

CONSTITUTION  
OF THE JUDITH HERB COLLEGE OF EDUCATION<sup>1</sup>

**Article I. Purpose**

Section 1. The purpose of the Judith Herb College of Education (JHCOE) of The University of Toledo is to work collaboratively in promoting excellence in student learning, research and service in professional roles within the College and to cooperate with the other colleges in achieving the mission of the University – educating for responsible citizenship in a free, democratic society.

Section 2. The constitution governs the administration, faculty, and staff in achieving the mission of the JHCOE, its departments, and The University of Toledo.

Section 3. The authority and power of the *Judith Herb College of Education* to take the actions set forth herein has been delegated, in the ordinary course of events, and will continue to be delegated from the Board of Trustees through the President and Officers of the University to the Judith Herb College of Education.

**Article II. College Membership**

Section 1. Administration: Administrative Personnel of the JHCOE shall consist of a Dean, Associate Dean(s), Department Chairpersons, and other College Administrators and Staff who may report directly to the Dean.

- A) The Dean shall be the chief academic and administrative officer of the College. The Office of the Dean of JHCOE functions in accordance with the description contained in The University of Toledo policy.
- B) Associate Dean(s), other College Administrators, and Administrative Staff shall assist the Dean in administering College affairs.
- C) Department Chairpersons shall be the academic and administrative leaders of their respective departments. The Department shall function in accordance with the rights, duties, and responsibilities specified in The University of Toledo policy.

Section 2. College Faculty

- A) Membership: A College Faculty member shall be any member of the College who holds one of the following ranks or titles:
  - i. Professor Emeritus;
  - ii. Full-time, Tenured or Tenure-track: Professor, Associate Professor, Assistant Professor or Instructor;
  - iii. Senior Lecturer, Lecturer, Associate Lecturer;

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<sup>1</sup> Last amended April 10, 2020

- iv. Full-time Clinical Track Faculty: Professor, Associate Professor, Assistant Professor, or Instructor;
  - v. Part-time Faculty with Continuing Contract;
  - vi. Part-time Faculty;
  - vii. Visiting Faculty: Professor, Associate Professor, Assistant Professor, or Instructor;
  - viii. Adjunct Faculty.
- B) Jurisdiction: The College Faculty has jurisdiction as stated in The Constitution of the Faculty Senate of the University of Toledo, Articles II and XIII. University of Toledo policy.
- C) The rights, privileges, and responsibilities of all College Faculty members are specified in appropriate sections of *The University of Toledo* policy and the lecturer and tenure track faculty versions of the *Collective Bargaining Agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, The University of Toledo Chapter*.
- D) Functions and Privileges: Membership in the College Faculty shall also carry the following functions and privileges, as further defined in the *Bylaws of the College Council of the Judith Herb College of Education*:
- i. The election of representatives to JHCOE College Council;
  - ii. The right to speak at JHCOE College Council Meetings;
  - iii. The authority to serve on JHCOE College Council (when elected);
  - iv. The authority to serve as chairperson or serve on JHCOE College Council Committees (when elected or appointed).
- E) Emeriti shall be retired university faculty members who have been granted emeritus status by the Board of Trustees. Emeriti shall have no voting rights in College, or College Council matters.
- F) Visiting Faculty shall have no Faculty rights with respect to promotion or tenure. Also, they shall have no voting rights in College or College Council matters. However, certain rights may be extended to Visiting Faculty, Part-time Faculty, or Adjunct Faculty by majority vote of those College Faculty eligible to vote as defined above, with consent of the Dean.

Section 3. Classified and Unclassified College Staff: Classified, Classified-Exempt, and Unclassified Staff working in positions assigned to the JHCOE (henceforth referred to as College Staff) shall have voting rights in matters coming before College meetings with the exception of matters pertaining to curriculum or college or program academic requirements.

### **Article III. College Council**

Section 1. Mission: The College Council of the Judith Herb College of Education shall represent College Faculty in relationships and matters of interest with the College

Administrative Officers, University Council, Faculty Senate, Graduate Council, University Administration, and other communities of interest.

Section 2. Powers and Authority: The JHCOE College Council shall act on all matters related to the authority granted or delegated to faculty in the bylaws of the Board of Trustees and other University of Toledo administrative policies. These include: academic policies, curriculum, academic programs, academic standards, and degree requirements. JHCOE College Council shall establish standing committees to accomplish its purpose and the mission.

Section 3. College Council Bylaws: The JHCOE College Council shall adopt bylaws to govern its procedures and activities.

Section 4. Council Ad-Hoc Committees: Under special circumstances, the College Council may form an ad hoc committee to study or make recommendations on a particular topic or issue. The governance of College Council Ad Hoc Committees is detailed in the *Bylaws of the JHCOE College Council*.

#### **Article IV. Dean's Cabinet**

Section 1. The Dean's Cabinet is an advisory body comprised of Department Chairpersons and others that aid the Dean in the management of the College.

Section 2. Cabinet members are appointed by the Dean and serve at the pleasure of the Dean.

#### **Article V. College Committees**

Section 1. Standing committees shall be established to accomplish the purpose and operations of the JHCOE. These committees are detailed in the *Bylaws of the JHCOE*. These College Committees do not report to the College Council, but instead report directly to the Dean.

Section 2. Ad-Hoc Committees: Under special circumstances, a standing committee of the College or Faculty Council may recommend to the Dean that a committee be formed to study or make recommendations on a particular topic or issue. The governance of Ad Hoc Committees is detailed in the *Bylaws of the JHCOE*.

Section 3. Special Committees: Special committees may be created by action of the Dean or majority vote of the College Faculty. The governance of Special Committees is detailed in the *Bylaws of the JHCOE*.

#### **Article VI. College Meetings**

Section 1. College Meetings are defined as scheduled meetings of the College Administration, College Faculty (voting and non-voting) and College Staff.

Section 2. Special Meetings are defined as any unscheduled meeting of the college or any scheduled or unscheduled meeting called by the Dean with any of the three groups defined in Article II - College Membership.

## **Article VII. Ratification, Implementation and Bylaws**

Section 1. Ratification: This Constitution is adopted by an affirmative vote of at least a two-thirds majority of the College Faculty and Staff voting in person or by absentee ballot. This Constitution becomes effective when accepted and approved by the Dean of JHCOE.

Section 2. College Bylaws: The College Faculty and College Staff shall create bylaws detailing the governance of the JHCOE.

- A) Bylaws shall be established by a two-thirds majority vote of the eligible voters of the College or amended by an affirmative vote of at least a simple majority of the College Membership eligible to vote.
- B) Bylaw amendments are immediately effective, unless the amendment establishes a later date.
- C) Bylaw amendment proposals shall be submitted by the Constitution Amendment Committee Chairperson to the Dean in hard copy or by electronic transmission at least two weeks prior to a College Meeting; the Dean will distribute the proposed bylaw amendment to the College Membership at least one week prior to the College Meeting, unless this rule is suspended by at least a two-thirds majority of the College Membership eligible to vote affirming suspension of the rule specifically for the amendments in question.

## **Article VIII. Constitutional Amendment**

Section 1. Constitution Amendment Proposals shall be presented by the Constitution Amendment Committee Chairperson, either in hard copy or by electronic transmission to the Dean at least two weeks prior to a College Meeting. The Dean will distribute the Proposal to the College Faculty and Staff at least one week prior to the College Meeting.

Section 2. An Amendment to this Constitution shall be affirmed by at least a two-thirds majority of College Membership eligible to vote at a College Meeting or by absentee ballot.

Section 3. Once ratified and upon acceptance and approval of the Dean of JHCOE, the amendment takes effect immediately, unless the amendment specifies otherwise.