

## **Bylaws of the College of Human Services, Education and Public Policy**

### **Article I - Mission of the College**

As part of the University community, the College of Human Services, Education and Public Policy shares a commitment to teaching, research, and service as well as the responsibilities embodied in the University's mission as a land-grant institution. We seek excellence in all our educational programs, we seek the highest standards of scholarship, and we are committed to an active program of public service that brings scholarship to bear on pressing local, national, and international issues.

As a professional college, we are distinctive in our three-part mission:

- to generate and synthesize knowledge relevant to the many and diverse problems facing individuals, families, schools, communities, and public, private, and nonprofit organizations today and in the future;
- to utilize this knowledge in the preparation of professionals who will assume leadership positions in major institutions in society;
- to work in partnership with those in Delaware and beyond to enhance human development across the life span, to improve educational policies and practices, to improve the delivery of needed goods and services, to help formulate effective public policies and sound public management, and to promote equity, diversity, and social justice throughout society.

### **Article II - General Powers**

#### 1. Source of Powers

1.1 All matters relating to the educational and administrative affairs of the College and consistent with the University Charter, the Bylaws of the Board of Trustees, the University Faculty Bylaws and other University regulations, heretofore and hereafter taken or established, have been delegated to the College faculty and professional staff for the purposes of effectuating the government of the College.

#### 2. Authority of College Faculty

2.1 The College faculty shall: (1) provide for the establishment of curricula and courses; (2) determine educational and academic policies of admissions to the college; (3) determine the requirements for degrees and recommend candidates for diplomas, degrees, and certificates; (4) recommend educational and academic policies relating to the administration of University services (e.g., university library, computing center, etc.) as they pertain to the College; (5) adopt regulations governing its own procedures; (6) make recommendations for conduct of formal exercises and public functions held under the auspices of the College and Schools and Departments thereof; (7) make recommendations for conduct of formal exercises and public functions held under the auspices of the College.

2.2 While responsibility for acting for the faculty will generally be delegated to standing and/or ad hoc committees of the College, the Faculty retains the right to review all such actions and to re-consider them. A petition signed by five (N=5) voting faculty will suffice to bring any action taken by a College committee on topics within the purview of faculty authority to the full faculty at its next meeting, or at a special meeting. (Note: Actions of the College Promotion and Tenure Committee pertaining to individual cases of promotion and/or tenure are excepted from this "right of petition" rule.)

3. Authority of College Professional Staff

3.1 The College professional staff shall: (1) advise on the development and adoption of policies and programs in the College and University that further the interests of the College mission; (2) represent the positions and views of the professional staff on significant College and University issues; and (3) develop forums and procedures to aid in the discussion of issues of concern to the professional staff.

**Article III - College Community Membership**

1. Faculty Membership

1.1 The faculty of the College, as defined in the *Faculty Handbook*, shall consist of the Dean, Associate Dean(s) and/or Assistant Dean(s) of the College, Chairs and School Directors, Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, Adjunct Faculty, and Visiting Faculty who hold primary or secondary faculty appointments in the College.

2. Professional Staff Membership

2.1 The professional staff shall consist of those in the College designated as professional staff by the University.

3. Salaried Staff Membership

3.1 The salaried staff shall consist of those in the College designated as salaried staff by the University.

4. Student Membership

4.1 Students shall consist of all matriculating students admitted to any of the College's undergraduate majors or graduate programs.

**Article IV - Dean of the College**

1. Leadership

1.1 The Dean, as chief representative and executive officer of the College, shall have full administrative authority over College affairs and has immediate responsibility for supervising and coordinating all administrative, teaching, research, and service activities. In accord with University convention, the Dean will provide leadership in formulating College policies concerning academic programs, budgetary matters, and faculty, staff, and student personnel. The Dean will also provide leadership in implementing these policies and in interpreting

them to the University and to the wider professional and general communities.

2. Administrative Authority

2.1 The Dean, as chief executive officer of the College, shall have final authority to make budgetary and personnel recommendations to the Provost. The Dean shall consult with the Department Chairpersons/School Directors on matters which affect the Department/School, and consult with members of the College community concerning budgetary matters which affect the College as a whole.

3. Appointment of Committees

3.1 The Dean may appoint committees to advise on any matters of concern to the College. The Dean may call joint meetings of any College standing committees and the College Council.

**Article V - College Council**

1. Charge

1.1 A College Council will be established to advise the Dean on matters affecting the general welfare of the College. The Dean shall consult, as appropriate, with the College Council on the following matters: strategic planning, allocation of resources, research issues, program evaluation, College organization, and other similar topics having significant effects on the College community.

2. Members

2.1 Members will be elected to two-year, staggered terms from each of the College's departments and schools except in the case of student representatives who will serve one year terms. Each Department and School shall elect one member on the College Council for every 10 voting faculty, rounded to the nearest number. *(as amended May, 1999)*

2.2 The terms of all members of the Council will be staggered -- with those initially elected assigned to one-year or two-year terms by lot.

2.3 In addition to the faculty members, one undergraduate and one graduate student representative, three professional (non-faculty), and one salaried staff representative will serve as voting members. The student representative shall be selected by students with a procedure established by the Council. The student representatives shall be selected by the CHEP Student College Council. The professional and salaried staff representatives will be selected by a procedure designed by the respective groups. *(as amended May, 1999)*

2.4 The chairs of the standing committees of the College will be ex-officio, non-voting members of the College Council -- with voice, but without vote, unless they are also elected representatives.

2.5 The chairs or their representatives of standing committees and other councils of the College that do not have direct representation on the College council may sit as ex-officio, non-voting members of the College Council. *(as amended May, 1999)*

### 3. Meetings

3.1 The Council will meet at least twice each semester at the call of the Dean and/or the Chair of the Council. The Council will elect one of its voting members as chair. The Chair will preside over the meetings of the Council. In consultation with the Dean, the Chair will prepare an agenda for each Council meeting and make arrangements for Council minutes to be distributed to all members of the College community. Meetings may be held in conjunction with the Professional Staff Council.

## **Article VI - Standing College Committees and Councils**

### 1. College Faculty Promotion and Tenure Committee

1.1 The Committee charge is to advise the Dean and College faculty in regard to policies pertaining to promotion and tenure applications and to implement the extant policies of the College. In addition, the Committee will address other issues sent to it by the Dean or the College Council.

1.2 The College Faculty Promotion and Tenure Committee will consist of not more than five members selected by the College Council or a committee designated by it based on nominations from each academic unit (Department or School). Each spring, each unit will nominate one Full Professor and one other faculty member. The College Council or its designated committee will then compose the committee from those nominated in such a way as to ensure that a majority of the committee is at the rank of Full Professor. The Council Committee will also seek to ensure continuity of membership on the Promotion and Tenure Committee and diversity of representation. The Promotion and Tenure Committee will elect a chair from its membership. All members of the Promotion and Tenure Committee will be voting members for the purpose of election of chair and voting on promotion and tenure of candidates not from their own departments or schools.

### 2. College Undergraduate Curriculum Committee

2.1 The Committee charge is to review all proposals for revised and/or new undergraduate programs for the purpose of preparing a recommendation for the University Senate. The Committee, once comprised, will develop policies and procedures for its own operation to be approved by the College Council. The procedures will give faculty within the College the opportunity to comment on or challenge proposals put forward by units within the College. Any challenge should be given a hearing and, as a result, should be resolved by the Committee before being forwarded to the Faculty Senate.

2.2 The Committee shall have five faculty members, selected by the College Council or a committee designated by it, based on nominations from each academic unit (department or school). Each spring, each unit will nominate up to two faculty members. The College Council or its designated committee will then compose the committee from those nominated in such a way as to seek to ensure continuity of membership on the committee and diversity of representation. The

Committee will elect a chair from its membership. In addition, one undergraduate student shall be selected by students as a voting member by a procedure established by the College Council.

### 3. College Graduate Curriculum Committee

3.1 The Committee charge is to review all proposals for revised and/or new graduate programs for the purposes of preparing a recommendation for the University Senate. The Committee, once comprised, will develop policies and procedures for its own operation to be approved by the College Council. The procedures will give faculty within the College the opportunity to challenge proposals put forward by units within the College. Any challenge should be given a hearing and, as a result, should be resolved by the Committee.

3.2 The Committee shall have five faculty members, selected by the College Council or a committee designated by it, based on nominations from each academic unit (department or school). Each spring, each unit will nominate up to two faculty members. The College Council or its designated committee will then compose the committee from those nominated in such a way as to seek to ensure continuity of membership on the committee and diversity of representation. The Committee will elect a chair from its membership. In addition, one graduate student shall be selected as a voting member by procedures established by the College Council.

### 4. Chairs Council

4.1 The Council's charge is to advise the Dean regarding the academic programs of the College, efficiencies of programs and operations, and program innovations and opportunities.

4.2 The members of the Chairs Council will be the Department chairs and School directors in the College, supplemented by associate deans and others as appointed by the Dean. The Dean will chair the Council.

### 5. Directors Council

5.1 The charge to the Directors Council is to advise the Dean regarding the activities College-wide centers, efficiencies of programs and operations, and program innovations and opportunities.

5.2 The members of the Directors Council will be the Directors of the College's research and public service centers and others as appointed by the Dean. The Dean will chair the Council.

### 6. Professional Staff Council

6.1 The charge to the Professional Staff Council is to serve as a forum to discuss policies, procedures, and programs of significance to the College and professional staff and to ensure that the views of the professional staff are put forward in the College Council, to the Dean, and other places as appropriate.

6.2 The members of the Professional Staff Council will be elected by the professional staff of the College using procedures established by the professional staff which ensure a diversity of representation with

respect to the College's units, race, gender, and types of staff, e.g., student service, public service. The Council shall elect its own chair.

#### 7. Professional Staff Promotion Committee

7.1 The Committee's charge is to propose new and revised policies pertaining to making recommendations to the Dean concerning the promotion of professional staff members of the College and to implement the policies of the College. In addition, the Committee will address other issues sent to it by the Dean or the College Council.

7.2 The members of the Committee shall be elected by the professional staff who are subject to the promotion policies of the College in a manner that they approve. The Committee shall elect its own chair.

#### 8. Student Association(s)

8.1 The charge to the student association(s) is to serve as a forum to discuss policies, procedures, and programs of significance to the College and students and to ensure that the views of the students in the College are put forward to the College Council, to the Dean, Department chairs, School and Program Directors, and other places as appropriate.

8.2 The organization of student associations is to be decided by students in cooperation with individual units of the College and the College Council and Dean. The College Council has the responsibility for recognizing student organizations. The student organizations recognized at the time of the ratification of this document will be considered as recognized student organizations in the reorganized College.

#### 9. Student Services Advisory Council

9.1 The Council's charge is to assist in the coordination of student service. In addition, the Council will provide advice to College administrators concerning improving, evaluating, and maintaining student service programs.

9.2 The members of the Council shall be appointed by the Dean to include representatives from the various academic programs within the College. The Dean shall appoint the chair of the Council.

#### 10. College Committee Procedures

10.1 As appropriate College committees will establish procedures for guiding the conduct of members and for dealing with the business that comes before them. Committee procedures will be made public and copies will be made available to all persons who come before the committee. College committees will conduct their business in ways that ensure comity and fairness to all persons who come before them. Fairness includes a chance to present views and respond to concerns and criticisms. College committee meetings will be open to members of the College community as appropriate. With the exception of individual personnel matters, College committees will distribute agendas of meetings and minutes to the College community. All

committees will be guided by Robert's Rules of Order, Newly Revised if other specific procedures have not been adopted by the Committee.

## **Article VII - College Meetings**

### 1. College Community Meetings

1.1 At least once per year the Dean of the College shall call and chair a meeting to report upon the state of the College to faculty, professional staff, salaried staff, and students.

### 2. Faculty Meetings

2.1 Regular meetings of the College faculty shall be called by the Dean on a periodic basis.

2.2 Special meetings of the College faculty shall be called by the Dean upon: (a) the request of a College Committee Chair; (b) a written petition of 20% of the faculty; or (c) by a majority vote of the faculty at a regular or special meeting.

2.3 The Dean of the College shall chair the College faculty meetings. The Dean shall otherwise appoint a member of the faculty to serve as Chairperson Pro Tem whenever the Dean is unable to attend a scheduled meeting or when the Dean takes the floor.

2.4 Voting members of the faculty shall be those specified in Article III who are (a) voting members of the University faculty, and (b) who are budgeted at least half-time in the College or who have regularly assigned academic responsibilities in the College, and (c) who are members of a Department or School within the College. Faculty who have voting privileges in a Department or School of the College shall have such voting privileges in the College. The College faculty may elect either to voting or non-voting membership any other member of the College body whom it deems advisable.

2.5 The agenda of College faculty meetings shall be established by the Dean. It shall be prepared for distribution to the College faculty at least 72 hours in advance of the meeting, preferably with one week's notice. Proposed agenda items must be submitted to the Dean's office at least one week prior to the meeting.

2.6 One-third of the voting members of the College faculty shall constitute a quorum. Rules of procedure shall be guided by the membership of the College faculty, but in cases where rules are not explicit, or where applicability or interpretation of rules is in doubt, Robert's Rules of Order, Newly Revised shall be the procedural standard. A parliamentarian may be appointed by the Dean to assure compliance.

2.7 The order of business for meetings shall be: Call to order, approval of minutes, approval of the agenda, old business, new business, adjournment.

2.8 A recorder for each College meeting shall be designated by the Dean. The recorder shall be responsible for writing and distributing minutes from the College meetings.

### **Article VIII - Amending the Bylaws**

The bylaws of the College may be amended by: (1) a two-thirds vote of the voting members of the faculty present, provided previous notice of intention to amend has been published in the meeting agenda and distributed to the College faculty members at least one week prior to the meeting in which the proposed amendments are to be considered; or (2) by two-thirds of those faculty voting by a mail ballot. If the matter pertains to the position of professional staff in the College--especially to the Professional Staff Council, the Professional Staff Promotion and Review Committee, or to professional staff representation on the College Council--the amendment process shall include the participation and voting of all professional staff who are budgeted at least half-time.

Proposals for changes in the bylaws to be voted on as described above may be initiated either by a vote of the College Council or by a petition stating the proposal and signed by five members of the College Faculty. Proposals for amendments relating to professional staff matters may also be initiated by vote of the Professional Staff Council or by a petition signed by five members of the College professional staff who are eligible to vote on bylaw changes.

Once an amendment has been proposed, the College Council will distribute the proposed amendment to the college community, determine whether the amendment is a matter relating to professional staff, and determine whether the amendment is to be voted on at a college faculty meeting or by mail ballot. *(as amended May, 1999)*

### **Article IX - Ratifying the Bylaws**

After consultation with salaried staff and student organizations, two-thirds of the voting members of each existing college in the prospective College are needed to approve these by-laws by mail ballot no sooner than two weeks after distribution. With a positive vote in all three existing Colleges, the bylaws will become effective on July 1, 1997.