

University of Maine
COLLEGE OF EDUCATION and HUMAN DEVELOPMENT

BY-LAWS

(As Revised)

Approved by the College Faculty, December 9, 2016

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MISSION STATEMENT

Theme:

Leading educational excellence through research, innovation, collaboration, and engagement.

Vision:

The University of Maine College of Education and Human Development (COEHD) will be a leader in developing knowledge and providing expertise on issues related to education and human development at a state, regional, and national level.

Mission:

Drawing on a rich tradition of excellence, the COEHD at Maine's flagship university is committed to leading innovation in Maine's Pre-K-12 schools, higher education institutions, and agencies that support academic, cognitive, physical, social, and emotional development. We promote effective teaching and learning, identify critical issues, conduct research, and disseminate findings. Collaborating with external partners and experts across the University of Maine, we prepare our graduates to engage in ethical conduct, reflective practice, meaningful inquiry, and data-driven decision making in order to meet the increasingly diverse needs of our state and the world in which we live.

I. PURPOSE

These *By-Laws* define the organization of the faculty of the COEHD. The purpose of the

By-Laws is to provide a structure through which the College and its distinct professional Schools and programs can achieve their goals, and can support the educational mission of the College, realize individual and collective professional aims, and enhance the well-being of the students and faculty of the College.

These *By-Laws* are grounded in the principle of shared governance, as detailed in University of Maine *Shared Governance Policy* (Appendix A). In the College, faculty viewpoints and expertise will directly influence institutional decisions and strategic planning. Faculty will develop, offer input, and approve academic policies that impact programs, Schools, and the College. Examples of these policies include program requirements, the elimination of programs or degrees, and admission and grading policies. In addition, as reflected in the University's shared governance policy, faculty will have representation and a voice during budget and academic personnel decisions.

II. AUTHORITY

The faculty shall be the policy-making and legislative body of the College.

III. CONSTITUENT UNITS

The COEHD shall consist of three Schools, each headed by a Director: the School of Educational Leadership, Higher Education and Human Development, the School of Kinesiology, Physical Education and Athletic Training, and the School of Learning and Teaching. All faculty members in the COEHD shall hold an appointment in one of these three Schools; individual faculty members may be affiliated with more than one School, but all faculty members must have a home School.

IV. MEMBERSHIP

1. The faculty of the COEHD comprises individuals having one of the following appointments:
 - A. regular faculty appointment (tenure-stream and nontenure-stream faculty alike);
 - B. temporary/adjunct faculty appointment;
 - C. cooperating faculty appointment; and
 - D. honorary faculty appointment (e.g., visiting or emeritus professor).
2. Voting Faculty
 - A. In College-wide meetings and elections, the voting faculty shall consist of all regular faculty (see IV.1.A).
 - B. Regular faculty within each School shall determine voting privileges for matters limited to their units.
 - C. A faculty member appointed in two or more units may vote only once in a College election or on a College matter.
 - D. Temporary faculty, cooperating faculty, and honorary faculty appointed by the COEHD shall have voice but no vote.

These voting provisions are not intended to supersede the collective bargaining agreement between the Associated Faculties of the University of Maine System (AFUM) and the Board of Trustees (BOT). See the current *COEHD Faculty and Staff Handbook* for additional information regarding duties, responsibilities, and expectations of faculty.

V. MEETINGS

1. The faculty of the College shall meet at least once each semester to make or revise rules, policies, or practices governing the academic affairs of the College, to revise the *COEHD Faculty and Staff Handbook*, or to discuss matters relevant to the College including creation, elimination, or reorganization of programs or units. Additional meetings of the faculty may be called by the Dean, or by petition of 15% of the regular faculty.
2. Written notice of College Faculty Meetings shall be sent to all faculty at least one week in advance and such notice shall set forth the matters to be considered.
3. The Dean or designee shall preside at College Faculty Meetings.
4. During a College Faculty Meeting, the faculty may consider any matter related to the welfare of the faculty or the welfare of the College and any matter brought before it by a member of the faculty.
5. Legislative or policy matters may not be voted upon during the regular meeting in which they are introduced, unless they have appeared in the published agenda of that meeting. However, if a measure does not appear on the published agenda for a meeting, and if action on it is required before a special meeting can be called, the affirmative vote of two-thirds of those members present and voting shall authorize action on the measure.
6. Faculty will be provided with the minutes of each faculty meeting.

VI. QUORUM

A quorum shall consist of 50% +1 of the regular members of the faculty. The Dean's Office shall provide a list of the regular faculty annually on September 1.

VII. RULES OF ORDER

During meetings the faculty shall be governed by the latest edition of *Robert's Rules of Order* (11th ed.), except where inconsistent with these *By-Laws*.

VIII. ORDER OF BUSINESS

The following is a suggested format for meetings. Some components may be addressed electronically.

1. Approval of Minutes
2. Approval of the Agenda
3. Announcements
4. School Reports
5. Reports of Standing Committees.
6. Reports of Special Committees.
7. Old Business.
8. New Business
9. Reports from Faculty Senators
10. Other Items

At any meeting, if needed, members may make a motion to change the order of business.

IX. COLLEGE OFFICERS

The Dean shall be the presiding officer at College Faculty Meetings. In the absence of the Dean, or when the Dean wishes to participate in the debate, the presiding officer shall be a member of the regular faculty designated by the Dean. For each meeting, the Dean may select a parliamentarian from the faculty. A member of the staff of the Dean's Office shall act as secretary.

X. AGENDA

The Dean's Office shall prepare the agenda for College Faculty Meetings. At least one week prior to any regular or special meeting of the faculty, the Dean shall distribute a tentative meeting agenda to each College faculty member. Faculty members wishing to place an item on the final agenda shall submit it to the Dean's Office in advance of the meeting. The agenda shall contain the full text of any resolutions or proposed changes to the College's *By-Laws* to be voted on at the meeting.

XI. STANDING COMMITTEES

Standing Committees are tasked with carrying out the functions of the COEHD. Each Standing Committee shall have its own *By-Laws*, which shall include the purpose, functions, structure, and procedures of the Committee. Elections of members of Standing Committees shall normally be held at the last School or College Faculty Meeting during the Spring semester for the upcoming academic year. At that time, faculty may also vote to continue, replace, modify, create, or disband Standing Committees. Each committee will elect its own chair every fall.

The Dean or designee may not suspend the work of any committee, disband a committee, or change the function or purpose of a Committee without giving proper notice to faculty. Regular faculty shall vote on any such proposal and the result of the vote shall be shared with the Dean and the College at large.

Standing Committees in the COEHD shall include:

Leadership Team
Curriculum Committee
Diversity and Difference Committee
Faculty Advisory Committee
Graduate Affairs Committee

Leadership Team

The Leadership Team is the primary advisory group to the Dean on all matters related to the operation of the COEHD. Chaired by the Dean, its membership will include the School Directors, the Associate Deans, the Administrative and Financial Manager, and any other individual appointed by the Dean.

The Dean of the COEHD has the authority, in consultation with the faculty and other administrators of the College, to establish representative groups or councils to provide recommendations to the Dean and to accomplish the work of the College. At various times, *ad hoc* committees, search committees, and other task forces may be charged by the Dean to complete specific tasks or to research and recommend action relative to specific issues.

Curriculum Committee

The Curriculum Committee oversees and reviews curricula, program and course changes prior to their submission to the UPCC or Graduate School. Membership in the Curriculum Committee shall consist of four elected faculty members, one from each School and one elected at-large, at least two of whom must hold full graduate faculty status. Elections to the Curriculum Committee will normally take place in the Spring semester for the upcoming academic year. The Dean, on the advice of the School Directors, may also appoint two student representatives (one undergraduate and one graduate) to the Curriculum Committee. These individuals will serve one-year terms on the Committee. The Chair of the Curriculum Committee shall be elected from and by this group; she or he shall also serve as the COEHD's representative on the UPCC. Members of the Curriculum Committee will be elected to serve two-year terms.

Diversity and Difference Committee

The Diversity and Difference Committee serves as a clearinghouse for activities, expertise, and curriculum materials related to diversity and difference. The committee enhances communication, scholarship collaboration, coordination of professional development efforts and the sharing of resources among those engaged in learning about diversity and difference. It also works to promote diversity in all aspects of the COEHD. Each School shall elect one member to serve on the Diversity and Difference Committee, and one additional member is elected as an at-large member. Members of the Diversity and Difference Committee will be elected to serve two-year terms. The Dean, on the advice of the School Directors, may also appoint two student representatives (one undergraduate and one graduate) to the Diversity and Difference Committee. These individuals will serve one-year terms on the Committee.

Faculty Advisory Committee (FAC)
(See Section XII below.)

Graduate Affairs Committee

The Graduate Affairs Committee is responsible for reviewing program and course proposals and revisions prior to submission to the UM Graduate Board. It shall oversee graduate policies and procedures, and other matters that cross program and school boundaries, such as doctoral programs and research/foundation courses. Each graduate program will select one representative to serve on GAC. It is highly recommended that graduate programs select their program coordinators for this responsibility. Faculty members must have full-graduate faculty status. Elections to the Curriculum Committee will normally take place in the Spring semester for the upcoming academic year. The Dean, on the advice of the School Directors, may also appoint a student representative to the Graduate Affairs Committee. This individual will serve one-year terms on the Committee. The Committee will be chaired by the Associate Dean of Graduate Studies. Members of the Curriculum Committee will be elected to serve two-year terms.

The annually approved list of Standing Committees, with the description of each Standing Committee, will be uploaded to the college website in the Fall Semester of the academic year.

1. Membership:

- A. The membership of each Standing Committee is designed to address the specific responsibilities of that committee, and the details of membership on each committee are outlined above.
- B. School Directors and College administrators are not eligible to serve on College Standing Committees, except as *ex officio* members.
- C. Faculty members on College Standing Committees serve two-year terms unless specified otherwise. Terms of student members may vary.
- D. When an elected committee member resigns or is removed from a committee before the completion of the term, a replacement shall be elected for a three-year term, with the year in which service begins to be counted as the first year. When a member is unable to serve because of sabbatical or other leave not to exceed one year and wishes to return to the committee to complete the term to which the member was elected, a replacement may be elected for the interim.
- E. Members of Standing Committees may be removed by vote of a two-thirds majority of the electing constituency. Such a vote for removal must be conducted by secret mail ballot and must be held upon either of the following: 1) request of the committee chair and majority of the Standing Committee, or 2) upon petition by five members of the electing constituency. Removal will take effect upon completion of the vote.
- F. Unless indicated otherwise, elections for College committees will normally take place in the Spring semester for the upcoming academic year. If desired, elections may take place electronically.

2. Meetings:

- A. Each Standing Committee may determine its own rules for conducting business, or *Robert's Rules for Small Groups* prevails at committee meetings, except where inconsistent with these *By-Laws*.

3. Minutes:

Each committee's meeting's minutes will be posted on the college website.

XII. FACULTY ADVISORY COMMITTEE

The Faculty Advisory Committee (FAC) is intended to serve as a College-wide advisory body to the Dean. Its functions include advising the Dean on issues concerning the welfare of the College, and serving to facilitate effective two-way communication between the Dean and the faculty in the College. The Dean may also choose to ask the FAC to perform specific tasks from time to time. The FAC shall determine its own operating rules and procedures.

1. Membership:

- A. The Faculty Advisory Committee (FAC) shall consist of two regular faculty members elected from each of the College's Schools.
- B. The Chair of the FAC members shall be elected from among the elected members of the FAC. The Chair of the FAC shall serve a one-year term, and may be reelected for one additional term.

2. Elections:

- A. School elections for the FAC will normally take place in the Spring Semester for the following year.
- B. Any member of the regular faculty of the College is eligible for election to the FAC.
- C. Faculty members are elected to the FAC for two-year terms of office. No faculty member shall serve more than two consecutive terms.

3. Meetings:

- A. The FAC shall meet as often as needed to perform its duties, but not less three times a semester during fall and spring semesters.
- B. The minutes of the FAC shall be made available to all faculty via the website.
- C. All faculty will be notified of Council meetings in advance and will be invited to submit possible agenda items. Meetings of the FAC shall include both open and closed sessions as necessary.

XII. SPECIAL COMMITTEES

The faculty or the Dean may create special committees for specific purposes as needs arise. Each special committee shall elect its own chair each fall. Effective with the approval of these *By-Laws*, the following Special Committees will be considered to have been created:

Accreditation Steering Committee

The Accreditation Steering Committee oversees all aspects of the accreditation process and incorporates CAEP and other accreditation-related processes and procedures into the day-to-day operations of the College. Membership on the Accreditation Steering Committee will include the Dean, Associate Deans, Assessment Coordinator, Director of Student Advising, School Directors, Director Field Experiences, the Director of Assessment and Accreditation, and faculty representatives.

Awards Committee

The duty of this committee shall be to review applications for the COEHD annual awards, including but not limited to: the Teaching Excellence Award, the Research and Creative Achievement Award, and the Service and Engagement Award. Awards Committee will be composed of a minimum of three individuals, one from each School. Each School will elect one representative to serve a two-year term on the Awards Committee. The Associate Dean for Graduate Education, Research, and Outreach shall also serve as *ex officio* member of the committee. When possible, these elections will take place early in the Fall semester. Members cannot be considered for one of the awards while serving on the Awards Committee. Members on the Awards Committee will serve two-year terms, and can be re-elected one time for two concurrent terms. After a minimum of one term away, members may rejoin the committee. To support continuity and organization, terms of the Committee will be rotated so that at least one member is always serving in their second year.

Teacher Education Coordinating Council

The Teacher Education Coordinating Council oversees the overall implementation and sustainability of accreditation procedures for the entire CAEP unit. Membership includes the Dean and Associate Deans of COEHD, the Dean and Associate Deans of CLAS, the Assistant Vice President of Graduate Studies, School Directors, and the Director of Assessment and Accreditation.

XIII. ELECTIONS

Regular elections of committee members shall take place in Spring of each year and will be administered by the support staff of the Dean. Those elected will assume office during the last College Faculty Meeting of the academic year, unless otherwise stated by these *By-Laws*.

XIV. COEHD ADVISORY BOARD

In order to ensure that the College has appropriate and timely input from all of the constituencies that it serves, the Dean shall appoint members to the COEHD Advisory Board. The Advisory Board will meet twice a year, once in the Fall Semester and once in the Spring Semester. The membership of the Advisory Board shall include superintendents, principals, classroom teachers, and alumni of the COEHD, and may also include other community members who work closely with the COEHD. Members of the

Advisory Board shall serve terms of three years, and may be reappointed for a second term. The function of the Advisory Board will be to offer advice and suggestions to the Dean and the College with respect to curriculum, programs, outreach, and other areas of concern. The Chair of the COEHD Advisory Board shall be appointed by the Dean.

XV. AMENDMENT OF BY-LAWS

Major changes to these *By-Laws* may be approved at any time in a scheduled College Faculty Meeting by a two-thirds majority of all members present and eligible for voting, providing that the faculty of the College have been notified of the proposed amendment at least one month in advance. The notification of the proposed amendment may be shared at scheduled School meetings, or submitted electronically to all regular faculty. The text of the amendment shall be included with the agenda of the meeting of the College at which consideration is to occur. Minor editorial changes to the *By-Laws* can be approved by a simple majority vote of the faculty, either at a Faculty Meeting or electronically.

XVI. ADOPTION

1. Voting by paper or electronic ballot, a simple majority of the regular College faculty may adopt the College *By-Laws* or sections of the *By-Laws*. Such approval takes effect immediately following the approval of the Dean and Provost. The *COEHD Faculty and Staff Handbook* will be revised accordingly.
2. The Dean's staff shall conduct an election of all officers and representatives specified by the *By-Laws*. Within two weeks of the *By-Laws*' approval, Schools and programs shall elect their committee representatives.

XVII. REPRESENTATIVES TO THE FACULTY SENATE

1. College representatives to the Faculty Senate shall be elected according to Article IV, Section 1.B and C of the *Constitution of the University of Maine Faculty Senate*.
2. Time and manner of election
 - A. The COEHD shall elect its Senator(s) during the Spring semester for the upcoming academic year. Voting shall be by secret ballot and at least two faculty members shall be nominated for each vacancy a College has on the Faculty Senate. In the case of the COEHD, each School shall elect one member to the Faculty Senate, and one member shall be elected on a College-wide basis.
 - B. A special election at a College Faculty Meeting or through an electronic ballot shall be held to fill an unexpired vacant position on the Faculty Senate. The President of the Faculty Senate shall declare a position vacant if, in consultation with the Faculty Senator, the President determines that the Senator is unable to continue to fulfill his/her responsibilities. Senators have the responsibility to inform the Senate President of any circumstances that may preclude their continued participation in Senate activities.
 - C. In order to be eligible to serve on the Faculty Senate, a faculty member must have

tenure status or have been a member of the University of Maine faculty for at least two years.

3. Term of office
 - A. The term of office of a Senator shall be three years, beginning July 1 following the election, serving for not more than two successive terms.
 - B. The terms of office for Senators from COEHD will be so fixed that approximately one-third of the Senators shall be elected each year.
4. Election of School Senators shall be by ballot distributed to regular members of the faculty of the School. All candidates will be listed on the ballot, and voters may vote for up to the number of upcoming vacancies. The number of votes received by each candidate will be tallied and vacancies will be filled in order of the total votes received until all available Faculty Senate seats are filled. In the case of the College-wide Senator, the election shall be by ballot distributed to regular members of the faculty of the College either at the last College Faculty Meeting of the College in the Spring Semester, or by mail-in ballot. All candidates will be listed on the ballot, and voters will vote for one candidate. The number of votes received by each candidate will be tallied and the candidate with the greatest number of votes shall become the College-wide Faculty Senator.
5. No more than two members from any one School shall serve concurrently on the Faculty Senate.
6. To enhance communication and shared governance, College representatives to the Faculty Senate shall have monthly meetings with the Dean.