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. Nothing in this Constitution of the Judith Herb College of Education shall conflict with the University Council Constitution. In the event of a conflict, the University Council Constitution and Bylaws shall prevail. 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 JHCEHSHS 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 Manual.

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 Manual.

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;

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 Section I-1, Article VI, Section 4 of *The University of Toledo Policy Manual* quoted as follows:

a. “Each College and School Faculty may adopt rules concerning its own organization, government and procedure and shall, subject to the approval of the University Faculty and the Board of Trustees, prescribe its own regulations regarding curriculum, admission, and exclusion of students, and academic standards consistent with conditions prescribed by law and by general rules and regulations prescribed by the University Faculty. ... Each of the faculties is charged to consider matters of concern to its college, school or division and to make recommendations concerning these matters to the University Faculty through the Faculty Senate.”

C) The rights, privileges, and responsibilities of all College Faculty members are specified in appropriate sections of *The University of Toledo Policy Manual* 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*. Though no single member may necessarily have all of the following responsibilities, membership in the College Faculty shall entail the following general responsibilities:

i. Recruit students of outstanding academic ability for undergraduate, professional, or graduate study;

ii. Teach courses that will contribute to the education and development of professionals;

iii. Teach courses that will contribute to the development of independent scholarly performance;

iv. Develop curriculum and programs that support and enhance the academic mission of the college;

v. Guide students in college activities that support and enhance the academic mission of the college;

vi. Conduct research of intrinsic scholarly merit, as evidenced by scholarly publications, presentations, and/or other forms of dissemination;
vii. Direct independent student research and supervise theses and dissertations. This includes projects and internships required for the completion of graduate degrees and graduate certificates. (Note: appropriate Graduate Faculty status required);
viii. Mentor students including academic advising and career development;
ix. Impress upon students the standards of professional or scholarly integrity and responsibility expected of educated professionals or researchers;
x. Perform service activities through involvement in community, profession, department, school, college, or university.

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). College Staff shall have voting rights in matters coming before All-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.

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

Section 4. College Council Committees: Standing committees shall be established to
accomplish the purpose and the mission of the JHCOE College Council. These College
Council Committees report to the College Council:

A) Executive Committee (EC): A standing committee that presides over the
College Council and furthers the work of the College Council. This
committee is detailed in the Bylaws of the JHCOE College Council.
B) Academic Affairs Committee (AAC): A standing committee of the College
Council that is responsible for issues related to graduate and
undergraduate education. This committee is detailed in the Bylaws of the
JHCOE College Council.
C) Student Affairs Committee (SAC): A standing committee of the College
Council that is responsible for issues related to the welfare of students in
the College. This committee is detailed in the Bylaws of the JHCOE College
Council.
D) Administrative Review Committee (ARC): A standing committee of the
College Council that is responsible for issues related to the evaluation of
Department Chairpersons, Associate Deans and Director(s) of the College.
This committee is detailed in the Bylaws of the JHCOE College Council.
E) Assessment Committee (AC): A standing committee of the College Council
that is responsible for issues related to program accreditation and
assessment. This committee is detailed in the Bylaws of the JHCOE College
Council.
F) Diversity Committee (DC): A standing committee of the College Council
that is responsible for issues related to college and university diversity
plans. This committee is detailed in the Bylaws of the JHCOE College
Council.
G) Technology Committee (TC): A standing committee of the College Council
that is responsible for issues related to college and university planning,
utilization and assessment of instructional technology. This committee is
detailed in the Bylaws of the JHCOE College Council.
H) Other standing committees of the College Council: One or more standing
committees, not authorized by name in this constitution, are authorized
and detailed within the Bylaws of the JHCOE College Council.

Section 5. 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:

A) College Committee on Academic Personnel (CCAP): The College Committee on Academic Personnel provides college-level academic review for tenure track Faculty covered by the Collective Bargaining Agreement of The University of Toledo with the UT-AAUP who seek re-appointment, promotion, or tenure.

B) Student Grievance and Hearing Committee (SGHC) provides a process for review regarding student grievances of a non-grade nature and makes recommendations to the Dean regarding such grievances.

C) Constitution Amendment Committee (CAC) provides a mechanism for developing and deliberating upon amendments to the Constitution of the JHCOE.

D) Other standing committees of the College: One or more standing committees, not authorized by name in this constitution, may be authorized and detailed within the Bylaws of the JHCOE.

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: Scheduled meetings of the College Administration College Faculty (voting and non-voting) and College Staff.
Section 2. Special Meetings: 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 with continuing contracts 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.

Section 3. College Council Bylaws: The College Council shall have bylaws detailing the governance of the JHCOE College Council.

A) Bylaws shall be established by a two-thirds majority vote of the College Faculty voting in person and eligible to vote at a College Meeting or by absentee ballot;
B) Bylaws are amended by an affirmative vote of at least a simple majority of the College Council voting at a College Council meeting;
C) Bylaw amendments are immediately effective, unless the amendment establishes a later date;
D) Bylaw amendment proposals shall be submitted to the Chairperson of the College Council in hard copy or by electronic transmission at least two weeks prior to a College Council Meeting; the College Council Chairperson will distribute the proposed bylaw amendment to the College Council Membership at least one week prior to the College Council Meeting, unless this rule is suspended by at least a two-thirds majority of the College Council members affirming suspension of this rule specifically for the Amendment in question.
E) College Council bylaw amendments are treated as new business at a Regular College Council Meeting.

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.