

BYLAWS OF THE COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES

Introduction

These bylaws shall conform with the policies and procedures of The University of Tennessee Faculty Handbook. In addition, each academic department shall prepare bylaws in accordance with College and University policies and procedures.

Article I Name: College of Education, Health and Human Sciences

1.1 The College of Education, Health, and Human Sciences (hereinafter referred to as the College) was formed following the merger of the Colleges of Education and Human Ecology.

Article II Powers and Duties of the College of Education, Health, and Human Sciences

2.1 The College shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of the University, the President of the University, the Chancellor, and Faculty of the College of Education, Health, and Human Sciences.

2.2 The College is authorized, subject to the approval of the Chancellor, the President of the University, and the Board of Trustees, to formulate policies and regulations regarding the general educational objectives of the College, including those policies and regulations related to the overall general requirements for admission, completing program requirements, and graduation for the degree programs of The University of Tennessee.

2.3 The College is authorized in consultation with academic officials to consider, advise, and recommend to the Chancellor, or if appropriate through the Chancellor to the President, policies and procedures in other matters which concern the general welfare of the faculty of the College, such as, but not exclusively limited to: criteria for faculty appointment, dismissal, promotion, tenure, and other University matters relevant to meeting the educational goals of the College and the University.

2.4 The College, through its administrative structure, communicates priorities for University budgets, development/fund-raising plans, and changes in physical facilities that shall enhance and maintain academic programs as well as resource allocations both within the University and the College. The College may consider, advise, and make recommendations about student rights and responsibilities.

2.5 Actions by the College administration shall be communicated to Department Heads and College faculty by written/oral reports, through faculty who serve in elected and appointed capacities on College committees, advisory boards, and ad hoc entities that serve a specific purpose and are appointed for a stated time.

Article III College Organization

3.1 College Administration

3.1.1 The Dean of the College is the chief administrative officer responsible for the well being of the college. The Dean reports to the Chancellor or, if appropriate, through the Chancellor to the President of the University. According to the UT Faculty Handbook (Section 1.4.1), the Dean is responsible for the following concerns:

1. the academic program in its college-wide aspects, in the special relationships among its departments, and its relation to the larger university and public
2. the faculty of the college and the leadership of the college (directors and department heads, college committees and task forces), their well-being, development, review, assessment, and renewal
3. the encouragement and support of teaching, research, creative activity, and public service
4. the support services for the conduct of college business (staff, facilities, equipment)
5. the strategic planning
6. the budget preparation, review, and analysis for the college
7. the fund-raising and developing relationships with outside constituents

3.1.1.1 The Dean implements procedures for resolving faculty grievances as outlined in the *University Faculty Handbook* and student grievances as outlined in *Hilltopics* and the *University Catalogs*.

3.1.1.2 The Dean shall seek recommendations from faculty or their representatives (e.g., College Senate, see Section 5.3) on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the Dean is authorized to make the final decisions.

3.1.1.3 Search committees for the Dean position shall be composed as described in the University Faculty Handbook, section 1.4.1. The College Senate shall collect the nominations and send them to the chair of the search committee (an administrator outside the College) for final selection in collaboration with the chancellor.

3.1.1.4 As described in the Faculty Handbook, section 1.4.1, the Dean serves at the will of the chancellor or vice president normally for a five-year term that may be renewed. The chancellor or vice president shall conduct annual reviews of the dean, including surveys of tenured, tenure-track, and non-tenure-track faculty as well as staff. Written feedback from annual reviews shall be provided to the dean and to members of the college participating in the surveys. The decision to reappoint a dean to a new term shall be made after a reappointment review, based on annual reviews and written evaluations by the chancellor or vice president. In no case should a judgment on retention or non-retention be made without consultation with the faculty, who are involved to a degree at least co-extensive with their role in the selection process.

3.1.2 The Dean shall be assisted by Assistant/Associate Deans.

3.1.2.1 The Dean, in consultation with faculty, may appoint Assistant/Associate Deans to assist in the administration of the College. A function of all the Assistant/Associate Deans is to provide services that promote the activities of the College and College faculty.

3.1.2.2 Search committees for Assistant and Associate Dean positions shall be determined as for the dean position. (See section 3.1.1.3 above.)

3.1.2.3 The Assistant/Associate deans serve at the will of the dean for a five-year term that may be renewed. The dean shall conduct annual reviews of the assistant/associate deans, including surveys of tenured, tenure-track, and non-tenure-track faculty as well as staff. Written feedback from annual reviews shall be provided to the assistant/associate deans and to members of the college participating in the surveys. The decision to reappoint an assistant/associate dean to a new term shall be made after a reappointment review, based on annual reviews and written evaluations by the dean. In no case should a judgment on retention or non-retention be made without consultation with the faculty, who are involved to a degree at least co-extensive with their role in the selection process.

3.1.3 The Department Head, is a member of the faculty who has been assigned the special duty of administering the department with guidance from official documents such as Departmental Bylaws, the *University Faculty Handbook* and *Hilltopics*. The Head is appointed to a 5-year term serving at the will of the dean and can be reappointed at the will of the dean.

3.1.3.1 As stated in the Faculty Handbook (section 1.4.2), the Head's responsibilities include:

1. providing leadership for the departmental academic program in relation to the comprehensive academic program of the university
 - a. recruiting faculty and staff
 - b. working with faculty to plan, execute, and review curriculum
 - c. encouraging and supporting faculty teaching, research and creative activity, and public service
 - d. counseling and advising students majoring in the discipline
 - e. representing the department to the public, the other faculty and administration, colleagues at other universities and institutions, and the constituency supporting the university
2. providing leadership for the infrastructure necessary for support of the academic programs through
 - a. employment and supervision of clerical and supporting personnel
 - b. management of departmental physical facilities and planning for space and equipment needs

- c. resource enhancement
 - d. preparation, presentation, and management of the departmental budget
 - e. authorization of all expenditures from the department budget
3. planning annual performance review of faculty and staff

3.1.3.2 The Department Head shall seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by departments. The Department Head is authorized to make the final decisions within the Departmental units.

3.1.3.3 Search committees for Department Head positions shall be composed as described in the University Faculty Handbook section 1.4.4.

3.1.3.4 As described in the University Faculty Handbook section 1.4.4, departmental faculty members provide annual objective and systematic evaluation of the head to the dean of the college, following procedures stated in departmental bylaws that are consistent with university policy. The dean meets with the head annually to discuss job performance. This discussion is based on the review of the departmental faculty and the evaluation of the dean. The dean provides a summary assessment, including goals established for the coming year, which is made available to the departmental faculty.

Reappointment decisions involve a five-year review based on annual reviews by the departmental faculty and written annual evaluations by the dean. The reappointment review is written by the dean, including a recommendation for or against reappointment. The departmental personnel meet to discuss reappointment of the head, and are given the dean's review to consider. While all departmental groups, including faculty, staff, and students, have input into the discussion, only the tenure-track and tenured faculty members conduct an anonymous vote about reappointment. This vote guides the reappointment decision of the dean. If a dean's decision is the opposite of the departmental faculty, he or she provides reasons in writing to the department and offers the tenure-track and tenured faculty members as a group the opportunity to discuss the decision. The faculty as a whole has the right to request a meeting with the chancellor or vice president should they continue to disagree with the dean. Once the decision is made, the dean either reappoints the head or begins the process of selecting a new head when reappointment does not occur.

3.2 The College is composed of the following departments: Theory and Practice in Teacher Education (TPTE), Educational Psychology and Counseling (EPC), Educational Leadership and Policy Studies (ELPS), Nutrition (NTR), Child and Family Studies (CFS), Retail, Hospitality, and Tourism Management (RHTM), Kinesiology, Recreation, and Sport Studies (KRSS), and Public Health (PH). If department names change through appropriate procedures this section shall be updated without holding a vote.

3.2.1 The David T. Bailey Graduate School of Education is comprised of Educational Leadership and Policy Studies (ELPS), Educational Psychology and Counseling (EPC),

Theory and Practice in Teacher Education (TPTE), and the Early Childhood Education Program in Child and Family Studies (CFS).

3.3 Other ancillary units within the College include units, such as institutes, centers, and selected grant/service programs that report to the Dean, the Dean's designee, or Department Head.

3.4 Advisory Groups to the Dean: The Dean retains the final decision-making power and seeks the advice of faculty or other groups such as standing committees, advising boards, and ad hoc entities that may be formed for specialized expertise/experience to address a current need within the College. The advisory groups have no administrative or management functions.

Article IV Membership in the College

4.1 Faculty Classifications follow the University guidelines

4.1.1 Tenure and tenure-track faculty appointments are made at three ranks in the departments of the College: Professor, Associate Professor, or Assistant Professor.

4.1.2 Non-tenure track faculty are governed by the terms of the faculty handbook, appointment letter, and departmental guidelines or bylaws. The ranks of non-tenure track faculty include the following:

- Teaching Faculty: instructor, lecturer, senior lecturer, distinguished lecturer, adjunct faculty, visiting faculty.
- Research Faculty: research assistant professor, research associate professor, research professor, adjunct research faculty, visiting research faculty.
- Clinical Faculty: clinical instructor, clinical assistant professor, clinical associate professor, clinical professor, visiting clinical faculty, adjunct clinical faculty.
- Practice Faculty: instructor of practice, assistant professor of practice, associate professor of practice, professor of practice.

4.2 The voting faculty for purposes of ratification and changes in College bylaws and curricular issues include all tenured and tenure track faculty whose major appointment is with the College. Affirmative vote by two thirds of the voting members is required to grant voting rights to individuals not described herein.

Article V Committee Structure of the College

5.1 The College shall use a series of committees to perform various tasks. Ad hoc committees shall be formed as needed.

5.2 The Dean shall appoint an Administrative Council, referred to as the Dean's Administrative Council (DAC). This committee consists of the Heads of each academic department, the Associate Deans, and the President of the College Senate. The Dean shall serve as the Committee Chairperson.

5.3 The College Senate (CS) serves as an advocate of and voice for the faculty in matters that affect the academy of the College, including faculty affairs, policies, and procedures.

5.3.1 The CS helps to create, maintain, and protect an environment that allows faculty to accomplish their assigned responsibilities.

5.3.2 All actions taken by the CS shall be considered as actions taken for the Faculty.

5.3.3 The CS recognizes that all members of the academic community play a role in the governance of the College. As an elected group of representatives, CS members shall keep their faculty colleagues informed of important issues and bring concerns of the faculty to CS and the Dean.

5.3.4 The CS consists of one or two full-time faculty members (at the department's discretion) elected from each department by a majority of eligible voting members of that department.

5.3.5 The President represents the faculty on the Dean's Executive Committee.

5.3.6 The President of the CS is responsible for chairing the meeting and setting the agenda. The President is selected from the members of the CS. The President shall be selected by a majority vote of the members of CS with a term of one year.

5.3.7 Faculty members serve three-year terms. Beginning with the initial year of the committee, one-third of the members shall serve one year, one-third of the members shall serve two years, and one-third of the members shall serve three years. Members from the same department cannot rotate off the committee in the same year. Selection for the term of these initial appointments shall be by draw. Thereafter, faculty members serve three-year terms.

5.3.8 All full-time faculty in the College are eligible to vote in the election of CS members. Faculty with adjunct or joint appointments based outside the College are not eligible to vote for CS members. Joint appointments that are based in the College may vote for CS members.

5.3.9 All full-time faculty, including those with joint appointments that are based in the College, may serve on CS.

5.3.10 CS membership vacancies shall be filled by a vote of the faculty from the appropriate Department.

5.3.11 Elections shall be held in the spring semester for the College Senate, the Graduate Council, and the Undergraduate Council. The CS President is responsible for assuring that College elections occur within the designated time period.

5.3.12 The President-elect shall be elected from among the CS members by a majority of the CS members at the February meeting of the spring term. The President-elect serves as President of the CS for a one-year term the following year. The President chairs the meeting, prepares agendas, and votes in case of a tie.

5.3.13 In the event faculty issues arise during the summer months, the CS shall identify individual members of the CS who would be willing to address matters that require the attention of the CS. These members shall be identified at the last meeting of the academic year.

5.3.14 At the beginning of each fall semester, the CS convenes a new legislative session. The continuing and new committee members shall assume office one week prior to the start of fall classes.

5.3.15 Any faculty member may submit agenda items through any representative and any member of the CS may submit agenda items to the President of the CS. Agendas shall be shared with College faculty in advance of each meeting. Minutes of each CS meeting shall be distributed to all faculty and staff.

5.3.16 The CS shall meet once a month during fall and spring semesters except for official closings of The University of Tennessee. The President of the CS may call additional meetings as needed. CS meetings are open to all faculty and staff of the College. A simple majority of the voting members constitute a quorum.

5.3.17 Any member of the CS may request a closed session. A closed session is a part of the meeting that is attended only by CS members. Determination of adding a closed session as part of the regular meeting agenda shall be based on a majority vote of the CS members.

5.3.18 The Dean's office shall provide staff support in the form of administrative help to the President of the CS, including secretarial duties.

5.4 The Undergraduate Curricular Review Committee (UCRC) and Graduate Curricular Review Committee (GCRC) focus on review, coordination of existing and/or proposed academic programs and course offerings.

5.4.1 Curricular issues in each department of the College are the responsibility of the faculty. The UCRC and GCRC are faculty-lead Committees that are linked to the University-level Undergraduate Council and Graduate Council. The UCRC and GCRC review and approve program-specific curricular changes forwarded by departments, so changes may be implemented without the entire College faculty's vote.

5.4.2 The UCRC and GCRC are comprised of elected representatives from each department offering undergraduate and/or graduate academic programs. Departments with both undergraduate and graduate academic programs elect one representative to the UCRC and one representative to the GCRC. Departments with only undergraduate or

graduate academic programs elect a single representative to the respective committee. Each elected representative serves a three year term. When a committee member rotates off, selection of a new member shall occur at the beginning of the Fall Semester.

5.4.3 These terms shall be staggered. Beginning with the initial year of operation, three members of each committee shall serve one year, three members shall serve two years and three members shall serve three years. Selection for the term of these initial appointments shall be by draw. Thereafter, faculty members serve three-year terms.

5.4.4 The Dean's office shall provide support to the UCRC and the GCRC.

5.4.5 The decisions of UCRC and GCRC reflect curricular and instructional goals for academic programs of the College of Education, Health, and Human Sciences and the University and adhere to guidelines for curricular changes as set forth by the Graduate and Undergraduate Councils of the University.

5.4.6 When a majority of negative votes are cast, it is the responsibility of UCRC and GCRC members to assist the departmental representative to make necessary revisions in curriculum material.

5.4.7 The chairs of the UCRC and GCRC are responsible for conducting the meeting, setting the agenda, and votes in case of a tie. The chairs of the UCRC and GCRC are selected from the voting members of each body. In the initial convening meeting of each committee, the chair shall be elected by a majority vote of the voting members to a term of one year.

5.4.8 The chair-elect of each committee shall be elected from among members of the UCRC and GCRC by a majority of members of each committee at the February meeting of the spring term. Each chair-elect serves as chair of UCRC or GCRC for a one-year term the following year.

5.4.9 The UCRC and GCRC shall meet on alternate months throughout the academic year, during September-December and February – May. Each committee chair may call additional meeting as needed.

5.4.10 The UCRC or GCRC chairs or their designees shall represent the College as needed at the Undergraduate Council and Graduate Council when curricular issues affecting the College are on the agenda.

5.5 College Promotion and Tenure Committee

5.5.1 The Promotion and Tenure Committee is responsible for the College Review of Departmental recommendations relative to the area of Promotion, Retention and Tenure. All rules and procedures that are stated in the *University Faculty Handbook* and outlined by the *Manual for Faculty Evaluations* are to be followed by the College.

5.5.2 The members of the College and Promotion and Tenure Committee shall be elected by the tenured faculty members in each Department. All committee members shall hold the rank of tenured Professor or Associate Professor. Associate Professors must have at least three years at the Associate rank to serve on the Committee. When possible, a majority of the members must hold the rank of Professor.

5.5.3 Each department elects one faculty member to serve on the committee for a three-year term. The selection process is outlined in Section 5.4.3.

5.5.4 The Chair of the College Promotion and Tenure Committee shall be selected at the first meeting of each Fall semester by a majority vote of the elected members of the committee and must hold the rank of Professor.

5.5.5 All members of the College Promotion and Tenure Committee vote for tenure. Associate Professors do not vote for promotions to Professor. A faculty member serving on the College committee must recuse himself or herself from the discussion of a colleague from his or her department and shall not participate in the College committee vote on that faculty member. If the College committee requires additional information or clarification from a departmental representative, the Chair may summon the Department Head and/or the Chair of the Departmental Promotion and Tenure Committee.

If a committee member is applying for consideration to Professor, that member shall recuse himself/herself from the committee for that year's review cycle when possible.

If recusal is not possible, a representative from the departmental Promotion and Tenure committee will attend the portion of the meeting devoted to the committee member's dossier to answer questions.

5.5.6 The Dean, or an Associate Dean, with the rank of Professor, shall be available for the College Promotion and Tenure Committee meetings (at the request of the Committee Chair) to provide clarification and interpretation to matters pertaining to promotion and tenure, but shall not participate in the deliberations for a candidate's promotion and tenure review.

5.5.7 All votes shall be by secret ballot. If the vote is not unanimous, a minority report may be submitted along with the majority report that is sent to the Dean as outlined in the *The University Faculty Handbook*.

5.6 The Board of Tellers shall conduct all elections and college-wide votes not under the jurisdiction of another University entity.

5.6.1 The Board of Tellers shall plan, implement, and report election/voting results.

5.6.2 The Board of Tellers is appointed by the President of the CS.

5.6.3 The Board of Tellers shall conduct elections for College bylaw amendments, the Graduate Council and the Undergraduate Council and other College representatives to University bodies.

5.6.4 Elections shall be held in the spring semester each year. The President of the CS shares the responsibility with the two members of the Board of Tellers for holding timely elections, in order to expedite the organization of standing committees in the College and to appropriate University committees.

5.6.5 If vacancies occur during the academic year for positions requiring college-wide votes, alternates or proxies shall be identified and elevated from the previous spring's election.

5.7 Faculty Development and Awards Committee

5.7.1 The CS President appoints a CS member to chair the Faculty Development and Awards Committee (FDAC) and appoints two faculty members from the College at-large to serve on the Committee. The Committee shall represent a diversity of programs in the College. Appointments are made on an annual basis and committee members may be reappointed.

5.7.2 Through granting college-level awards, the Committee shall work to improve the professional effectiveness of faculty members in the College by seeking to promote skills, behaviors, and attitudes that improve faculty competence and effectiveness in meeting student needs, their own needs, and needs of the College and the University.

5.8 Technology Advisory Committee

5.8.1 The Technology Advisory Committee is responsible for making recommendations to the College administration on issues and policies related to technology.

5.8.2 The members of the Technology Advisory Committee shall be elected by the faculty members in each Department. Each Department elects one faculty member to serve on the committee for a two-year term and committee members may be reappointed.

5.8.3 The Chair of the Technology Advisory Committee shall be selected at the first meeting of each fall semester by a majority vote of the members of the committee.

5.8.4 An Associate Dean who is responsible for technology, and /or the coordinator of the Office of Computing and Communications in the College, will be available to meetings of the Committee (at the request of the Chair) to provide clarification and interpretation.

Article VI Faculty Responsibilities

6.1 Faculty duties and workloads are outlined in the *University Faculty Handbook*.

6.2 Tenured and tenure track faculty follow the guidelines contained in the *University Faculty Handbook* for faculty development, review, and evaluation. Non-tenure track faculty follow the faculty handbook, appointment letter, and departmental guidelines or bylaws.

6.3 The faculty in each department who are at or above the rank of those persons eligible for promotion participate in a departmental review process of a candidate's credentials and make retention and promotion recommendations to the Department Head.

6.4 All tenured faculty in each department participate in a review process of a candidate's credentials for tenure and make tenure recommendations to the Department Head.

6.5 Tenured faculty have major responsibilities in guiding tenure track faculty in their roles at the University. This responsibility may include participating in a formal mentoring program.

6.6 Curriculum matters and development of departmental academic programs are a shared responsibility of the faculty and the Department Head.

6.7 Faculty have the responsibility for making recommendations to the Department Head about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by departments.

6.8 Faculty serve on committees, advisory boards, and ad hoc entities that draw upon their disciplinary expertise and/or experience needed to achieve the goals of the Department, the College, and the University.

Article VII Approval, endorsement and amendments of bylaws

7.1 Initial approval of these bylaws shall be a responsibility of the faculty, with final approval determined by a majority vote in a secret ballot. Eligible voters are defined in section 4.2.

7.2 Final authority for interpretation of these bylaws shall be the responsibility of a majority of the CS members.

7.3 All members of the College community shall abide by these bylaws and it is the responsibility of the Dean and the CS to enforce the provisions of the bylaws.

7.4 It is the responsibility of the CS to keep the bylaws up-to-date.

7.5 Amendments to the bylaws

7.5.1 Proposed bylaw amendments may be forwarded by any faculty to the President of CS. The proposal shall be placed on the CS agenda for the following meeting that shall be open to all College faculty.

7.5.2 Proposed changes in the bylaws shall be distributed in writing or electronically to voting faculty of the College within two weeks after the distribution of the CS minutes that are related to the bylaw changes and at least 14 days before an all college faculty forum is called. This forum may be an electronic forum lasting no longer than two weeks.

7.5.3 In the forum the faculty shall be presented with the amendment and shall have an opportunity to provide input.

7.5.4 The Board of Tellers shall conduct a college-wide vote on the proposed amendment within 14 days of the forum.

7.5.5 An affirmative vote by two-thirds of the voting faculty shall be required to adopt the proposed amendment. Faculty eligible to vote are defined in section 4.2. The faculty shall be informed in writing or electronically of the amendment when it is enacted.

7.5.6 The Board of Tellers shall distribute results of the vote on adopted amendments to all faculty and staff in the College within two weeks.