

BYLAWS
OF THE JUDITH HERB COLLEGE OF EDUCATION

Article I. College Administration

Section 1. Appointment of JHCOE Dean

- A) The Dean shall be appointed in a manner provided for by The University of Toledo policy.
- B) The Dean shall function in accordance with the rights, duties, and responsibilities specified in the appropriate sections of the current University of Toledo policies.

Section 2. Review of the Dean

- A) The full-time Faculty with either tenure eligible or open-ended, continuing contracts and full-time Staff of the College shall biennially review the Dean.
- B) The review of the Dean shall be administered by Faculty Senate.

Section 3. Votes of Confidence in the Dean

- A) The Provost may be petitioned for a special review of the Dean at any time by a vote of more than 50% of the full-time Faculty with either tenure eligible or open-ended, continuing contracts in the College.
- B) Such petitions by the Faculty shall be limited to one per academic year.
- C) Should a majority of the full-time Faculty with either tenure eligible or open-ended, continuing contracts in the College cast no confidence ballots, the Provost, in consultation with the College Faculty, shall initiate the review process based on approved University of Toledo policies.

Section 4. Appointment of Associate Deans, Director(s), Other College Administrators and Administrative Staff

- A) The Dean shall appoint Associate Deans, Director(s), other College Administrators, and Administrative Staff in a manner provided for by University policy;
- B) They shall perform the duties and responsibilities assigned by the Dean;
- C) They shall serve at the pleasure of the Dean;
- D) They shall be evaluated by the Dean with input based on Faculty review as outlined in Section 5 of this Article.

Section 5. Reviews of Associate Deans, Director(s) and Other College Administrators

- A) Associate Deans, Director(s) and Other College Administrators shall be biennially reviewed by the full-time Faculty who are either tenure eligible or

- with open-ended, continuing contracts and full-time Staff of the College or subunit of the College to which the Administrator is assigned, as determined by the Dean of the College;
- B) The Administrative Review Committee of the College Council shall conduct these reviews;
 - C) The Administrative Review Committee shall act according to the guidelines contained in the Bylaws of the JHCOE governing its charge and procedures as outlined below.

Section 6. Votes of Confidence in Associate Deans, Director(s) and Other College Administrators.

- A) The Dean may be petitioned for a special review at any time by a vote of more than 50% of the full-time Faculty who are either tenure eligible or with open-ended, continuing contracts in the College or subunit of the College to which the Administrator is assigned.
- B) Such petitions shall be limited to one per academic year per administrator.
- C) Should a majority of the full-time Faculty who are either tenure eligible or with open-ended, continuing contracts in the College or subunit of the College to which the administrator is assigned cast no confidence ballots, the Dean, in consultation with the affected members, shall initiate the appropriate review process based on The University of Toledo policies.

Section 7. Appointment of Department Chairpersons

- A) The Dean shall appoint the Chairperson of each department. Faculty of affected departments shall be effectively consulted in the choice and renewal of appointment of their Department Chairpersons.
- B) The Department Chairperson shall preferably be a full-time tenured associate professor or professor.
- C) Department Chairpersons shall be appointed for five academic years, at which time a new Chairperson may be selected or the existing Chairperson may be reappointed. New appointments and re-appointments must be consistent with The University of Toledo policies.

Section 8. Review of Department Chairpersons

- A) Department Chairpersons serve at the pleasure of the Dean and may be removed by the Dean in a manner provided for by The University of Toledo policy.
- B) Department Chairpersons shall be evaluated by the Dean
- C) The full-time and permanent part-time Faculty and full-time Staff of the Department shall biennially review Department Chairpersons. This review shall be carried out according to the guidelines in the Bylaws of the JHCOE. Data from the faculty and staff review will be forwarded to the Dean and incorporated into the Dean's evaluation of the Chairperson.

Section 9. Votes of Confidence in Department Chairpersons

- A) The Dean may be petitioned for a special review of a Department Chairperson at any time by a vote of more than 50% of the full-time faculty who are either tenure eligible or with open-ended, continuing contracts in that Chairperson's Department.
- B) Such petitions shall be limited to one per academic year per Department Chairperson.
- C) Should a majority of the regular full-time Faculty who are either tenure eligible or with open-ended, continuing contracts in the Department cast no confidence ballots, the Dean, in consultation with the Department, shall initiate the appropriate review process based on approved University of Toledo policies.

Article II College Meetings

Section 1. College Meetings

- A) The Dean of the JHCOE or a designee of the Dean, shall serve as the Chairperson of College meetings;
- B) College meetings shall be conducted in accordance with the guidelines set forth in the most recent version of *Robert's Rules of Order*;
- C) Motions shall be carried by simple majorities. In determining whether a sufficient percentage of votes have been cast in favor of any matter before the College, only those votes cast in favor or against the proposition shall be counted. Abstentions will, nevertheless, be considered to determine whether a quorum is present.
- D) There shall be at least one regularly scheduled College meeting for each of two semesters, Fall and Spring, during the academic year.

Section 2. Special Meetings

- A) The Dean may call Special Meetings when necessary to conduct urgent business of the College;
- B) When at least one-third of College Faculty or College Staff present a written petition to the Dean, the Dean shall call a Special Meeting with agenda items for which action is sought;
- C) The Dean of the JHCOE, or a designee of the Dean, shall serve as the Chairperson of Special Meetings;
- D) Special Meetings shall conform to the guidelines set forth in the most recent version of *Robert's Rules of Order*;
- E) Action at Special Meetings is restricted to announced agenda items only;
- F) The College Council may review Special Meeting actions that involve academic policies related to: curriculum, academic programs, academic standards, degree requirements; or the Constitution Amendment Committee

of the College. The College Council may not review Special Meeting actions that involve the College Committee on Academic Personnel or the College Student Grievance and Hearing Committee.

- G) Bylaws governing Special Meetings of the College are not intended to restrict the Dean from meeting with any undefined group of individuals within the College.

Section 3. College Meeting Scheduling and Notification

- A) Without good cause, College Meetings shall not be scheduled during final examination periods, breaks, holidays, or summer;
- B) In the case of special meetings, as much advanced notice of the meeting agenda shall be provided to members of the college as soon as possible, given the circumstances surrounding the calling of the Special Meeting.

Section 4. College Meeting Agenda

- A) The Dean shall prepare an agenda for each College Meeting;
- B) The agenda shall be distributed at least four days before each College meeting;
- C) College Council shall have an agenda item for its report and activities;
- D) Any Faculty or Staff member or committee may request that an item be placed on the agenda by submitting a written request to the Dean at least seven days before a regularly scheduled College Meeting;
- E) Additional items for action may be added to the agenda at a regularly scheduled College Meeting by majority vote of eligible Faculty and Staff in attendance.

Section 5. Special Meeting Agenda

- A) The Dean shall prepare an agenda for each Special Meeting;
- B) The agenda shall be limited to only those items needing urgent attention of the College or membership group within the College;
- C) College Council shall receive the agenda in advance of all Special Meetings;
- D) College Council, Dean's Cabinet, any College Committee, or individual with the College may suggest an agenda for a Special Meeting, but authority for calling a Special Meeting and the agenda set for the Special Meeting shall reside solely with the Dean;

Section 6. Quorum

- A) A quorum for College or Special Meetings shall consist of a simple majority of those eligible to vote on the matter in question;
- B) The Dean, or Dean's designee, checks for the presence of a quorum at the beginning of each meeting;

- C) If quorum is called, quorum is lost at a meeting once attendance of those eligible to vote on a matter in question drops below a simple majority.

Article III. College Committees

Section 1. College Committee on Academic Personnel (CCAP) for Faculty covered by Collective Bargaining Agreement.

- A) The College Committee on Academic Personnel (CCAP) covered by the Collective Bargaining Agreement (CBA) (referred henceforth as: CCAP) will consist of one elected tenured professor or elected tenured associate professor who is covered by the CBA from each college department;
- B) Each elected member of the CCAP will serve a term of 3 years; Each department will elect one representative. The length of the initial term of office for each CCAP member will be established at in the initial meeting of CCAP in order to achieve staggered terms of office on the committee;
- C) Anyone eligible to serve on the CCAP may be reelected at the conclusion of each term of office;
- D) If an elected representative cannot complete his or her term of office a new departmental election must be held to identify a representative to serve for the remainder of the term;
- E) The members of the CCAP shall elect a Chairperson from their membership and determine procedures for committee operation;
- F) If a Department does not have a tenured faculty member of the appropriate rank to serve on the CCAP, a majority of the faculty of that Department must elect to: (1) not be represented on the CCAP, or (2) elect a tenured representative of appropriate rank from another department in the College;
- G) The CCAP shall have the following responsibilities:
- i. Create a faculty development program to improve the quality of teaching, research, and service in the College;
 - ii. Make recommendations on individual faculty members' performance evaluations consistent with the CBA;
 - iii. Prepare recommendations on individual faculty members' applications for tenure consistent with the CBA;
 - iv. Prepare recommendations on individuals faculty members' applications for promotion consistent with the CBA;
 - v. Review the College's elaboration for tenure and promotion;
 - vi. Advise the Dean on personnel matters relative to College Faculty covered under the CBA;
 - vii. Evaluate the functions of the CCAP and recommend revisions.
- H) All recommendations passed by CCAP will be forwarded to the Dean's office. This committee has no reporting responsibility to the College Council.
- I) CCAP meetings will be scheduled as necessary but not less than once per academic year.

Section 2. Student Grievance and Hearing Committee

- A) The Student Grievance and Hearing Committee (SGHC) will consist of one full-time faculty member who is either tenure eligible or who has an open-ended, continuing contract from each department, elected by the department.
- B) Each Department Chairperson is responsible for organizing the elections for the selection of a departmental representative to this committee.
 - i. The name of the department representative that will serve for the next academic year should be forwarded to the Dean by April 15.
 - ii. Faculty members from the same program in which the student is grieving are ineligible to vote on matters pertaining to that student but are eligible to be part of deliberations.
 - iii. Departments are responsible for electing a department representative should the current member be unable to serve.
- C) The SGHC shall have the following responsibilities:
 - i. Elect a Chairperson and an Alternate Chairperson - will be the membership of the committee. The Alternate Chairperson serves as Chairperson when the current Chairperson is unable to serve or when the student filing a grievance is from the Chairperson's department.
 - ii. Conduct a fact finding hearing in closed session regarding non-grade grievances filed by the student; all matters will be handled in accordance with the Student Due Process procedures for The University of Toledo.
 - iii. Take minutes of the deliberations during all Committee meetings and maintain the minutes in a secure location.
 - iv. Provide recommendations for disposition of student grievances to the Dean.
- D) After an initial organizing meeting of the SGHC, held each September, for the purposes of electing a committee chairperson, the SGHC shall stand in recess until activated to review a specific case. The Dean's office will notify the SGHC chair of the new case, at which time the SGHC chair will activate the committee in order to complete the review of the case.

Section 4. Constitution Amendment Committee

- A) The Constitution Amendment Committee will consist of: (1) one full-time Faculty Member who is either tenure eligible or who has an open-ended, continuing contract, from each department, elected by the department; (2)

one full-time College Staff Member, elected from among the classified and unclassified staff.

- B) The CAC shall have the following responsibilities:
- i. Elect a chairperson and determine procedures for committee operations
 - ii. Provide a forum for college faculty and staff to address issues related to constitutional and college bylaw amendment;
 - iii. Deliberate to develop constitutional and bylaw amendment proposals, based upon on-going review of college procedures and committees;
 - iv. Forward constitutional and bylaw amendment proposals to the Dean for ratification vote by the College Membership;
 - v. Provide a written report of its activities once each semester (fall and spring) to the College Council.
 - vi. Ensure that all members of the committee are knowledgeable and current regarding the College Constitution, College Bylaws and *Robert's Rules of Order*.
- C) Election and Convening the CAC: The Departmental Chairperson is responsible for organizing the elections for populating this committee with faculty. Upon receiving the departmental election results, the Dean or the Dean's designee will convene the initial meeting of the CAC in order to elect a chairperson.
- D) Term of Office: The Term of office for each member of CAC shall be 3 years once staggering is achieved. Staggered terms of office will be determined at the initial organizing meeting of CAC.

Section 5. Ad Hoc College Committees

- A) Ad Hoc Committees are task-specific in nature. The Dean appoints committees as deemed necessary by the Dean. The term of membership is limited to the time required to complete the task.
- B) The Dean shall provide each Ad Hoc Committee with a specific charge and a time frame for completion of the task at the time of appointment.
- C) Ad Hoc Committees report directly to the Dean. The Chairperson of each Ad-Hoc Committee shall provide an electronic report of the Committee's actions to the Dean seven business days prior to a College Meeting at which the Committee shall orally report its activities, actions and recommendations.
- D) At the conclusion of its task, each Ad Hoc Committee Chairperson shall provide an oral report of its activities, actions and recommendations to the College at the next College Meeting.