

**The University of Akron**

**College of Education**

**Bylaws**

**Revised November 2007**

**Revised May, 2007**

**Revised August, 2004**

**Revised October, 2003**

**Revised August 2003**

**Approved April, 2002**

**Revised March, 2002**

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## BYLAWS

### COLLEGE OF EDUCATION THE UNIVERSITY OF AKRON

#### I. DEPARTMENTS

The College of Education consists of the College administration and four academic departments:

Counseling  
Curricular and Instructional Studies  
Educational Foundations and Leadership  
Sport Science and Wellness Education

#### II. RELATIONSHIP TO THE UNIVERSITY

The administrative structure of the College and its operating procedures are subject to and must be consistent with the provisions of the University rules as outlined in Ohio Administrative Code 3359. In the event of an inconsistency in the provisions of these Bylaws and the University rules, the provisions of the University rules shall govern.

#### III. COLLEGE COUNCIL

- A. Membership: The College Council is composed of all tenure-track faculty, emeriti faculty, part-time faculty, visiting full-time teaching faculty, contract professionals, student delegates, and administrators of the College of Education.
- B. Voting Membership: Voting is confined to those tenure-track faculty holding the rank of Assistant Professor, Associate Professor, or Professor (including Distinguished Professor) in the College, part-time faculty delegates, student delegates, one faculty from each department to represent fixed term faculty, elected from among the fixed term faculty (4), one staff representative, elected from all College staff (1), and one contract representative, elected from all contract professionals (1).
- C. Function: The College Council is the legislative body of the College which makes recommendations to the Dean about all matters of college policy, curricula and programs, and faculty rights, responsibilities, and privileges, except those areas specifically governed by collective bargaining agreements. The Dean will report to the College Council in a timely manner whether she or he approved the recommendation and provide a rationale for that action. The Council also provides advice and counsel on organization and administration of the College and other items presented to the body for its consideration. The Council elects its own committees in the manner prescribed in these Bylaws and all representatives to university-wide bodies.
- D. Officers: A Chair and a Secretary of the College Council shall be elected from the membership by mail ballot prior to the last Council meeting of the academic year. The Chair and the Secretary will take office at the start of the following year, unless the current Chair or Secretary are unavailable to carry out the responsibilities of the office, in which case the newly elected Chair or Secretary will take office at the end of Spring Semester. The Chair and Secretary each serve for one year and may be re-elected.

1. The Chair is responsible for:

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- a. drawing up an agenda for all regular and special meetings of the College Council,
  - b. presiding at all meetings of the College Council,
  - c. appointing *ad hoc* committees of the College Council
  - d. appointing from the continuing members, a member of each committee to call and conduct the committee's first meeting by the College Day of Development held at the beginning of the academic year.
  - e. chairing the Council's Executive Committee,
  - f. serving on the College of Education Administrative Council, and
  - g. with the Secretary, securing nominations for Council Officers and other College elected positions and distributing a ballot for the election of these officers/ positions prior to the last Council meeting of the academic year; collecting and counting votes; and continuing this process until a candidate receives a simple majority of the eligible votes cast for each office/position, and
  - h. carrying out other responsibilities as directed by the College Council.
2. The Secretary is responsible for:
- a. recording and distributing the minutes of all meetings of the College Council,
  - b. distributing, at least five working days prior to any scheduled or called meeting (except in the case of emergency meetings which do not allow it), an agenda and copies of all materials requiring Council action,
  - c. conducting elections of College Council officers and University committees,
  - d. acting in the Chair's absence to conduct meetings of the College Council,
  - e. recording attendance at meetings of all members as present, absent, or absent with notice. Notice of anticipated absence may be given in writing by any member to the Secretary prior to the meeting,
  - f. with the Chair, securing nominations for Council Officers and other College and University elected positions and distributing a secret ballot for the election of these officers/positions prior to the last council meeting of the academic year; collecting and counting votes; and continuing this process until a candidate receives a simple majority of the eligible votes cast for each office/position, and report the result to College Council.
  - g. carrying out other responsibilities as directed by the College Council.
- E. Part-time Faculty Delegates and Student Delegates: Each Department will select one part-time faculty delegate and one student delegate to serve on the College Council. Departments will attempt to include diversity in their student delegates. These delegates will serve for one year, beginning with the start of the academic year.
- F. Meetings: The College Council shall meet at a time convenient for most faculty at least six times each academic year at a time scheduled by the Chair, in consultation with the Dean. The Council members shall be notified of the schedule prior to the end of the first week of the academic year. Special meetings of the College Council may be called in one of two ways:

(1) by the Dean or (2) by the College Council Secretary at the request of 25% of the voting membership. Except for emergency situations, at least five working days notice must be given for any meeting of the College Council. Emergency meetings and special called meetings may not consider items other than those specified in the call of the meeting.

- G. Quorum: Twenty (20) voting members present in person constitutes a quorum.
- H. Rules of Procedure: The Council will follow Robert's Rules of Order, in its most recent revision (As of August 2007, this is the 10<sup>th</sup> Edition).

#### IV. STANDING COMMITTEES OF COLLEGE COUNCIL

- A. Committees: The following standing committees will be selected as provided for in these Bylaws and are responsible to the College Council:

1. Undergraduate Studies Committee.
2. Graduate Studies Committee.
3. Professional Education Council.
4. Personnel Committee.
5. Technology Committee.
6. Diversity Committee.
7. Grievance Committee.
8. College Community Committee
9. Executive Committee
10. College Tenure and Promotion Committee (CTPC).
11. Student Teaching Committee

In addition, the legislative activities of the Administrative Council of the College of Education are provided for in these Bylaws.

- B. Membership: Each committee will have two representatives from each College department, except as otherwise provided in these bylaws. Each of these members will serve for two years with terms staggered so that each department will have a newly elected member each year.

Departments will elect their own committee representatives from its voting members of Council prior to the end of the academic year preceding their term of service. Departments will elect replacements to complete the term of any of its representatives who no longer qualifies for voting membership in the Council and such new members will take office when their election is certified by the College Council Chair and Secretary.

The Professional Education Council, College Tenure and Promotion, and Executive Committees' memberships are prescribed in these bylaws.

- C. Committee Officers: Each committee, except as otherwise provided for in these bylaws will elect a chair from among the committee members at the committee's first meeting of the academic year. Each committee, except for the Grievance Committee, will elect a secretary

from among the committee members at the committee's first meeting of the academic year. The chair of each committee will draw up an agenda and conduct meetings. The secretary will take and distribute minutes of the meetings. Minutes are to be distributed to the committee members and to the College Council Chair and Secretary. The secretary of each committee will preside in the absence of the chair.

- D. Undergraduate Studies Committee: The Undergraduate Studies Committee gives overall direction to the College's programs that lead to licensure and to undergraduate non-licensure programs.
1. Membership: In addition to the members elected to the Committee as provided for in these Bylaws, the Dean or Dean's designee, and the Coordinator of Licensure, will serve on the committee as ex officio, non-voting members.
  2. Responsibilities:
    - a. The Undergraduate Studies Committee shall review and approve undergraduate curriculum proposals that originate in the departments.
    - b. The Undergraduate Studies Committee shall submit the approved curriculum proposals to the college council for a vote.
    - c. The Undergraduate Studies Committee shall collaborate with the departments and the Professional Education Council in an advisory capacity to review and evaluate policies leading to the continuous improvement of the undergraduate programs.
    - d. Requests to make exceptions to established policy in undergraduate initial licensure and/or undergraduate non-licensure programs that require College approval will be forwarded by Departments to this committee for action, which may be approval, approval with modification, or denial. This committee may delegate its authority in this regard to an administrator and/or faculty committee constituted solely to consider these exceptions.
    - e. This Committee will consult with administrators regarding initial undergraduate licensure and undergraduate non-licensure issues
- E. Graduate Studies Committee: The Graduate Studies Committee provides overall direction to the College's graduate degree and non-degree courses and programs.
1. Membership: Only members of the Graduate School faculty may serve as members of this committee. In addition to the members elected to the Committee as provided for in these Bylaws, the Dean or the Dean's designee will serve on the committee as an ex-officio, non-voting member.
  2. Responsibilities:
    - a. To review proposals, revise existing policy or initiate action related to policy, courses, programs, and all other matters affecting graduate studies and forward recommendations to the Council. In most cases proposals will originate in the Departments and then be reviewed by this Committee. However, this Committee may initiate action which must be returned to the affected Department(s) for their review and action before the proposal is acted upon by the Council. All formal proposals to revise or initiate new policies brought to or initiated by this committee will be acted on by the committee and reported to College Council in a timely fashion.
    - b. to review, revise existing policy or initiate action related to Graduate Faculty Membership

- c. to review requests by College Council or by Departments to make exceptions to established graduate policy and programs that require College approval. Requests will be forwarded by College Council or Departments to this committee for action, which may be approved, approved with modification, or denied. This committee may delegate its authority in this regard to an administrator and/or faculty committee constituted solely to consider these exceptions.
  - e. This Committee will advise the Dean or Dean's designee with regard to graduate issues as needed.
- F. Professional Education Council: This committee provides oversight for issues of curriculum, policies and accreditation in licensure programs for teachers and school personnel. The committee makes recommendations for interdepartmental and intercollege matters. PEC recommends professional education policy to the College Council for approval and is the college committee used to assure appropriate actions are taken on professional education issues for consistency with both Ohio Department of Education requirements, the National Council for the Accreditation of Teacher Education, and Specialized Professional Association standards.
1. Membership: This committee is chaired by the Dean or Dean's designee, as a non-voting member. The membership will be limited to a total of 24 members, including the following representation: Licensure Area Representatives: (1 per category): Early Childhood Education, Middle Child Education, Adolescent and Young Adult, Intervention Specialist, Multi-Age (Sports Science and Wellness Education), Multi-Age (Curricular and Instructional Studies), School Counseling, Educational Administration; Educational Foundations Faculty: (3 representatives); Fine and Applied Arts: (2 representatives); Arts and Sciences: (2 representatives); Advising Representatives: (2 representatives); 1 liaison from General Education Advisement and Assistant Dean, or liaison, for Student Affairs; School Partners: 3 representatives, with one being from Akron Public Schools; Clinical/Field Experiences: (1 representative from Extended Education Office of the College); Accreditation and Assessment: (1 representative: Director of Assessment and Accreditation); Dean's Office: Dean or Designee; and the Coordinator of Licensure.

Elections of members to this committee will be conducted prior to the end of the academic year preceding their term of service, by the relevant departments. Representatives defined in this paragraph will serve two-year terms. Their terms will be staggered so that half of these representatives will be elected each year.

2. Responsibilities:
  - a. All proposals affecting professional education, or policies, or curriculum, or accreditation will be initiated or reviewed by this committee and forwarded to the Undergraduate Studies or Graduate Studies Committee with this committee's recommendation for action.
 

This committee may initiate action which must be returned to the Department(s) housing the affected program(s) for their review and action before the proposal is acted upon by the Undergraduate Studies or Graduate Studies Committee. Alternatively, proposals may originate in the Departments and then be reviewed by this committee. All formal proposals to revise or initiate new policies brought to or initiated by the committee will be acted on by the committee and reported to College Council in a timely fashion.
  - b. Working with Departments, this committee will establish and monitor procedures to assure the continuous review and updating of Core courses and

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- clinical, field experiences, internships, and service learning in programs that lead to licensure.
- c. This committee will provide advice to all professional education, Extended Educational Experiences, and other matters as they carry out their responsibilities for programs that lead to licensure.
  - d. This committee will initiate and coordinate efforts to secure sufficient resources, including internal and external funding, for various aspects of the Core courses and clinical, field experiences, internships, and service learning in programs that lead to licensure.
- G. Personnel Committee: The Personnel Committee addresses issues of faculty research awards and faculty awards.
1. Membership: The membership is composed of elected department representatives as provided for in these Bylaws.
  2. Responsibilities:
    - a. This Committee will perform the following duties regarding the College of Education research grants funded through the Dean's office. Policies to govern grants must be written and submitted to the College Council for approval, prior to solicitation of grants or their award:
      - (1) initiate the distribution of approved proposal submission guidelines
      - (2) review appropriately submitted proposals
      - (3) select the grant award recipients
      - (4) forward recipient names and award amounts to the Dean for dissemination of awarded funds
      - (5) notify all applicants regarding the Committee's decisions
    - b. This Committee will select College of Education faculty award recipients. This committee may delegate its authority in this regard to a faculty committee constituted solely for this purpose. Policies to govern faculty awards must be written and submitted to the College Council for approval, prior to the nomination for awards.
      - (1) initiate the distribution of approved award guidelines
      - (2) review appropriately submitted materials
      - (3) select the award recipients
      - (4) forward recipient names to the Dean
- H. Technology Committee: The Technology Committee addresses issues regarding provision of technology within the College for students, faculty, and administrators and competency of College of Education students in the use of technology.
1. Membership: The voting membership composed of elected department representatives as provided for in these Bylaws. The Dean's designee(s) serve(s) as an ex-officio non-voting

member.

2. Responsibilities
  - a. Proposals regarding policy for the use of technology by College of Education faculty, administration and students may be made by Departments or this Committee. Proposals emanating from departments will be reviewed by this Committee and forwarded to the Council with the Committee's recommendation for action. Proposals emanating from this Committee will be reviewed by the departments prior to being forwarded to the Council with the Committee's recommendation for action. All formal proposals to revise or initiate new policies brought to or initiated by this committee will be acted on by the committee and reported to College Council in a timely fashion.
  - b. Working with Departments, this Committee will facilitate faculty professional development activities with regard to technology.
  - c. This Committee will provide advice regarding technology issues to the Dean or Dean's designee.
  - d. The Technology Committee will initiate and coordinate efforts to secure sufficient resources, including internal and external funding and coordination with organizations internal and external to the University, for technology for the College.
- I. Diversity Committee: The Diversity Committee shall assess and make recommendations to the Council and the Dean in alignment with the College's Diversity Vision Statement.
  1. Membership: In addition to the members elected to the Committee as provided for in these Bylaws, the College Licensure Coordinator will serve on the committee as an ex officio, non-voting member.
  2. Responsibilities:
    - a. The Committee will make recommendations to the Council and Dean regarding procedures to attract and retain diverse students, faculty, staff and administration.
    - b. The committee will document faculty, contractual professional, and administration diversity-related activities each year.
    - c. The committee will develop activities for students, faculty, staff, and administration to build awareness, understanding and appreciation of diversity.
    - d. The committee will review and make recommendations to the Council and Dean regarding the COE diversity definition and vision statement.
- J. Grievance Committee: The Committee will hear and advise on student grievances within the College of Education as provided for by documents that require an appeals process.
  1. Membership: Membership is restricted to elected department representatives as provided for in these Bylaws. The Office of the Dean will notify the committee Chairperson if a Hearing Board is deemed necessary to review and/or act on a College-related grievance, according to a policy written by the Committee and approved by the College Council. The Committee will appoint ad hoc Hearing Boards drawn from its membership. Each Hearing Board will be constituted and will act in accordance with the documents then in effect.

2. Responsibilities: The Committee will elect its own chair from among those elected to it and shall meet regularly to review existing grievance policies and propose new policies when needed regarding grievances and their resolution which are under its jurisdiction. Such policies will be submitted to and approved by the College Council before becoming effective.
- K. College Community Committee: The College Community Committee addresses college issues which are nonacademic in nature, including college social functions, matters of collegiality, and the College Flower Fund.
1. Membership: The membership is composed of elected department representatives as provided for in these Bylaws.
  2. Responsibilities:
    - a. This Committee is responsible for arranging social events for the College, at least twice per academic year. Social events are designed to be all inclusive and diverse in nature, promote collegiality, and be related to life within the college community.
    - b. This Committee is responsible for administering the College Flower Fund.
      1. Committee members will collect donations to the College Flower Fund at the Day of Development, followed by initial departmental faculty meetings, and through follow-up email.
      2. Contributors to the College Flower Fund include all staff, faculty, and administrators from each department of the College of Education, together with the Dean's office.
      3. Donations collected by members of the College Community Committee will be given to the Dean's office to be distributed on an as-needed basis. The committee will report any disbursements to College Council twice yearly.
- L. Executive Committee: The Executive Committee addresses those issues not assigned to other committees, and provides advice to the Dean on matters of administration, budget, facilities, and planning and priorities of the College, except as otherwise provided.
1. Membership: The Executive Committee will be composed of the Chair of the College Council, who will serve as Chair of this Committee, and the elected Chairs of the Standing College Committees. In addition, the Dean of the College of Education or the Dean's designee in the Dean's absence will serve on the committee as an ex officio, non-voting member.
  2. Responsibilities:

Proposals to revise or initiate new policy, not assigned to other committees, will be reviewed by this Committee and forwarded to the Council with the Committee's recommendation for action. Proposals emanating from this Committee that are department specific will be reviewed by the departments prior to being forwarded to the Council with the Committee's recommendation for action. All formal proposals to revise or initiate new policies brought to or initiated by this committee will be acted on by the committee and reported to College Council in a timely fashion.

- a. In cases where issues are not clearly the province of one or another committee, this Committee will decide which committee or committees has jurisdiction.
- b. This Committee makes recommendations to the Council regarding any proposed amendments to the Bylaws of the Council.
- c. At the initiation of College Council, the Executive Committee, or the Dean, this Committee will advise the Dean on matters of administration, budget, facilities, and planning and priorities of the College.

M. College Tenure and Promotion Committee (CTPC).

1. Membership. Members of the College shall be elected at-large by the regular faculty in the Spring of each year to serve the following year. This member must be tenured at the time of election and must have at least one year of service to The University of Akron at the time of election. Those with decanal rank and those providing separate tenure and promotion recommendations regarding candidates are not eligible for election to the committee. The Committee duties are described below.
2. Responsibilities: In accordance with the Collective Bargaining Agreement and the College RTP document and calendar, the Dean will call an informational meeting of a minimum of five members of the CTPC (and elected replacements, if members are unable to serve) and the departmental chairs and the Departmental RTP Committee Chairs. At this meeting, the Dean will review the RTP College of Education Bylaws as written in the current document and appendices. The Dean will also present the RTP calendar to the CTPC and the departmental chairs who, in turn, shall assure calendar distribution to all faculty per the university calendar and college RTP document preceding application for reappointment, tenure, and promotion. Special rules (see University policy and CBA) apply for purposes of reappointment in the first year of service. The candidate shall present a request for reappointment, tenure and promotion, in writing, in accordance with university and college RTP calendars, following notification by the Department Chair. The CTPC shall elect a chair from the minimum of five faculty members composing the committee.

N. Student Teaching Committee: The purpose of this committee is to seek to ensure that all candidates applying for admission to student teaching are appropriately prepared and ready for this step in their professional development. This committee will meet at least twice each year or as needed by program requirements for this purpose.

1. Membership: This committee is chaired by the Dean or Dean's designee as a non-voting member. The membership includes one elected representative from each of the departments involved in teacher preparation (Curricular & Instructional Studies, Educational Foundations & Leadership, and Sport Science & Wellness Education). This committee also includes a representative from the College of Fine and Applied Arts (representing faculty involved in teacher preparation), a community partner representative with responsibility for hiring teachers, The Coordinator for Licensure and the Director of the Office of Student Teaching and Field Experiences as ex-officio non-voting members.

Representatives defined in this paragraph will serve two-year terms. Their terms will be staggered so that half of these representatives will be elected each year.

2. Responsibilities:

- a. In seeking to accomplish its purposes, the committee will review the credentials of candidates prior to their entry into student teaching at the candidate's request. This committee may recommend to the Dean or Dean's designee unconditional admission, conditional admission or deny admission to student teaching.

## V. ADMINISTRATIVE STRUCTURE

- A. **Dean of the College:** The Dean of the College is the chief executive officer of the College and receives authority from the President through the Senior Vice President and Provost. The Dean will hold academic rank of professor in the faculty of the College. The description of the job of the Dean appears in the University rules.
- B. **Other Deans and Directors:** Other Assistant or Associate Deans and Directors and contract professionals will be appointed by the Dean, in consultation with the faculty and consistent with the University rules and University employment policies and procedures, as prudent and proper to administer the College in the fulfillment of its mission.
- C. Each of the departments shall have a Department Chair who administers the internal affairs of the department, serves on the Administrative Council, and is the liaison between the Office of the Dean, other administrative bodies of the College and the University, and the department. The Department Chair shall be chosen in a manner consistent with the University rules.
- D. Under the leadership of the Dean, the Administrative Council is responsible for administering policies, programs, and other activities of the College of Education. The Administrative Council's membership is composed of the Dean, Chair of the College Council, Department Chairs, and other members as determined by the Dean.

The Administrative Council may make recommendations regarding policy, procedures, and programs to the College Council for consideration by Council committees and action by the Council, as provided for in these Bylaws.

## VI. AMENDMENTS TO THE BY-LAWS

Amendments to this document may be proposed by any committee or any voting member of the Council by placing such proposal on the agenda of a meeting of the Council. Such proposals will be discussed at that meeting and then referred to the Executive Committee for not less than two nor more than five weeks to be reviewed. At the next Council meeting following the review period the proposal will be placed on the agenda for action and the Executive Committee will make a recommendation about the proposal. Passage of the proposal, including amendments, if any, requires a two-thirds majority of votes cast.