

COLLEGE OF EDUCATION AND HUMAN ECOLOGY

BYLAWS

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BYLAWS OF THE
COLLEGE OF EDUCATION AND HUMAN ECOLOGY

Introduction

The Faculty of the College of Education and Human Ecology, through its right of academic freedom [Rules of the University Faculty, Governance, and Committees (hereinafter Faculty Rules) 3335-5-01], its commitment to academic responsibility [Faculty Rules 3335-5-01], and its authority to adopt rules to effectuate the educational and academic policies within The Ohio State University [Bylaws of the Board of Trustees, 3335-1-04(B)(1)], do hereby prescribe and organize the College of Education and Human Ecology Bylaws. [Bylaws of the Board of Trustees, 3335-1-04(B) (2)].

The Bylaws here are consistent with university policies; this document supplements the “Rules of the University Faculty,” (www.trustees.osu.edu/ChapIndex/index.php), the Office of Academic Affairs policies and procedures, (<http://oaa.osu.edu/policiesprocedureshandbook.html>), the College of Education and Human Ecology Pattern of Administration, the College of Education and Human Ecology Appointments, Promotion and Tenure document; the Pattern of Administration policy documents and Appointments, Promotion and Tenure policy documents of the departments of the College of Education and Human Ecology (for copies of these documents see <http://oaa.osu.edu/governance.html>) and any additional policies and procedures established by the university, college, or departments to which the EHE College Council is subject.

The College of Education and Human Ecology Bylaws is designed on principles of Shared Governance. Shared Governance refers to governance of higher education institutions in which responsibility is shared by faculty, administrators, and trustees. Faculty involvement is particularly important in faculty personnel decisions and in the selection of administrators, preparation of the budget, and determination of educational policies. Faculty have primary responsibility for fundamental areas such as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process, according to the Statement on Government of Colleges and University. (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/governcementstatement.htm>)

Article I. The College Faculty

Section 1: Identification

The term Faculty shall include persons with regular, clinical, associated, and emeritus faculty titles on full or part-time appointments with or without salary [Bylaws of the Board of Trustees 3335-1-04(a)(1)(2); Faculty Rules 3335-5-191; EHE POA].

Section 2: Membership

Membership within the College of Education and Human Ecology faculty includes those University faculty members who have contractual appointments in the College [Faculty Rules 3335-5-19].

Assignment to the College Faculty may be in terms of (a) Regular, (b) Joint, (c) Clinical, (d), Associated, or (e) Emeritus Membership.

Regular Faculty members of the College of Education and Human Ecology are those tenured and tenure-track faculty members whose tenure-initiating unit is a unit of the College and whose appointment is at least 50% in the tenure-initiating unit.

Joint appointees of the College Faculty are those who hold primary appointment and faculty status in a tenure-initiating unit of another College of the University.

Clinical appointees of the College Faculty are those who have appointments involving at least a 50 percent salaried appointment in the College of Education and Human Ecology and serve under fixed term, multi-year contracts. Clinical faculty members are not eligible for tenure.

Associated appointees of the College Faculty are those in non-tenure accruing positions who do not hold regular faculty appointments in another academic unit in the University.

Associated appointees shall include those having Visiting, Adjunct, and Lecturer titles.

Responsibility for recommending Associated appointments resides with the Chairs of the Departments.

Emeritus Faculty: Regular faculty who, upon retirement, were recommended by the Department Chair, the Dean, and the Senior Vice President and Provost for emeritus status and approved by The Board of Trustees. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters, but may have such other privileges as individual academic units or the office of human resources may provide.

Section 3: Participation

Clause 1: Regular Faculty shall (a) participate fully in at least one academic unit, (b) participate fully in College deliberations, (c) have direct representation to the governance bodies of the College through elected representatives, (d) serve as members of College committees, (e) vote if appointed no less than 50% of full-time, and (f) have only one vote on issues related to the College.

Clause 2: The participation of clinical faculty in the academic units, in college deliberations, on college and department committees, is described in the College of Education and Human Ecology Pattern of Administration supplemented by the departments' patterns of administration documents.

Clause 3: Joint, Associated, and Emeritus Faculty shall not participate in promotion and tenure matters, shall not vote at any level of governance, but may serve, with the approval of the College Council, as non-voting members of appropriate College committees. [Faculty Rules 3335-5-19(C)(D)].

Section 4: Powers and Responsibilities

The Regular Faculty and Clinical Faculty, in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall

have the power and legislative authority to establish the educational and academic policies of the College (Bylaws of the Board of Trustees 3335-1-04 and Faculty Rules 3335-5-14).

Clause 1: The Regular Faculty shall establish, and shall elect representatives from their respective academic units to serve on the College Council. Clinical faculty may participate in the establishment and election of representatives from their respective academic units to serve on the College Council in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees.

Clause 2: The Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall review and regulate all educational and academic activities of the College and adopt, alter, or abolish courses, including on and off-campus courses and curricula, subject to the approval of the Council on Academic Affairs, the University Senate, the President, and the Board of Trustees.

Clause 3: The Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall create and assign academic and educational authority and responsibility to all College subunits.

Clause 4: The Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall organize into academic units in order to accomplish the mission and purposes of the College.

Clause 5: The Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall establish policy pertaining to academic and educational concerns including internal and external program review.

Clause 6: The Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, shall review and evaluate all administrators in the College, including the Dean, Associate Deans, and Department Chairs.

Section 5: Procedures

Clause 1: The College Faculty shall hold at least one meeting per academic year.

Clause 2: A quorum for a College Faculty meeting shall consist of at least 33% of the Regular faculty.

Clause 3: Meetings of the College Faculty may be called by the (a) Chair of the College Council; (b) the Dean; or (c) a petition of twenty-five percent (25%) of the Regular Faculty, and Clinical Faculty in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees, of the College of Education and Human Ecology.

Clause 4: To convene a College Faculty meeting, the College Council Chairperson or Dean must notify the members of the College Faculty in writing or by email no fewer than seven (7) days prior to the meeting.

Article II. The College Council

Section 1: Identification.

The Regular faculty and Clinical faculty (in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees), through the College Council, shall be the legislative governing body of the College of Education and Human Ecology. Elected representatives to the Council may join with the Dean, and elected representatives of staff, students, and other teacher education faculties located in colleges other than the College of Education and Human Ecology to effectuate the activities of the College Council. These collaborations will not change the powers and responsibilities vested in the College Faculty as defined in the Introduction and Article I, Section 4 of these Bylaws.

Section 2: Membership

Clause 1: Faculty. Regular Faculty members whose full-time appointment is at least 50% in the tenure-initiating units within the College of Education and Human Ecology shall be eligible to be elected representatives to the College Council. Clinical faculty members whose full-time appointment is at least 50% in a department shall be eligible to be elected representatives to the College Council in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees. One voting representative from every ten (10) Regular Faculty or Clinical faculty members or fraction thereof shall represent each tenure-initiating unit. Also, each tenure-initiating unit shall elect three to five alternates who will serve only in the absence of their representative(s).

Clause 2: Dean. The Dean of the College shall be an ex-officio, voting member of the College Council.

Clause 3: Staff. The Staff Leadership Council shall elect a total of two (2) representatives. One representative will be from the Administrative and Professional staff with one (1) alternate and one representative will be from the Civil Service staff with one (1) alternate. These alternates will serve only in the absence of their representatives.

Clause 4: Students. One graduate student and one undergraduate student appointed by the Chair will serve on the College Council.

Clause 5: Other Faculty. Colleges, other than the College of Education and Human Ecology (EHE), with responsibilities for professional teacher education and whose professional teacher education programs are subject to review by EHE, may be organized into academic units in EHE, and may elect a total of two (2) Regular faculty or Clinical faculty representatives from the combined academic units so organized to serve as members of the Council.

Section 3: Voting Privileges of College Council Representatives

Clause 1: Voting procedures, and all procedures related to meetings of the College Council, shall follow the latest edition of *Roberts Rules of Order* (as per university rules).

Clause 2: College Regular Faculty representatives and College Clinical Faculty representatives shall vote on all matters before the Council (in accordance with and subject to Department, College and University policies and subject to the approval of the Board of Trustees,).

Clause 3: Staff representatives shall vote only on non-educational and non-academic policies.

Clause 3: Student representatives shall vote only on non-educational and non-academic policies.

Clause 4: Faculty from other colleges shall have voting rights restricted to those matters referred to the Council concerning teacher education programs of their Colleges.

Section 4: Powers and Responsibilities of College Council

Clause 1: Review and support the work of the Curriculum Committee to adopt, alter, or abolish curricula and courses, including on and off-campus courses, subject to the approval of the Council on Academic Affairs and the President of the Board of Trustees.

Clause 2: Establish policy pertaining to academic and educational concerns including internal and external program review and matters pertaining to overall College planning.

Clause 3: Participate and counsel with the College Dean on the appointment of College Faculty and administrators.

Clause 4: Counsel the Dean on the College Budget.

Clause 5: Establish standing committees.

Clause 6: Establish ad-hoc committees.

Clause 7: Establish a Faculty Cabinet to counsel with the Dean on matters relating to the College. The Faculty Cabinet shall include the Chair of the College Council, and up to six additional members elected from the Council. The Faculty Cabinet shall meet monthly, or as needed, with the Dean, with the agenda developed jointly by the Dean and the Chair of the College Council.

Clause 8: Consider matters brought before it by its members, the Faculty, members of the College administration, the staff, or students.

Clause 9: Maintain an official record of its proceedings, which shall be made available electronically to the College of Education and Human Ecology on the Carmen site or other internet-based venue for faculty.

Section 5: Powers and Responsibilities of the Council Chair

Clause 1: Preside over and organize the agenda for College Council meetings, and other meetings relative to the business of the College Council.

Clause 2: Appoint chairs of standing committees, and in consultation with academic units, select members of standing committees.

Clause 3: Establish Ad Hoc Committees as necessary with the approval of the College Council.

Section 6: Procedures of the College Council

Clause 1: The procedures of the College Council shall follow *Roberts Rules of Order* (as per university rules).

Clause 2: Academic units shall elect faculty representatives to the College Council on the basis of one representative for every ten (10) faculty or fraction thereof. Elections will take place

by the last day of classes in spring semester. The Chair of the Council and the Dean will be notified of results within one week of the election. Newly elected faculty and staff representatives will serve three-year terms that begin at the Fall College Council meeting. Newly appointed student representatives will serve one-year terms that begin at the Fall College Council meeting.

- Clause 3: No faculty, staff, or student representative to the council may serve more than two consecutive terms.
- Clause 4: Each Council member, when unable to attend a meeting of the Council or standing committee, shall be responsible for notifying an alternate representative.
- Clause 5: If a representative changes from one tenure-initiating unit to another, the position of that representative shall be relinquished, and her/his alternate shall complete the term.
- Clause 6: The Council shall meet at least once monthly during the academic year. Additional meetings may be scheduled. The Chair of the Council shall determine the schedule of meetings and set the agenda.
- Clause 7: The quorum for a meeting of the College Council shall consist of a majority of the duly elected representatives or their alternates. In matters on which only Council faculty may vote, a quorum of Council faculty representatives must be present.
- Clause 8: The College Council chair shall solicit nominations of a Chair-elect from the voting faculty members of the Council. A Chair-elect will be identified early Fall semester and elected by a majority vote of the Council. The Chair shall preside at meetings of the Council and the past Chair or Chair-elect (once identified) shall preside in the absence of the Chair. The Chair shall assume a term of office of one year at the beginning of the next academic year.
- Clause 9: Following his/her term of office, the Chair of the College Council shall become the immediate past Chair serving as an ex-officio voting member for one year.
- Clause 10: All meetings of the Council and its committees shall be open unless the Council goes into executive session. Permission for non-Council/non-committee members to address the Council/committee is by a majority vote of the representatives in attendance.

Section 7: College Curriculum Committee

The College Curriculum Committee shall review and report to the Council on all academic proposals and procedural issues pertaining to the operation of instructional programs. Per the College POA, the Committee shall also develop curriculum policy recommendations and monitor self-studies and program review. The chair of the Curriculum Committee (or designee) will provide a written report at each College Council meeting. If members of the College Council raise concerns following the report, they may vote to instigate a formal review of the questioned action(s), which will take place at the next Curriculum Committee meeting, with a report on that review provided at the next College Council meeting. If concerns remain, College Council may vote to pull back proposals that have gone forward until the concern has been resolved. The College Council Chair will designate a representative from the Council who will serve as a non-voting member of the Curriculum Committee.

Section 8: College Council Standing Committees

A Standing committee refers to a subunit of the College Council established in a permanent fashion to aid the Council in accomplishing its duties. The College Council has two standing committees: the College Council Equity and Diversity Committee, and the College Council Faculty Personnel Committee. The College Council Standing Committees shall be chaired by elected regular faculty members of the Council.

Clause 1: Diversity and Inclusion Committee.

The Diversity and Inclusion Committee shall promote action to transform cultural, institutional, and personal practices of equity and diversity. It shall promote the increase of faculty, students, and staff from underrepresented groups and monitor their retention and equitable participation in all aspects of the College. The Committee recommends initiatives, evaluates policies, and monitors implementation concerning equity and diversity, including but not limited to, resource allocation, curriculum, administration, governance, research, recruitment and retention of administrators, faculty, staff, and students. This committee works in consultation with the Dean and the College Office of Equity and Diversity. It is comprised of elected representatives from each department.

Clause 2: College Council Faculty Personnel Committee.

The Personnel Committee shall develop, implement, and monitor faculty personnel policy recommendations that address issues of importance to personnel in the College. The Committee shall (a) review promotion and tenure guidelines, (b) review and monitor faculty evaluation (e.g., annual reviews, reviews for merit pay, etc.) based on the College Promotion and Tenure document and advise appropriate college and department administrators; and (c) review procedures and monitor the faculty grievance process and advise the Associate Dean for Faculty Affairs. It is comprised of representatives from the Council.

Section 9: College Council Standing Committees and Ad-hoc Committees

Clause 1: The College Council and its standing committees shall be chaired by regular faculty members of the Council. The Council chair shall appoint chairs of the standing committees in consultation with current committee members. If newly appointed chairs are not members of College Council, they become members upon their appointment as a chair of their respective committee.

Clause 2: Appointments to standing committees will seek to achieve continuity by staggering the appointments of members (e.g., approximately one-third of committee membership changing each year.)

Clause 3: The committee chairs shall report on the activities and the initiatives of the Committee and or academic office at each Council meeting.

Clause 4: College Council representatives will primarily serve as members of ad-hoc committees; however other faculty may serve on ad-hoc committees when their membership is pertinent to the activities of the committee.

Section 10: Office of the Dean

Clause 1: The Dean shall serve as the executive officer of the College of Education and Human Ecology. The Dean shall be responsible for the exercise of those powers and responsibilities

vested in the office by The Ohio State University Board of Trustees, the President of the University, and by the Executive Vice President and Provost (Faculty Rules 3335-3-29). The Dean shall serve as a voting, ex-officio member of the Council. Those members of the Dean's staff having primary responsibility for program, personnel, and budget shall serve as ex-officio non-voting members of the Council.

Clause 2: The Dean or his/her Regular Faculty designee shall attend each College Council meeting and submit a report on topics relevant to the college at each College Council meeting.

Clause 3: The Dean shall make an annual state of the College presentation to the faculty as a whole as well as staff and students.

Clause 4: Consistent with the principle of shared governance, on those matters of educational and academic policy not the sole prerogative of the faculty, the College Council shall advise the Dean based on deliberations of the College Council following the principle of majority faculty rule (as per *Roberts Rules of Order*). Whenever the Dean does not follow such advice from the College Council on educational and academic policy, to enhance communication and to facilitate understanding within the College, the Dean shall explain the reasons for the departure. The explanation shall be communicated to the faculty in writing during the semester such departure occurred or at a faculty meeting, with an opportunity provided for faculty to comment. [Bylaws of the Board of Trustees 3335-1-04(A)(B) and Faculty Rules 3335-3-35(C)(2)(d), 3335-5-14].

Article III. College Academic Units

Section 1: Academic Units

The basic academic units of the College are described in the EHE Pattern of Administration. Every faculty member shall be a member of an academic unit of the College. A faculty member may be a member of more than one academic unit. If a faculty member is a member of more than one academic unit, that faculty member shall vote on promotion and tenure matters only in her/his tenure-initiating unit or in the unit in which there is a 51% appointment.

The academic units of the College of Education and Human Ecology shall be organized pursuant to the rules of the university, the approved College Bylaws, and the Patterns of Administration.

Section 2: Powers and Responsibilities of the Academic Units

Clause 1: The responsibility for planning and execution of curriculum, subject matter and methods of instruction, research, and those aspects of student life that relate to the educational process lies with the faculty of the academic units.

Clause 2: Each academic unit shall develop programs based on long-range planning that is consistent with the mission of College, the University, and the needs of people in Ohio, the nation, and the world.

Clause 3: Evaluation of faculty members for promotion in rank and tenure is a responsibility of each tenure-initiating unit, which must follow the guidelines established by the Office of

Academic Affairs, the College, and the Academic Unit. [Faculty Rules 3335-47], the EHE Appointments, Promotion and Tenure document, and the department Appointments, Promotion and Tenure documents.

Clause 4: The faculty of each academic unit may establish minimum standards for admission and retention for its academic programs, subject to minimum standards established by the Graduate School and other appropriate university offices.

Section 3: Procedures of the Academic Units

Clause 1: Departments shall be organized according to Faculty Rules 3335-3-35, OAA policy, the EHE Pattern of Administration, and approved department patterns of administration.

Clause 2: The Chair protects the autonomy and prerogatives of the individual faculty members, but, at the same time, safeguards the program interests of the Department, College, and the University.

Article IV. General Rules

Section 1: University Statutes: Bylaws:Rules

Statutes applying to the University Bylaws of the Board of Trustees and Rules for the University Faculty shall supersede the provisions of this Bylaws document.

Section 2: Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order* shall govern the conduct of the meetings of the College Faculty, College Council, and academic units in all cases to which they are applicable. These Bylaws affirm the values of open discussion and the exercise of democratic procedure in conducting the business of the Council and its committees.

Article V. Revision and Amendment of Bylaws

Section 1: Steps for Revision or Amendment of Bylaws

Clause 1: The Bylaws will be reviewed every five years by the College Council.

Clause 2: Revision or amendment of the Bylaws may be initiated by the College Council or by petition signed by no less than twenty-five percent (25%) of the Regular Faculty members of the College.

Clause 3: Discussion of proposed revisions or amendments to the Bylaws shall take place electronically or at a College meeting of the Regular faculty at least three weeks before a final action is taken. A positive vote by a simple majority of the voting Regular faculty and clinical faculty is required to revise or amend the Bylaws. Voting shall be conducted by secret ballot (paper or email) and revisions or amendments are effective immediately on passage, unless otherwise specified.

Clause 4: The voting process for revision or amendment of the Bylaws shall be conducted by a College Council ad hoc voting committee appointed by the Chair with the approval of the Council. The Chair shall report the voting results to the Council and to the faculty within one week of the ballot count.