

# CONSTITUTION

*DEPARTMENT OF COUNSELOR EDUCATION AND SCHOOL  
PSYCHOLOGY  
COLLEGE OF HEALTH AND HUMAN SERVICES  
THE UNIVERSITY OF TOLEDO*

Created: April 16, 2002

Revised: November 17, 2005

Adopted: December 1, 2005

## ARTICLE I. NAME

- A. The name of this organization shall be the "Department of Counselor Education and School Psychology," henceforth called the "Department." It is a constituent division of the College of Health and Human Services at The University of Toledo, Toledo, Ohio.

## ARTICLE II. CORE CONCEPTS AND VALUES

- A. Mission: The mission of the Department of Counselor Education and School Psychology is to provide training, professional leadership, and to conduct research in community counseling, school counseling, school psychology, and counselor education and supervision consistent with the mission of the College of Health and Human Services and the University of Toledo in which it resides.
- B. Vision: The Department will remain the pre-eminent program in Northwest Ohio and Southeast Michigan for training, professional leadership, and research in community counseling, school counseling, school psychology, and counselor education and supervision, and will continue to expand its national reputation and prominence.
- C. Values: The Department values
  - 1. Human diversity, respect for the individual, and freedom of expression.
  - 2. Student-centered programs that integrate learning, discovery, and engagement, so that both traditional and nontraditional students may achieve their highest potential.
  - 3. Excellence in our profession through mentorship of students, innovative learning opportunities, visionary programming,

research contributions to the professional knowledge base, professional leadership, and partnerships with community schools, agencies, and healthcare providers.

### ARTICLE III. POLICY

- A. The Department will assure that people are given equal opportunity without regard to race, creed, color, national or ethnic origin, sex, sexual identity, physical capabilities, or status as a disabled veteran or veteran of the Vietnam era. The Department of Counselor Education and School Psychology encourages individuals from diverse ethnic, cultural, or social backgrounds to apply for admission and/or employment.

### ARTICLE IV. MEMBERSHIP

#### A. Full Members

- 1. All persons holding full-time, tenured or tenure-track faculty appointments within the Department are Full Members.
- 2. Full members shall have all the rights, privileges, and responsibilities of membership, including voting rights.

#### B. Associate Members

- 1. All persons serving as emeritus, retired, part-time, superannuate, visiting, or faculty with term appointments are Associate Members.
- 2. Associate members shall have responsibilities of membership appropriate to their association with the Department, and all rights and privileges of membership except voting rights.

#### C. Adjunct Members

- 1. Upon recommendation of the Department Chair, the Department may designate persons as Adjunct members.
- 2. Adjunct members may be given specific clinical, instructional, staff, and/or administrative privileges within the Department and the University as designated on an individual basis.

#### D. Honorary Members

- 1. Upon recommendation of the Department Chair, the Department may select persons who have made extraordinary contributions to

the program and/or reputation of the Department for the office of Honorary Member of the Department.

2. Honorary members have no specific duties or privileges. However, they may be given privileges and appropriate recognition at the discretion of the Department.

E. Clinical and Staff Members

1. Upon recommendation of the Department Chair, the Department may designate persons as Clinical or Staff members.
2. Clinical and Staff members may be assigned clinical, instructional, staff, and/or administrative responsibilities within the Department and the University as designated on an individual basis.
3. Clinical and Staff members shall have responsibilities of membership appropriate to their association with the Department, and all rights and privileges of membership except voting rights.

ARTICLE V. OFFICERS

A. Chair: The Chair is the administrative and executive officer of the Department and its spokesperson to the University administration, the University community, and the external society. The Chair is appointed by the Dean of the College of Health and Human Services, after effectively consulting with Department faculty, and serves at the pleasure of the Dean.

1. The Department considers effective consultation to minimally mean that the Dean will meet at least once with the Department as a whole to discuss nomination and selection criteria and procedures.

B. Acting Chair: An Acting Chair is appointed by the Chair and serves in the Chair's absence. The Dean may designate an Acting Chair if the Chair is unavailable or incapacitated.

C. Coordinator: The Chair appoints Coordinators for renewable terms with the advice and consent of the Department Faculty.

ARTICLE VI. MEETINGS

- A. Regular Meetings: Regular meetings will be held as often as necessary to conduct the business of the Department provided that they are held at least once each term.
- B. Called Meetings: The Chair may call meetings. The Chair must call a faculty meeting in response to a petition from two or more members of the Department Faculty.
- C. Notification of Meetings: The Chair will notify all members (excluding members who are on leaves of absence or sabbatical) of all regular or called meetings.

#### ARTICLE VII. QUORUM

- A. Definition: The quorum will be a majority of all full members of the Department excluding members who are on leaves of absence or sabbatical.
- B. Absentee voting is permitted when a faculty member is out of town or on sabbatical, however, proxy participation or voting is not permitted.

#### ARTICLE VIII. COMMITTEES

- A. Standing Committees: The following standing committees shall be established.
  - 1. Department Curriculum Committee. The Department Curriculum Committee shall formulate and articulate guidelines for the implementation of departmental curriculum and for the development of courses that are to be included therein, serve as a reviewing body for new course proposals, and ensure that curriculum meets current accreditation and licensing requirements.
  - 2. Department Personnel Committee. The Department Personnel Committee is established by and functions in accordance with the procedures and regulations concerning retention, promotion, and tenure as established in the collective bargaining agreement reached between the UT-AAUP and The University of Toledo which are hereby incorporated by reference.
  - 3. The Department Applicant Screening and Interview Committees shall review applicants and determine eligibility according to published entry standards and requirements to departmental programs; interview eligible applicants and recommend to the Department Chair qualified applicants for admission.

B. Ad Hoc Committees

1. The Department Chair may create ad hoc committees of fixed or indefinite length as may be needed to conduct the business of the department. The Department Chair, with the advice and consent of the faculty, may terminate or merge committees consistent with the needs of the department.
2. Ad hoc committees may be created, merged, or terminated by a majority vote of the faculty at regular or called faculty meetings.
3. The Department Chair, with the advice and consent of the faculty, will appoint ad hoc committee members.

ARTICLE IX. PARLIAMENTARY AUTHORITY

- A. The parliamentary authority for all meetings of the Department, including regular, called, special, committee, and sub-committee meetings, shall be Robert's Rules of Order, Newly Revised, provided that Robert's Rules of Order is not inconsistent with the laws and regulations of the State of Ohio, The University of Toledo, the College of Health and Human Services, the Department Constitution, or the Department Bylaws.

ARTICLE X. AMENDMENTS

- A. This Constitution may be amended at any regular or called meeting of the Department by two-thirds of the voting members present and voting, provided that the amendment has been presented at a previous meeting or has been distributed to the membership thirty (30) days prior to the meeting.
- B. This Constitution may also be amended by a two-thirds mail vote of all voting members of the department provided that the amendment has been distributed to the membership thirty (30) days prior to the vote.

# BYLAWS

*Department of Counselor Education and School Psychology  
College of Health and Human Services  
The University of Toledo*

## ARTICLE I. DEPARTMENT CHAIR

### A. Department Chair

1. The Chair shall serve as the Administrator for the Department and its staff.
2. The position of Department Chair is regarded as a service to the Department, often at the expense of other professional activities. In light of this service, the Chair position shall be a three-year term. At the conclusion of the term, the Chair and Department faculty and staff shall review the assignment of the Chair. The resulting recommendation shall be forwarded to the Dean.
3. The Chair shall convene and preside at all Department meetings.
4. The Chair shall appoint an Acting Chair as necessary and appropriate to serve in the Chair's absence.
5. The Chair shall serve as an ex-officio non-voting member of all Department Committees and Sub-committees except for the Department Personnel Committee, where the Chair shall hold no office and may not vote.
6. The Chair shall perform all those duties that are assigned by the Dean of the College of Health and Human Services or specified in the Collective Bargaining Agreement.
7. The Chair shall represent the Department to the administration of the College and the University.
8. The Chair shall represent the administration of the College and University to the Department.
9. The Chair represents the Department at University and public functions.

B. Acting Chair

1. The Acting Chair shall perform the duties of Chair whenever the Chair is absent or unable to serve.
2. The Acting Chair shall perform such duties as the Chair may designate.

ARTICLE II. COORDINATORS

A. Coordinators

1. The position of Coordinator is regarded as a service to the Department, often at the expense of other professional activities. In light of this service, the faculty, staff, and Department Chair shall review the assignment of Coordinators annually.
2. Coordinators manage the day-to-day activities within the Department's various degree programs (e.g., the School Counseling Program, the Community Counseling Program, the School Psychology Program, the Doctoral Degree Program, etc.) and other operational units (e.g., Clinical, Field, Website and Technology, etc.).
3. Coordinators insure that curricula within their programmatic areas meet the highest professional accreditation or learned society standards.
4. Coordinators meet with and advise potential applicants within their programmatic areas.
5. Coordinators will advise and consult with the Chair and Department Faculty on programmatic and curricular matters.
6. Coordinators will assist the Chair and Department Faculty in implementing the policies, practices, and procedures of the Department within their respective programmatic areas.
7. Coordinators will anticipate, develop, and direct policies, practices, and procedures within their programmatic areas with the advice and consent of the Chair and the Department Faculty.
8. Coordinators will be given instructional release time in consideration of their service.

### ARTICLE III. DEPARTMENT STANDING COMMITTEES

- A. The Department Chair in consultation with the Faculty shall review the assignment of Department Standing Committee Chairs annually.
- B. The Department Curriculum Committee
  - 1. Membership of the Curriculum Committee. The Curriculum Committee shall have at least three members, one of whom shall serve as committee chair.
  - 2. Duties of the Curriculum Committee. The Curriculum Committee shall consider all proposals for changes in the Department's course offerings or curricular requirements, referring them to the full Department for appropriate action and as required by College and University procedures.
- C. The Department Personnel Committee
  - 1. The Department Personnel Committee is established by and functions in accordance with the procedures and regulations concerning retention, promotion, and tenure of The University of Toledo, the Collective Bargaining Agreement (CBA), the College of Health and Human Services, and the Department's own personnel practices for the Department of Counselor Education and School Psychology, which are hereby incorporated by reference.
  - 2. The Department Personnel Committee shall develop elaborations on procedures concerning merit, retention, promotion, and tenure accordance with Article 9.1.1.5 of the Collective Bargaining Agreement. Such elaborations must be published and made available to all affected faculty, and may be subject to approval by administration or the UT-AAUP.
  - 3. Membership of the Department Personnel Committee. The Department Personnel Committee shall consist of all full members of the Department faculty.
    - a) Voting on tenure. Per the Collective Bargaining Agreement, the DPC shall include at least three tenured faculty members. External ad hoc committee members shall be recruited if there are not three tenured department members serving on the DPC.



- b) Voting on promotion. Per the Collective Bargaining Agreement, the DPC shall include at least three tenured faculty members. External ad hoc committee members shall be recruited if there are not three tenured department members serving on the DPC.
  - 4. The Department Personnel Committee shall conduct an annual evaluation of the Department Chair's performance. The Department Personnel Committee
    - a) Shall develop a job description that reflects the duties, responsibilities, and expectations of the Department Chair.
    - b) Shall develop a form suitable for evaluating the Chair's performance based on the job description.
    - c) Shall conduct an annual evaluation of the Chair, surveying all faculty and staff members.
    - d) Shall submit a written report of the results of the annual Chair's evaluation to the Department Chair and to the Dean of the College of Health & Human Services.
- D. The Department Applicant Screening Committee
  - 1. The Chair shall appoint at least two Department Faculty to screen applicants to the Department's graduate degree programs and make recommendations regarding which applicants should be invited to interview for admission.
- E. The Department Applicant Interview Committee
  - 1. The Chair shall appoint at least two Department Faculty to interview applicants to the Department's graduate degree programs and make recommendations to the Chair regarding admission.

#### ARTICLE IV. AMENDMENTS

- A. These Bylaws may be amended at any regular or called meeting of the Department by a two-thirds vote of the members present and voting, provided that the amendment has been presented at a previous meeting or distributed to all voting members thirty days prior to a Department meeting.

- B. This Constitution may also be amended by a two-thirds mail vote of all voting members of the department provided that the amendment has been distributed to the membership thirty (30) days prior to the vote.

ARTICLE V. TRANSITION RULES

- A. All sections of the Constitution and Bylaws that can be implemented will become effective immediately upon adoption.
- B. All rules, regulations and policies currently in effect in the University, the College and the Department that are not inconsistent with the Constitution and Bylaws of the Department will continue in effect until they are altered by appropriate parliamentary procedure.