

# Department of Individual and Family Studies

## Organization, By-laws and Department Procedures

Approved by the IFST Faculty on April 13, 2007

### Department of Individual and Family Studies Organization and Bylaws

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

As a department of the College of Human Services, Education and Public Policy (CHEP), the Department of Individual and Family Studies (IFST) is an interdisciplinary department that addresses the needs of children, adults, and families across the life course. IFST has a commitment to preparing undergraduate students for careers in a wide variety of human service environments and graduate students for careers in academic, college counseling and leadership positions in early childhood education. The department's affiliated applied Centers focused on aspects of early childhood education, disability and clinical counseling. IFST seeks excellence in its educational programs and in the applied services through our affiliated centers.

#### **Article II -- Governance**

IFST operates on a collegial basis between faculty, staff and students. The governance of the department operates as defined by these by-laws. When making decisions, IFST follows The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition, Sturgis, Alice, The American Institute of Parliamentarians, McGraw-Hill, New York 2001.

#### **Article III -- General Powers**

##### 1.0 Source of Powers

- 1.1 All matters relating to the educational and administrative affairs of the Department are consistent with the University Charter, the Bylaws of the Board of Trustees, the University Faculty By-Laws and other applicable University regulations in force, the Bylaws of the College of Human Services, Education and Public Policy and delegated to the departmental faculty and professional staff for the purposes of effectuating the governance of the department.

## 2.0 Authority of Department Faculty

- 2.1 The Department faculty have the authority for and responsibility to: (1) Approve all faculty appointments in the department, subject to the criteria set forth in these by-laws; (2) develop and approve curricula and courses; (3) determine educational and academic policies for admissions to the department's programs; (4) determine the requirements for degrees and certificates and recommend candidates for diplomas, degrees and certificates; (5) recommend educational and academic policies to the CHEP Dean as they pertain to the department; (6) recommend and advise the CHEP Dean on issues related to the governance of the College.

### **Article IV -- Departmental Community Membership**

The Department of Individual and Family Studies operates under the principle of shared faculty, governance through faculty meetings and a standing and ad-hoc committee structure. Committees play a central role by providing advice and counsel to the faculty and the Chairperson on academic and administrative matters. This document describes the basic organization of these groups and procedures for their operation. Faculty, staff, and students participate in discussions and provide input on issues.

#### 1.0 Definitions

- 1.1 Faculty and Clinical Faculty refer to all individuals with continuing employment who hold the rank, approved by the faculty and noted in their letter of appointment, of Instructor, Assistant Professor, Associate Professor or Professor. Faculty and Clinical Faculty have voting rights at faculty meetings.
- 1.2 Secondary appointments refer to faculty members who hold a primary appointment in another unit of the University of Delaware, but contribute to the teaching, mission of the Department of Individual and Family Studies on a consistent basis. Secondary appointments may be offered, upon the vote of the faculty, for a period not to exceed three academic years. Secondary appointments are renewable. Faculty members with secondary appointments do not have voting rights at faculty meetings.
- 1.3 Adjunct appoints refer to faculty members whose expertise contributes to the mission of the Department of Individual and Family Studies but who are not paid by the department. Adjunct appointments may be offered, upon the vote of the faculty, for a period not to exceed three academic years. Adjunct appoints are renewable. Adjunct faculty do not have voting rights at faculty meetings.
- 1.4 Standing committees refer to faculty, staff or students who are appointed by the Chair or elected by the faculty for specified terms. Committees deal with recurring administrative and academic issues, as well as such issues designated by the Chairperson, or voted on by the faculty. All members of Committees may vote in the committee, regardless of their voting status at Faculty meetings.

- 1.5 The Chairperson may appoint, without approval from the faculty, ad hoc committees for a specific purpose. Ad hoc committees are dissolved upon the completion of the purpose for which they are appointed.

## **Article V. -- Meetings**

### 1.0 Faculty Meetings

- 1.1 Regular Meetings. Faculty meetings are called by the Chair with at least 10 days notice, and are conducted by the Department Chairperson or another faculty member he/she appoints. The Chairperson's appointee shall preside in his/her absence.
- 1.2 Special Meetings. The Chair may call special meetings on two working days notice. Any 3 faculty with primary appointments may also call a special meeting with two working days notice. The faculty calling for the special meeting must all sign the call for meeting.
- 1.3 Meetings must be called electronically, via the department's list serve.
- 1.4 Quorum. A quorum is 50% plus one member of the voting faculty.
- 1.5 Proxy. Voting faculty may designate their vote to the Chair, in writing either on paper or via electronic mail, to another member of the voting faculty. Votes must be on previously published, motions/resolutions and the name of the proxy holder must be given in writing to the Chairperson or his/her designee, a minimum of two hours prior to the start of the meeting.
- 1.6 A proxy does not count for purposes of the quorum in 1.4. above.
- 1.7 Only full time employees of the University of Delaware whose primary faculty appointment is in the Department of Individual and Family Studies, may vote.
- 1.8 Center Directors, including but not limited to the Directors of the Counseling Center, Center for Disabilities Studies, Early Learning Center and Laboratory Pre-School may be offered voting faculty status, upon vote of the Faculty.
- 1.9 Temporary employees, those on S-contract, part-time faculty, those with Secondary Faculty Appointments and Adjunct Appointments who are not full-time University of Delaware employees, staff, and students are not eligible to vote.
- 1.10 Closed sessions. A majority of faculty members present or by proxy may vote to hold a closed session.

- 1.11 Agenda items - The Chairperson will make calls for agenda items ten days prior to regularly scheduled faculty meetings. The agenda for the faculty meeting shall be prepared by the Chairperson or his/her designee and distributed at least 48 hours prior to the meeting. Any committee motions/resolutions must accompany the agenda to be acted on at the meeting. Any motion/resolution, which is not a published agenda item, will not be acted upon unless the faculty present and by proxy agrees to do so by two-thirds vote.
- 2.0 Minutes will be taken by faculty on a rotating basis and will be distributed as soon as possible after the meeting, and attached to the agenda of the subsequent meeting.

### **Article VI -- Faculty Recruitment**

Meetings to discuss faculty-hiring recommendations: During a scheduled faculty meeting, the Chairperson of the Search Committee shall preside over an open discussion of all candidates who have been interviewed. A compilation of all written feedback (from faculty, staff, students) will be available at the discussion. At the close of discussion the faculty staff shall vote by secret ballot separately on the “acceptability” of each interviewed candidate. A candidate shall be deemed “acceptable” if he/she receives a vote of “acceptable” by a simple majority vote. If there are two or more candidates who have been deemed “acceptable”, a second vote by secret ballot shall be conducted to determine the rank order of preference for the “acceptable” candidates. The outcomes of these ballots shall be communicated, within the context of the search committee’s written recommendation, to the Department Chair. The Department Chairperson will communicate the results of the department vote to the Dean.

### **Article VII -- Standing Committees**

The standing committees of IFST are:

1. Graduate Committee
2. Undergraduate Committee
3. Promotion and Tenure Committee
4. By-Laws Committee

The IFST Chairperson is an ex-officio member of all committees.

Election procedures/Terms: Committee nomination forms for the next academic year will be distributed to department faculty and staff by February 1. Ballots will then be distributed with the results of the voting to be published by February 20. Except where indicated, committee membership terms normally run from September 1 to May 31. The Department Chairperson shall appoint the chairs/co-chairs of the standing committees by March 15. Faculty members shall serve as committee chairperson for two years in any three-year period and chair or co-chair only one standing committee during any given year.

1. ***The Graduate Committee***

The Graduate Committee shall consist of the Graduate Coordinator, three (3) members of the full-time faculty elected by the faculty, and a representative of the graduate students (elected by the Graduate Student Association by May 1). The graduate student member may participate and vote in all meetings except those devoted to student evaluation, funding, and admissions, or as otherwise decided by the Committee.

Duties:

- A. Develop recommendations concerning graduate curriculum and programs, policy, procedures, and academic matters. Forward recommendations for action to the department faculty and forward all approved recommendations to the appropriate College committee.
- B. Oversee the implementation and evaluation of graduate policies and procedures approved by the faculty.
- C. Develop recruitment strategies and coordinate the dispersal of recruitment materials, coordinate the review of applications and admit prospective graduate students. Develop policies and procedures regarding graduate students' professional development.
- D. Make recommendations to the Center Directors and Chairperson regarding graduate funding and fellowships. Input about assignments will be solicited from faculty who are assigned graduate assistants.
- E. Complete an annual overview of graduate courses by October 15, as well as periodic program reviews at least every 5 years.
- F. Assist in identifying and implementing strategies to maintain diversity among the graduate student population.
- G. Identify students for the various graduate student awards and honors and make recommendations to the Honors Committee.
- H. Develop and evaluate procedures for graduate student advisement.

2. ***Undergraduate Committee***

The Undergraduate Committee shall consist of the Undergraduate Coordinator, three (3) members elected by the faculty and a graduate assistant whose duties include undergraduate advisement.

Duties of the Undergraduate Committee:

- A. Develop recommendations concerning the undergraduate curriculum and programs. Forward recommendations for action to the department faculty at a faculty meeting and forward all approved recommendations to the appropriate College committee.

- B. Oversee the implementation and evaluation of undergraduate policies and procedures approved by the faculty.
- C. Review applications and make admission decisions for internal transfer applicants. The graduate assistant may participate but cannot vote in this process.
- D. Complete an annual overview of undergraduate courses by October 15, as well as periodic program reviews at least every 5 years.
- E. Assist in identifying and implementing strategies to maintain diversity among the undergraduate student population
- F. Develop and evaluate procedures for undergraduate student advisement.

### 3. ***Promotion and Tenure Committee***

The Promotion and Tenure Committee shall be the body responsible for the departmental promotion and tenure review. It is also responsible for faculty reviews of tenure-track faculty, non-tenure track faculty and for clinical faculty. The Committee is also responsible for updating the Department Promotion and Tenure Document, insuring that it is in compliance with current College and University guidelines. The term of the Committee is May 1 to April 30.

The Committee will have at least four members elected by the faculty and shall elect a chair. All Committee members may participate in deliberations. However, only members above the rank of the candidate (in cases of promotion recommendations) or who hold tenure (in the cases of tenure recommendations) may vote. In all cases, there must be an odd number of at least three (3) eligible to vote on a candidate. Should there be fewer than three or an even number of members eligible to vote, additional faculty at the appropriate rank shall be elected to the Committee at a special faculty election. Additional members shall only be included in the discussion and vote on the candidate for whom they were added.

Duties of the Promotion and Tenure Committee:

- A. Make recommendations to the Chairperson on matters concerning the promotion and tenure of the faculty.
- B. Make recommendations to the Chairperson on the re-appointments of non-tenured faculty.
- C. Carry out the peer reviews of tenured faculty required by University policies.
- D. Review department policies for making promotion, tenure, re-appointment, and peer review decisions and recommend changes, if need, to the faculty.

4. ***By-Laws Committee.***

The By-laws Committee is responsible for an annual review of the bylaws, with recommendations for changes (if any) to the Faculty at the last regularly scheduled faculty meeting of each year. The By-Laws Committee Chair is elected by the faculty and is comprised of the Chair, and three elected members of the faculty.

5. ***Ad-Hoc Committees.***

The Chair may, from time to time, appoint ad-hoc committees for purposes related to the work of the department. Such committees are time limited and will be dissolved after their task is completed.