.
The Executive Committee shall 1) monitor the programs, structures, and
processes of the College; 2) keep a permanent written record of the Faculty
Assembly’s activities pertaining to the disposition of all issues, problems, and
items addressed by the Executive Committee and by the Faculty Assembly
during each academic year. This record shall be kept in a permanent Faculty
Assembly file in the Office of the Dean.

SECTION 4.
Membership on the Executive Committee. The Executive Committee will consist of one
representative from each academic department and two at-large representatives also from
academic departments in the College. Membership on the Committee is limited to
tenured or tenure-eligible faculty in the College and may not exceed two consecutive
terms. The Dean of the College will hold the position of Ex Officio member of the
Executive Committee.

To ensure continuity, members of the Executive Committee will each serve a two-year
staggered term, with a minimum of two but no more than three representatives elected
each academic year. The Executive Committee will determine the election cycle to
ensure appropriate representation and membership on the Committee as detailed in these
Bylaws.

If a member of the Executive Committee is unable to complete her/his term, the
department she/he represents will vote to select another faculty member to complete the
term until the next scheduled election for which membership from that department is
normally chosen.

SECTION 5.
Selection for and election to the Executive Committee. With the exception of the two at-
large representatives, candidates for which will be nominated at Faculty Assembly,
departments will solicit a nominee or nominees for membership on the Executive
Committee. The Chair of each academic department will, prior to March, forward to the
President of the Executive Committee the name of its nominee(s) for upcoming vacant
positions on the Executive Committee. The Executive Committee will, in addition to the
nominees recommended by Department Chairpersons, accept nominations for department
representatives from the floor. The Executive Committee will prepare a slate of nominees
to be distributed to faculty at least seven calendar days prior to a Faculty Assembly
election to fill upcoming vacancies to the Executive Committee.

SECTION 6.
Officers of the Executive Committee. The Executive Committee will have a President
and a Vice President.

  a. Duties of the President:
i. serve as the presiding officer of the College Executive Committee;

ii. serve as the presiding officer of the College Faculty Assembly;

iii. represent the faculty to College administration, to University constituents and administration, and to state or national agencies, as appropriate, on all matters related to governance issues as explicated in these Bylaws;

iv. represent the interests of College faculty through regular attendance at meetings of the College Leadership Team;

v. inform the faculty about Executive Committee actions;

vi. coordinate elections for membership to the Standing Committees;

vii. work with the Executive Committee to create the agenda for College Faculty Assembly meetings and insure the prompt dissemination of agenda items at least four calendar days in advance of called meetings.

b) Duties of the Vice President.

In the event of a vacancy in the Office of the President, the Vice President of the Executive Committee will perform the functions and duties of the Presidency only until the Executive Committee has put forward to the Faculty Assembly a nominee or nominees for the Office of President of the Executive Committee, a period not to exceed two months. The Vice President will also serve as parliamentarian for Faculty Assembly meetings.

c) Qualifications for Serving as President.

To be eligible to serve as President of the Faculty Assembly, a candidate will be a tenured or tenure-eligible member of the Executive Committee and be in residence at the University throughout her or his tenure as President.

d) Selection of Executive Committee Officers.

The Executive Committee will at the beginning of the academic year nominate from its members a candidate or candidates for President of the Executive Committee/Faculty Assembly. Nominee(s) for President of the Executive Committee will be presented to the Faculty Assembly at the earliest possible occasion for a vote. Election to president of the Executive Committee requires a positive vote from a simple majority of voting eligible members of the College. The Vice-President of the Executive Committee will be elected from within the Executive Committee.

e) Term of Executive Committee Officers.

The President and Vice President of the Executive Committee will serve in these respective positions for a period not to exceed the natural duration of that Executive Committee member’s elected term as delineated in Article VIII, Section 4 above.

ARTICLE IX
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 upon the recommendation of a search 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.
In the event that the position of the Dean of the College of Education and Human Services is vacated, the Academic Vice President shall appoint and charge members of a search committee.

The College membership of the Dean’s search committee will be selected by the departments they represent. College faculty members must make up at least 51 percent of the committee.

SECTION 3.
FUNCTIONS OF THE DEAN. The major functions and responsibilities of the Dean include:

a) serving as the academic leader of the College;
b) supporting and facilitating College faculty and student academic and intellectual growth;
c) collaborating with the faculty of the College to develop and implement policies and procedures for the College;
d) promoting collegiality within the College and maintaining a climate that creates a high level of faculty morale;
e) providing leadership, direction and support for the teaching, research and service missions of the College;
f) making recommendations to the Chief Academic Officer of the University concerning faculty appointments, promotions, and the award of tenure;
g) preparing and presenting the College budget and budgetary requests to the Chief Academic Officer and the President of the University;
h) administering of the College budget as approved by the Chief Academic Officer and the President of the University.

SECTION 4.
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 Dean(s) are
defined by the Dean of the College. The Associate Dean serves at the pleasure of the Dean and University administrators above that level.

SECTION 5.
DEPARTMENT CHAIRPERSONS.
Department chairpersons serve as administrators of academic 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 6.
The major functions and responsibilities of chairpersons include:

a) administering and coordinating the activities of Department faculty and committees,

b) presenting the views of the Department to higher-level academic administrators and presenting the views of higher-level academic administrators to the Department faculty;

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

d) leading in the development and evaluation of curricula, research and service within designated units;

e) conducting periodic evaluations of faculty in accordance with criteria enumerated in department, college, and university bylaws and in accordance with the current faculty contract;

f) ensuring 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;

g) preparing Department budget and administering approved budget.

SECTION 7.
TERM AND RETENTION OF DEPARTMENT CHAIR.
Department Chairs will serve a term determined by Academic Affairs and renewable upon the recommendation of departmental faculty and at the discretion of the Dean. If retention is an option, the Department faculty shall vote by anonymous ballot on the question of retaining the Department Chair. In that case, the next higher-level academic administrator shall receive the vote and report to the Department faculty the result. In the event the result is negative, the next-higher-level academic administrator will meet with the Department faculty and explain any action other than replacement of the Department Chair. Nothing in this paragraph shall limit the authority of the faculty of the Department or the next-higher-level academic administrator to conduct an anonymous retention vote by the Department faculty prior to the end of the Department Chair’s term.
SECTION 8.
APPOINTMENT TO DEPARTMENT CHAIR
Departmental Chairs serve at the pleasure of the Dean and University administrators above that level. In the event of a vacancy in the position of Department Chair the Dean may appoint an Interim Chair. A more permanent successor shall be selected in accord with Department bylaws from a list of candidates approved by the faculty of the Department in which the vacancy occurred.

SECTION 9.
PROGRAM AREA LEADERS
Program Leaders are designated to serve within specified Department academic program areas as coordinators of program offerings, program activities, student advisement, as well as policies related to student educational progress. Program Area Leaders will be selected in accordance with their respective Departmental Bylaws.

ARTICLE X
STANDING COMMITTEES

SECTION 1.
The Standing Committees of the College are the Undergraduate Standards and Curriculum Committee, Graduate Standards and Curriculum Committee, Personnel Committee, Long Range Planning and Budget Committee, and Student Issues Committee.

SECTION 2.
Membership on the Standing Committees will consist of seven faculty members. With the exception of the Long-Range Planning Committee, the Standing Committees will consist of four representative members elected by their Departments and three at-large representatives to be elected at Faculty Assembly. There can be no more than two at-large representatives from each academic department on a Standing Committee. The Long-Range Planning Committee will consist of one representative from each of the Departments, two at-large representatives, and the Dean of the College, who will be a permanent ex officio member. All Standing Committee representatives will serve two-year staggered terms. Personnel from each of the non-academic College offices may serve on or be appointed to the Standing Committees in advisory roles though they do not have voting privileges therein. A member of the faculty may serve on no more than two Standing Committees at a time. A Standing Committee member may be removed from the committee through resignation or a vote of two-thirds of the remainder of said committee. To ensure both appropriate departmental and program balance to Standing Committees and that Standing Committees receive input from all stakeholders, the Dean may, in consultation with the Executive Committee, appoint additional non-voting committee members from academic and service departments to any of the Standing Committees.

SECTION 3.
Election to Standing Committees. The Executive Committee will call for nominations for
vacancies on the Standing Committees prior to the first Faculty Assembly meeting of an academic year. Each of the Departments will elect representatives to fill vacancies on the Standing Committees, if any. Nominations for at-large vacancies on the Standing Committees will be solicited during the first Faculty Assembly meeting of the academic year. Voting will be by written ballots. A simple majority of votes will determine representatives to the Standing Committees.

SECTION 4.
Standing Committees will meet monthly during the academic year and will continue to meet to conduct business until new committees are convened. A committee member will take minutes for each meeting that will include a roster of attendance. Within one week of a Standing Committee meeting, committee chairs shall submit minutes to the appropriate representative in the Office of the Dean. The Office of the Dean will house all Standing Committee minutes and will upon request make them available for review.

SECTION 5.
Standing Committees may appoint subcommittees or ad hoc committees to fulfill specific functions for a period not to exceed one academic year. No new Standing Committee will be created nor any existing Standing Committee dissolved without an amendment to these Bylaws.

SECTION 6.
The Executive Committee will convene the Standing Committees and give them their charges at the beginning of each new academic year. Each Standing Committee will then elect a chair and report the name of that chair to the Faculty Assembly President within one week of the time they are convened. The Chair of each Standing Committee will send a written documentation of each of its monthly meetings to the Office of the Dean and to the President of the Executive Committee within one week of an official meeting of that committee. In addition, Standing Committee Chairs will report monthly in person or via a representative to the Executive Committee on that Standing Committee’s activities, issues, and recommendations.

SECTION 7.
The Executive Committee will review the scope and operating procedures of the Standing Committees annually based upon feedback provided by said Standing Committees and based upon perceived needs of the College. Individual Standing Committees may present to the Executive Committee proposals for changes to their respective committees. Proposed revisions to the Standing Committees and thus to the Bylaws of the College shall be submitted to the Executive Committee by October 15 of each academic year for review and for inclusion as an Action Agenda Item at the Faculty Assembly. All changes to the College of Education and Human Services Bylaws shall be approved by the Faculty Assembly.

SECTION 8.
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 internships. 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) review and recommend action on proposals for new undergraduate programs and changes and/or deletions of existing programs; 7) review 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 graduate admissions, degree requirements, and graduate core. This committee will 1) review and recommend actions on changes in graduate programs, curricula, or standards; 2) review and recommend policies regarding assessment of the graduate curricula, curriculum priorities, and curriculum changes; 3) review and recommend policies regarding all graduate field experiences including internship; 4) review and recommend action on proposals for new graduate programs and changes and/or deletions of existing programs; 5) review and recommend action on proposals for new graduate courses and changes and/or deletion of existing courses; and 6) 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, real or anticipated faculty lines and staffing needs, and report to the college faculty on the results of such meetings. This committee will also 1) explore ways and means of encouraging faculty development including but not limited to financial support of such development; 2) review and recommend policies in response to faculty concerns with regard to personnel issues; 3) meet with the Dean prior to March to review anticipated hiring needs and goals for the upcoming academic year and report on those needs to the Faculty Assembly; 4) review nominations within the COEHS for the Outstanding Teaching and Service Awards and other faculty awards and forward recommendations to the Dean.

d) LONG-RANGE PLANNING COMMITTEE.
The Long-Range Planning Committee will assume the primary role in the development of a College mission and a long-range plan for disseminating and promoting that mission. It is also the responsibility of the committee to 1) monitor steps taken to develop, disseminate, and promote the long-range plan
of the College; 2) provide the Executive Committee and Faculty Assembly with semi-annual reports of the status of that plan; and 3) recommend revisions and/or resources needed to accomplish the goals and mission of the College.

e) STUDENT ISSUES COMMITTEE.
The Student Issues Committee will periodically review and recommend revisions in the regulations, policies, and procedures concerning but not limited to admission and re-admission of students, admissions exceptions policies, academic loads, and the appeals and petition processes. Furthermore, the Student Issues Committee will 1) 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; 2) act in an advisory capacity for College scholarship processes to include recommendations for the development and implementation of scholarships; 3) develop, implement, and monitor mechanisms whereby students can be informed about state certification requirements, department requirements, interpretation of policies, placement services, information, and career counseling; 4) regularly obtain input from students in the College regarding the sequencing, scheduling, and content of College courses and provide results and recommendations to the College Leadership Team; and 5) review the UNF catalog for inconsistencies, errors of fact, omissions, and recommend revisions to the appropriate college division.

f) TECHNOLOGY COMMITTEE. The Technology Committee will 1) develop and/or review vision and mission statements as they relate to technology use by the College; 2) review existing and propose new College policies concerning technology; 3) review the funding proposals and expenditures of the University Technology Committee; 4) coordinate and periodically evaluate technology support offered to College faculty and staff; 5) investigate and report to the faculty new educational technologies especially those pertinent to PK-12 and college-level instruction.

ARTICLE XI
NON-DISCRIMINATORY CLIMATE

In accordance with university policy, the College of Education and Human Services shall not commit or permit discrimination or discriminatory harassment on the basis of race, color, religion, age, sex (inclusive of Title IX), disability, gender identity/expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity offered by the college. Similarly, the college will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of this regulation.

ARTICLE XII
AMENDMENTS
These bylaws may be amended by a two-thirds majority vote of the faculty. Proposed amendments must be submitted to the President of the Executive Committee for initial review by the Executive Committee prior to appearing on the Faculty Assembly Agenda for discussion and vote. During this initial review, Executive Committee will examine the proposed amendment and ensure its compliance with the UNF Constitution and with Academic Affairs prior to presenting it at Faculty Assembly for discussion. The Executive Committee will notify the author or initiator of the amendment if any issues of compliance between the amendment and the UNF Constitution or Academic Affairs arise. The Executive Committee will set a date for voting on any amendments. This date shall not exceed one month’s time after the Executive Committee has received the proposed amendment unless issues of compliance arise. All amendments will be voted on by anonymous ballot and the voting period must be no less than five business days.

**ARTICLE XIII**

**EFFECTIVE DATE**

These bylaws will become the active document for faculty governance starting August 1, 2013 and will supersede previous college bylaws and constitutions.