

**THE BYLAWS TO GOVERN THE OPERATIONS OF
THE DEPARTMENT OF EDUCATIONAL FOUNDATIONS AND LEADERSHIP
COLLEGE OF EDUCATION
THE UNIVERSITY OF AKRON**

Approved November 15, 1996
Suggested Revisions March 2001
Approved April 2003
Suggest Revisions March 2008
Approved April 11, 2008

**ARTICLE ONE
INTRODUCTION**

This document has been revised in consideration of changes in operational procedures within the Department of Educational Foundations and Leadership due to the Collective Bargaining Agreement between the University of Akron and the American Association of University Professors, The University of Akron Chapter, 2005, the revised RTP Guidelines, and programmatic and personnel changes within the EFL Department. This document is also in compliance with the University of Akron College of Education Bylaws adopted in 2007.

**ARTICLE TWO
MEMBERSHIP**

- I. The membership of the Department of Education Foundations and Leadership of the College of Education of The University of Akron shall include all full-time bargaining unit faculty of the Department and all the members of the University community who hold their faculty rank in this Department.
- II. Graduate members of the faculty of the Department shall be those members of the Department who have met the qualifications and have been approved by the Graduate School of The University of Akron for membership on the Graduate Faculty of the University.
- III. Only bargaining unit faculty of the Department of Educational Foundations and Leadership who carry 24 academic load hours for the academic *year* will be considered in determining a quorum. Only these faculty have voting privileges on Departmental matters.

**ARTICLE THREE
PARLIAMENTARY PROCEDURES**

All formally organized and called meetings of the Department of Educational Foundations and Leadership (or any meetings of its standing or ad hoc committees) shall be conducted in

accordance with the parliamentary procedures included in the most recent edition of Robert's Rules of Order.

ARTICLE FOUR MEETINGS

I. Provision For Regular Meetings of the Department

The Department shall hold regular meetings of the membership of the Department to conduct its affairs. Such regular Department meetings shall be held at appropriate times and places established by the Faculty Chair of the Department with at least five working days' notice being given in writing to all members. Written notices of Department meetings shall be accompanied by a written agenda for the particular meeting.

II. Provisions For Special Meetings of the Department

In case of emergency, ARTICLE FOUR, Section I, may be suspended. The Department Chair may call a special meeting of the Department at his/her discretion. The Executive Committee of the Department shall call a special meeting of the Department when such a meeting is requested by at least one-third of the membership of the Department.

III. Documentation Procedures for Regular and Special Meetings of the Department

A. Agenda

A written agenda shall accompany written notice (provided for in ARTICLE FOUR, Section I, above) of all regular or special meetings of the Department.

B. Minutes

Written minutes shall be recorded of all regular and special meetings of the Department. Minutes shall reflect, as much as may be possible, a faithful and accurate account of the proceedings

IV. Quorum is 50% or more of eligible faculty members as defined in Article Two, Section I, Membership.

V. Voting Procedures

A. Secret ballots will be used for all personnel decisions where personnel is defined as staff, employees, workforce, workers, labor force, human resources, manpower, and/or wage labor.

B. Visiting faculty members and adjunct faculty members do not vote at departmental meetings and are not considered in determining a quorum.

- C. Electronic voting rules will follow College of Education Bylaws.
- D. Absentee ballots will follow Roberts Rules of Order. Absentee ballots, electronic voting, and proxy voting will be used at the will of the faculty where there is no deliberative debate required on an issue or question before the faculty. “An organization should never adopt a bylaw permitting a question to be decided by a voting procedure in which the votes of persons who attend a meeting are counted together with ballots mailed in by absentees.” (Roberts Rules of Order, 2000, p. 409)

ARTICLE FIVE OFFICERS

I. Department Chair

The Department Chair is the line administrative officer of the Department. Within the authorities and responsibilities granted to the Department Chair by the rules and regulations of the Board of Trustees of The University of Akron and the job description for this office contained in the University Rules of The University of Akron, the Department Chair shall conduct the affairs of this Department in accordance with the provisions of this document. Insofar as may be possible, the Department Chair's official views shall reflect the feelings of the members of the faculty of the Department. The Department Chair shall serve as Chairperson of the Executive Committee of the Department.

II. Faculty Chair

A. Duties

The Faculty Chair shall be a member of the Executive Committee of the Department. He or she shall chair all regular or special meetings of the Department. He or she shall coordinate with the Faculty Secretary of the Department the composition and distribution of the official minutes of all regular or special meetings of the Department. He or she shall be responsible for the composition and distribution of the agenda for all regular or special meetings of the Department. The Faculty Chair shall be responsible for the collection and accurate archiving of all minutes of the Department during his or her term of office. At the end of his or her term of office, he or she shall account for the accurate keeping of such records and see that the same are passed on to his or her successor and to the Department office.

B. Term of Office and Conditions of Election

The Faculty Chair's term of office shall be one year (from the beginning of the fall semester to the beginning of the following fall semester) although he or she shall be elected to this office in the Spring Semester preceding the fall semester in which his or her term of office shall begin. (Reason for change: Revision follows current practice)

and corrects time inconsistency) The Faculty Chair may hold this office as often as he or she is elected. In order to be elected, a candidate for this office shall receive the vote of a majority of the members of the Department.

III. Faculty Secretary

A. Duties

The Recording Secretary shall also be a member of the Executive Committee of the Department by virtue of his or her office. He or she shall assist the Faculty Chair in the conduct of Departmental meetings. He or she shall be responsible for preparing and circulating the notice of the agenda and the minutes of all Department meetings in cooperation with the Faculty Chairperson.

B. Term of Office and Conditions of Election

The Recording Secretary of the Faculty shall have a term of office of one year (from the beginning of the fall semester to the beginning of the following fall semester) although he or she shall be elected to this office in the Spring Semester preceding the fall semester in which his or her term of office shall begin. (Reason for change: Revision follows current practice and corrects time inconsistency) The Recording Secretary may hold this office as often as he or she is elected. Reason for change: Grammatical). In order to be elected, a candidate for this office shall receive the vote of a majority of the members of the Department.

ARTICLE SIX COMMITTEE STRUCTURE

I. Purpose of Committees

Insofar as the Department of Educational Foundations and Leadership is committed to participatory democracy, we believe that this Committee structure provides the best means for all faculty members of the Department to participate in the democratic operation of the Department.

II. Committees of the Department of Educational Foundations and Leadership

A. Standing Committees of the Department of Educational Foundations and Leadership shall be:

1. Curriculum and Assessment Committee
2. Executive Committee
3. Personnel Committee
4. Promotions Committees

B. Ad hoc committees

Ad hoc committees shall be those committees of short-term duration created to perform a specific function or to study a specific problem.

III. Procedures for Establishing or Disbanding a Department Committee

A. A recommendation to establish or disband a Standing Committee may be set forth by the Executive Committee and is subject to the procedures described in this document for amending the bylaws.

B. A recommendation to establish or disband an ad hoc committee must be made on the floor of the Department meeting by the Department Chair, the Executive Committee, or a faculty member. A plurality of the faculty present must pass the motion.

IV. Committee Membership

A. Personnel, Curriculum and Assessment Committee, and Executive Standing Committees:

1. Each full-time faculty member of the department is expected to serve on one or more of the following committees: Personnel Committee; Curriculum and Assessment Committee; Executive Committee.
2. In the Fall Semester of each academic year, the Faculty Chair shall poll faculty members to determine their committee preferences and shall appoint members accordingly.

B. Promotions Standing Committees:

All the faculty members within the Department who are at the same or higher rank than that for which the candidate is being considered shall serve on the Promotions Standing Committee for that candidate.

C. The Department Chair or the Executive Committee shall appoint members of ad hoc committees in compliance with University Rules and Contract language.

D. Each committee (except the Executive Committee) shall select a chairperson, who shall call meetings of the committee, preside over its meetings, and report the action of said committee to the faculty of the Department.

E. The Executive Committee meetings shall be called by the Department Chair.

ARTICLE SEVEN
ORGANIZATION AND PURPOSES OF THE DEPARTMENT COMMITTEES

All Departmental Committees will be responsible for the creation and dissemination of minutes. The minutes are to be maintained in a documentary manner by the Department.

- I. Personnel Committee: The Personnel Committee addresses issues of faculty rights, well being, professional development, and other matters affecting part-time and full-time faculty.
 - A. Membership: The membership is composed of department representatives as provided for in these bylaws.
 - B. Responsibilities:
 1. To establish and monitor procedures for the professional development of full-time and part-time faculty.
 2. To identify and petition the Department Chair for needed resources such as, but not limited to: graduate assistants, student assistants, clerical help, materials, and other facilities.
 3. To facilitate the scholarly activities of Department members through activities such as, but not limited to: requesting load credit for scholarly activities, assisting interested members in writing and submitting research proposals.
 4. To establish procedures for selecting, assigning, and evaluating graduate assistants.
- II. Curriculum and Assessment Committee
 - A. Membership: The membership is composed of department representatives as provided for in these bylaws. A faculty member teaching a course being studied by the Curriculum and Assessment Committee of the Department shall be consulted at the time the course is studied by the Committee.
 - B. Responsibilities
 1. To collect, review, and disseminate information concerning present courses in the Department and make recommendations to the Department on matters thereof.
 2. To collect, review, and disseminate information concerning relationships between courses in the Department, and make recommendations to the Department on matters thereof.

3. To collect, review, and disseminate information concerning relationships with the programs of other departments and make recommendations to the Department on matters thereof.
4. To review new course proposals and proposals for course changes and submit recommendations to the Department for approval.
5. To periodically review the admission process to graduate programs in the Department.
6. To develop, implement, and maintain a program assessment plan for the Department.

III. Executive: The Executive Committee addresses those issues not assigned to other committees, and provides advice to the Department Chair on matters of administration, budget, facilities, and planning and priorities of the department.

A. Membership: The Executive Committee will be composed of the Department Chair, the Faculty Chair, the Faculty Secretary three members (one from each professional rank in the department), and any volunteers as provided for in these bylaws.

B. Responsibilities

1. To development and circulate the departmental calendar and department meeting agenda.
2. To conduct elections for College and Department offices including, but not limited to: soliciting nominations, developing and distributing ballots, and tabulating and communicating results.
3. To make recommendations to the Department regarding any proposed amendments to the Bylaws of the Department.
4. To poll the department members to determine the distribution of the monies made available to the Department for annual salary increment.
5. To serve as a sounding board for administrative actions regarding unique or innovative programs which individual Department members would like to pursue and, further, to make recommendations to the Department Chair concerning such faculty initiatives.
6. To deal with emergency matters of departmental concern when it is impossible for the Department Chair to obtain input from the Department as a whole or from appropriate committees.

7. To assist the Department Chair in establishing and carrying out routine operating procedures not covered under the charge to other committees of the Department such as, but not limited to: office procedures, assignment of space, assignment of equipment, appointment of interim acting Department Chair, and allocation of budget resources.

IV. Promotion Committees: The Promotion Committees address issues of graduate faculty status, retention, promotion, and tenure.

A. Membership: Promotion Committees of the Department of Educational Foundations and Leadership shall be composed of all the faculty members within the Department who are at the same or higher rank than that for which the candidate is being considered.

B. Duties

1. To develop and submit to the Department for approval procedures and criteria for evaluating the professional activities of Department members, such as course evaluations and Graduate Faculty status.
2. To review and recommend action on all applicants for Graduate Faculty status using the departmental guidelines currently on file with the Graduate School.
3. To review the credentials and recommend action on all applicants seeking retention using the guidelines currently on file with the College of Education.
4. To review the credentials and recommend action on all applicants seeking promotion using the guidelines currently on file with the College of Education.
5. To review the credentials and recommend action on all applicants seeking tenure using the guidelines currently on file with the College of Education.
6. To review the credentials and recommend action on all cases of termination that may be brought to the committee.

V. Ad Hoc Committees

Ad hoc committees of the Department shall be created by means of the procedures outlined in ARTICLE SIX of these BYLAWS. Such committees shall be created to study a specific problem or perform a specific function.

ARTICLE EIGHT
PROCEDURES FOR AMENDING THESE BYLAWS

Proposed amendments to these Bylaws accompanied by a petition, signed by thirty (30) percent of the full-time members of the Department shall be forwarded to the Department Chair, who shall place the issue on the agenda of the Executive Committee, which will, after holding appropriate hearings, place the issue on the agenda of the next two regularly scheduled meetings of the Department. All proposed amendments shall be read at two successive, regularly scheduled meetings of the Department. At the conclusion of the second reading, a vote may be taken. In order to become part of these Bylaws, an amendment must receive the affirmative vote of a simple majority of the full-time faculty of the Department of Educational Foundations and Leadership.