

**BY-LAWS**  
**INSTRUMENT OF GOVERNANCE**  
**COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**  
**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

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## BY-LAWS

### INSTRUMENT OF GOVERNANCE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT THE UNIVERSITY OF TEXAS AT SAN ANTONIO

#### 1. GENERAL

##### A. PREAMBLE

The faculty of the College of Education and Human Development (COEHD), University of Texas at San Antonio (UTSA), through the *College of Education and Human Development By-Laws*, provide the organization, structure, and procedures by which and through which they function within the range of their authority and responsibilities as specified in the University of Texas at San Antonio *Handbook of Operating Procedures (HOP)*. This document is intended to be consistent with the policies specified in the HOP. To the extent that there is any inconstancy between this document and the HOP, the procedures in the HOP shall prevail. To the extent that there is any inconsistency between the procedures of other academic units in the College of Education and Human Development, the *College of Education and Human Development By-Laws* shall prevail.

This document hereby creates the framework for the organization, structure and operating rules and procedures adopted by the College of Education and Human Development as its instrument of governance designed to direct the performance of its functions and for the regulation of its affairs. It is predicated upon principles of shared governance in the continuous exercise of authority over the performance of the College's actions and functions.

##### B. PRINCIPLES FOR SHARED GOVERNANCE

1. Governance should be conducted according to the highest standards of ethical, scholarly, and collegial behavior.
2. Governance assumes varying points of view that are welcomed, debated, and acted upon without fear of threat or reprisal.
3. Governance operates within the framework of University, System, and Legislative policies, rules, and statutes.
4. The well being of the College of Education and Human Development depends upon strong faculty and strong administrators working jointly towards excellence through mutually developed goals within an agreed-upon governance structure.
5. Authority to participate in the decision-making structure of the College is a right and responsibility of tenure-track and non-tenure track faculty, administrators, academic professionals<sup>1</sup>, non-faculty administrators, students, and staff.

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<sup>1</sup> Academic professionals include specialists and clinicians.

6. Faculty governance and program decision-making is a shared responsibility. Faculty and administrators are obliged to contribute time, energy, and ideas to the development and maintenance of the College.
7. The involvement of faculty in the governance of the College, through a democratic process, applies to principles, policies, and processes that affect academic personnel, curricula, resources, and the mission of the College.
8. The governance structure is designed to afford a voice to all faculty members while recognizing, responding to, and promoting the voices of racial, gender, ethnic, and other minorities.
9. The governance structure is designed to afford a voice to tenure-track and non-tenure track faculty, administrators, academic professionals, non-faculty administrators, students, and staff.
10. Decision making in the College is explicit and carried out in open forums.
11. Representation and participation in College decision-making are accompanied by the requirement of accountability for the nature and consequences of such participation.

#### C. RIGHTS AND RESPONSIBILITIES FOR SHARED GOVERNANCE

Tenure-track and non-tenure track faculty, administrators, academic professionals, non-faculty administrators, students, and staff. at the university, college, and department levels have a duty to share in the rights and responsibilities of governance and administration of the college. These rights and responsibilities include *making recommendations* to the Dean of the College of Education and Human Development regarding:

1. The form and structure of governance in the College of Education and Human Development.
2. New programs and courses, course changes, course content, and manner of instruction in present programs and courses.
3. Requirements for matriculation and degrees.
4. Faculty recruitment, hiring, retention, promotion, granting of tenure, dismissal, developmental leave, and emeritus status.
5. Selection of department chairs and participation in the selection of the Dean and other college administrators, both interim and permanent. Recommending committees, however established, shall include representation from the faculty.
6. Rules and procedures for the academic discipline of students.
7. Norms for teaching responsibilities and the evaluation of faculty.
8. Policies and procedures governing annual performance reviews and merit increases.

9. Evaluation of administrators in the COEHD.
10. Other matters of concern to the faculty including, but not limited to:
  - a. general policies and procedures for determining class size, workload, course scheduling, and teaching assignments at all UTSA campuses.
  - b. general policies and procedures for the allocation of financial resources in the College.

When the Dean does not act upon a recommendation of the faculty or College Council, he or she will provide a written statement of explanation to the College Council, which in turn, shall disseminate the explanation to the general faculty.

Formal authority is vested in the Dean by the University of Texas System Regents and administration and by the administration of The University of Texas at San Antonio. The Dean represents the College of Education & Human Development faculty as their visible and expressive advocate. As such, the Dean is expected to exhibit, exemplify, and call forth the best efforts of the faculty in teaching, research, and service. However, within the normative structure of the College, the Dean is also accountable to the faculty, and effective authority is dependent on their support. Faculty represents the academic heart and conscience of the College. In contributing to the intellectual life of the College, faculty represent the best values of the profession in scholarship, teaching, and service in relation to academic professionals, non-faculty administrators, staff, and students, as well as to faculty colleagues.

Academic departments are the fundamental organizing units for the general faculty in the College. As much of the business of the College as possible shall be conducted at the departmental level. Those powers specifically prohibited to the College or not delegated by this document or other documents are reserved to the departments. These units are governed democratically in that policy and program decisions are made by faculty vote. Department chairs are responsible for conducting the daily business of the academic units, and they serve as representatives of their units in the administration of the College, ensuring strong representation of faculty concerns and sentiments in administrative matters.

The well being of the College of Education and Human Development as a whole is dependent upon shared responsibilities for governance and decision-making among the Dean, tenure-track and non-tenure track faculty, academic professionals, non-faculty administrators, staff, and students. This Instrument of Governance is designed to provide a structure for and to facilitate such a partnership. At the College level, the College Council provides a public forum for ensuring joint decision making among the Dean, tenure-track and non-tenure track faculty, administrators, academic professionals, non-faculty administrators, students, and staff regarding those issues pertaining to the College as a whole. The College Council does not displace the formal authority of the Dean but ensures explicit and ongoing consultation with tenure-track and non-tenure track faculty, administrators, academic professionals, non-faculty administrators, students, and staff and consideration of their advice, recommendations, and actions.

**ARTICLE I****NAME**

The name of the organization is the College of Education and Human Development, The University of Texas at San Antonio.

## **ARTICLE II**

### **VISION and MISSION**

The College of Education and Human Development (COEHD) at the University of Texas at San Antonio will be a national and international model for developing inclusive, transformative leaders guided by principles of community, equity, respect for diversity, integrity, service, and scholarship. With this vision, the COEHD will achieve recognition as a courageous community of field-engaged scholars who, with integrity, will successfully integrate high quality professional preparation, technology, and research that builds on the assets of the faculty, the students, and the community.

The COEHD will achieve this vision through its mission of developing knowledge and preparing professionals to significantly improve the education and human development processes and/or services needed to enhance the opportunities of the diverse people of Texas the nation and beyond.

The fundamental values embedded in the Mission of the COEHD are the creation and maintenance of a democratic, collaborative learning organization that:

- promotes equity and fairness
- recognizes a healthy balance among scholarship, teaching, and service
- develops and applies new knowledge of best practices
- prepares educators to succeed and lead in diverse contexts
- retains students, faculty, and staff
- builds community within and at large
- fosters the holistic development of all its members
- uses resources effectively and efficiently so that the College prepares and graduates citizens who are engaged in productive contributions to self, society, and the global community.

## **ARTICLE III**

### **AUTHORITY**

The College of Education and Human Development Governance shall be consistent with the official policies, rules, and regulations of The University of Texas System and The University of Texas at San Antonio as reflected in the UTSA Handbook of Operating Procedures (HOP).

## ARTICLE IV

### MEMBERSHIP

#### A. Faculty

1. Voting membership. Voting members of the general faculty include the following:
  - a. All professors, associate professors, and assistant professors whose teaching assignment is 50 per cent or more in the COEHD and who do not hold voting membership in another college;
  - b. All visiting professors, visiting associate professors, and visiting assistant professors who have had two semesters of service to the university and whose teaching assignment is 50 per cent or more in the COEHD, and who do not hold voting membership in another college;
  - c. All non-tenure track faculty who have had four or more consecutive or non-consecutive semesters with a 100% appointment at a rank of instructor or lecturer within the COEHD;
  - d. Department chair and persons holding administrative appointments above the departmental level are voting members of the general faculty, except on the DFRAC, CFRAC and UFRAC [see V (C)(5)(a) & F (1)(a)] and the College Council.
  
2. Non-voting membership Other persons who hold teaching and/or research appointments in the College but who do not meet the criteria for voting elaborated in Article 4 (A)(1) shall be considered nonvoting members.

#### B. Students

All students pursuing a program of study affiliated with the College of Education & Human Development shall be considered members of the college student body. Students may attend faculty meetings as nonvoting participants.

The President of duly constituted student groups or the President's designee shall represent such groups in a non-voting capacity to the College Council. The College Council will determine "Duly constituted" student group status.

Student representation at the departmental level is encouraged however the means for providing for such participation will be determined by each respective academic unit.

#### C. Staff

Classified staff members of the COEHD may attend faculty meetings as nonvoting participants.

#### D. Voting

Voting in any governing body or committee shall be in person or by proxy ballot, in-person ballot, electronic ballot, or absentee ballot.

1. Elections Elections and changes in the COEHD By-laws require advance notification of at least two weeks and the use of paper or electronic ballot procedures.
2. Call for ballot Any member of the voting faculty may call for ballot procedures rather than voice votes during faculty, College Council, committee, or department meetings.

## ARTICLE V

### GOVERNANCE

#### A. Dean

1. Term of Office

The Dean serves at the will and pleasure of the President of The University of Texas at San Antonio.

2. Selection

Selection of the Dean of the College of Education & Human Development shall be consistent with The University of Texas System Board of Regents Regulations and The University of Texas at San Antonio Handbook of Operating Procedures. Accordingly, “For advice on the appointment of a Dean of a College, the Provost and Vice President for Academic Affairs shall appoint a search advisory committee composed of at least two tenured members of the college faculty selected in consultation with college faculty, two general faculty members, at least one of whom shall be from another college, one department chair and other persons as the Provost and the Vice President for Academic Affairs may deem appropriate. The Provost and Vice-Provost shall appoint the committee chairperson. Except for compelling reasons stated by the committee in its final report, three or more nominees shall be submitted to the Provost and Vice President for Academic Affairs by the advisory committee. If the Provost and Vice President for Academic Affairs declines or, because of rejection of the post by all nominees, is unable to appoint any of the nominees, the Provost and Vice President for Academic Affairs may request the committee to make additional nominations, submit nominations to the committee, or may invoke such different procedures for selection of the appointee as the Provost and Vice President for Academic Affairs deems appropriate, provided that such different procedures shall include consultation with the committee before the President offers the position to any candidate. The Provost and Vice President for Academic Affairs will submit the committee's final report, which shall include an analysis of the strengths and weaknesses of finalists in terms of position-related criteria and qualifications, along with his or her recommendation, to the President, who will make the final selection and appointment.” (UTSA Handbook of Operating Procedures, § 1.2)

3. Responsibilities

- a) The Dean shall be responsible for the day-to-day management of the College of Education and Human Development.

- (1) The Dean shall represent, promote, and advocate the business and interests of the College among University officers and external communities with special regard to the College's vision and mission as elaborated in Article 2.
  - (2) The Dean's authority with regard to academic programs, resource allocations, strategic planning, and personnel decisions regarding merit, tenure, and promotion is vested in and assigned to the Dean by virtue of policies of The University of Texas System, The University of Texas at San Antonio, as well as by the President of The University of Texas at San Antonio and by the Office of Graduate Studies.
  - (3) The Dean, after consultation with the Department Chairs and the College Council, shall define the roles, functions, and responsibilities for the positions of associate dean or assistant dean.
  - (4) The Dean, after consultation with the College Executive Council and the College Council, shall appoint persons to fill such positions. The Dean shall evaluate the performance of the persons in the positions of associate and/or assistant dean with the advice of Department Chairs, the College Council, general faculty, and in accordance with university guidelines (See Article I, C.9.).
- b) The Dean, after on-going advice and counsel from department chairs, search committees, and the faculty, shall oversee processes to secure and fill authorized faculty positions.
  - c) The Dean shall meet with the College Council on a monthly basis to review the state of the College's progress, budget, accomplishments and needs.
  - d) The Dean shall convene, on at least an annual basis, an assembly of the general faculty of the COEHD to review the state of the College's progress, budget, accomplishments, and needs (See Article VI, A.).
  - e) The Dean shall be responsible for establishing student and staff grievance procedures and for ensuring that they are fair and equitable in their formulation, conduct, are in accordance with University policy and are made publicly available.
  - f) The Dean or the Dean's designee shall convene an organizational meeting of each College Standing Committee each academic year.
  - g) The Dean or the Dean's designee shall conduct an election to select a faculty member at the rank of full professor to serve on the UFRAC. A faculty member elected to the UFRAC is ineligible to vote at the DFRAC and CFRAC levels regarding the review of candidates for promotion and tenure.
4. Review of Performance
    - a. Routine Review Evaluation of the Dean shall be based on her/his record in advancing the College's mission and in accordance with the standards, policies, procedures and timelines as specified in the UTSA Handbook of Operating Procedures (HOP).
    - b. Extraordinary Review If fifty percent plus one (50% + 1) of the voting members of the college faculty wishes to initiate an extraordinary or "early"

review of the Dean, they may initiate the process by submitting a written request to the Provost. Upon approval of the Provost, the extraordinary review process will follow the standards, policies, and procedures as specified in the UTSA Faculty Senate By-laws and the UTSA HOP regarding the evaluation of Administrators (see UTSA Handbook of Operating Procedures, § 1.2).

5. Review of Associate and Assistant Deans

a. Routine Review Evaluation of an Associate and/or Assistant Dean shall be based on his/her meeting the roles, functions, and responsibilities as stipulated by the Dean, and made with the advice of the College Council.

B. Faculty

Each faculty member shall be assigned by the Dean to one of the following academic units.

1. Department of Bicultural Bilingual Studies
2. Department of Counseling
3. Department of Educational Leadership and Policy Studies
4. Department of Educational Psychology
5. Department of Health and Kinesiology
6. Department of Interdisciplinary Learning and Teaching

Faculty may hold joint appointments in more than one academic unit; however, one of the academic units must be designated by the Dean as the “home” department within which, the faculty member will hold voting privileges.

C. Department Chairs

Each department chair in accordance with The University of Texas System Rule Chapter II (14.2 & 14.3) serves at the pleasure of the President of The University of Texas at San Antonio. The department chair is appointed to a three-year term and shall serve no more than two consecutive terms. The appointment, review, and term limits of department chairs shall be in accord with University guidelines as stipulated in the HOP.

1. Nomination and selection. Consistent with Article V (C):
  - a. Normally, department faculty shall nominate at least two consenting department members from among the tenured faculty for consideration for the position of department chair. Faculty may self-nominate.
  - b. Faculty nominees must submit in writing her or his willingness to serve if selected.

- c. Prior to selection of the nominees, the Dean shall disseminate to departmental faculty the names of consenting nominees and the nominees' statements of willingness to serve.
  - d. After soliciting and receiving individual written comments regarding each nominee from departmental faculty members, the Dean may recommend one nominee at a time to the Provost for approval or may request additional nominations, if there is a sufficient number of tenured faculty who consent to stand for nomination.
  - e. If departments are unable to nominate any candidates, the Dean shall recommend to the Provost a candidate without the benefit of a nomination.
2. Replacement for unfinished term. In the case of an unfinished term, the process as defined in section 1 shall be used to appoint a replacement to serve out the unfinished term. This process shall be completed within three weeks of the vacancy of the office. If no nominations are received from the departmental faculty within three weeks of the vacancy of the office, the Dean may appoint a replacement to serve out the unfinished term.
3. Responsibilities.
- a. Within the College, department chairs are seen as both faculty members and administrators. As faculty members, department chairs shall represent, promote, and advocate the business and interests of the department within and outside the department. As administrators, department chairs shall be responsible for the day-to-day management of the department, its budget, and its academic programs and for the supervision and evaluation of faculty and staff according to System, University, and College policies and procedures.
  - b. Department chairs shall have responsibility for the following:
    - (1) To ensure that college and department policies and procedures are monitored systematically and to bring any concerns to the attention of the department faculty;
    - (2) To develop, coordinate and maintain programs under the jurisdiction of the department;
    - (3) To conduct annual review of faculty in accordance with system, university, and college policies and procedures;
    - (4) To conduct processes attendant to third year review, tenure and promotion processes at the department level;
    - (5) To assign courses and course schedules, in consultation with the appropriate faculty;
    - (6) To coordinate the development, evaluation, and revision of department strategic plans;
    - (7) To recommend the appointment of candidates for faculty positions after consulting with and receiving advice from departmental search committees;
    - (8) To appoint ad hoc committees as appropriate;

(9) To call departmental faculty meetings and set the agenda for such meetings.

(10) To report to the department faculty, on a semester basis, the department's budget, progress, accomplishments, and needs.

4. Review of performance

- a. Routine Review The Dean will annually evaluate department chairs based on their record in advancing the department's mission and goals. During the spring of the third year, the dean will institute a process for nomination for chair. The Dean will solicit faculty opinion regarding the chair's performance of her/his duties. The faculty will respond in writing, stating the strengths and weaknesses of a chair's record, and will include in their analysis a vote to recommend either for second term continuance of the chair or replacement of the chair. All comments to the Dean will be confidential to the extent permitted under law. The vote will be advisory to the Dean, who will inform the Provost of the results of the balloting and recommend or initiate appropriate action (See Article V, C. 1. and 2.).
- b. Extraordinary Review If more than fifty percent, plus 1 (50% + 1) of the voting members of the department faculty wishes to request the extraordinary review of the department chair/division director, they may initiate the process by submitting a written request to the Dean. The review process will follow Article V, C.4.

5. Departmental Committees

a. Departmental Faculty Review Advisory Committee (DFRAC)

- (1) Each department shall have a DFRAC. The DFRAC shall be advisory to the department chair and composed of at least three tenured faculty members appointed for more than one half-time in the department. For the purposes of promotion to full professor, only tenured full professors may serve for the review of applicants. The Office of General Council has ruled that faculty with administrative appointments of 50% time or greater are ineligible to serve on DFRACs. If the committee, when constituted in accordance with the Handbook of Operating Procedures and College By-Laws and considering faculty who have applied for promotion, has fewer than three tenured faculty of the appropriate rank, the Dean, in consultation with the DFRAC, shall appoint additional tenured faculty of the appropriate rank until there are at least three on the committee.
- (2) The review of a faculty member at the rank of assistant professor who is a candidate for promotion and tenure shall originate in the respective DFRAC. The department chair will convene the DFRAC, which will elect its own chair. The DFRAC will receive and review promotion and tenure portfolios. Nomination and election procedures for the chair of a DFRAC will be specified in writing. The assigned roles and

functions of the elected DFRAC chair and members will also be specified in writing. Operating procedures must be in accordance with UTSA HOP policies, Regent Rules, and Regulations.

- (3) Any or all DFRAC members who vote on a candidate at the department level will be ineligible to serve on the CFRAC or to be elected to the UFRAC.
  - (4) The review of a faculty member at the rank of associate professor who is a candidate for promotion to the rank of professor shall originate in the respective DFRAC subject to the stipulations in ARTICLE V (F)(1)(a).
  - (5) The mandatory third-year review of a non-tenured, tenure-track faculty member will also originate in the respective DFRAC.
- b. Graduate Program Committees
- (1) Graduate Program Committees (GPC) shall be established and shall function in accordance with the By-Laws of the Graduate Council. A Graduate Program Committee shall be established for each graduate degree program, with membership consisting of all members of the graduate faculty who (1) conduct research pertaining to the disciplinary area and/or (2) teach in the program. Each GPC may elect special members of the graduate faculty to participate and it may, if it chooses, form an executive committee to facilitate its operations.
  - (2) Each GPC is responsible for formulating and forwarding to the dean, by way of the CAPCC, general policies, procedures, and recommendations regarding graduate degree and certification programs in the college. These policies are subject to annual review by the College Council.
  - (3) Each GPC shall elect its chair from within its membership for a term of two years, with multiple terms allowed at the discretion of the GPC.
  - (4) According to the By-Laws of the Graduate Council, a Graduate advisor of Record (GAR) is appointed for each degree program. In the COEHD, a Graduate Advising Coordinator (GAC) shall be appointed for each department that does not have a degree program but offers graduate courses either for a concentration in a graduate degree program or for graduate level certification.
  - (5) Selection of the Graduate Advisors of Record and Graduate Program Coordinators will be conducted by the department chair after consultation with the respective department faculty members and the dean.
- c. Each department may constitute standing and/or ad hoc departmental committees as deemed appropriate.

#### D. College Executive Council

1. Duties The duties of the Executive Council include suggesting items for the agenda of the College Council; sharing and discussing information and concerns about the College; providing advice and counsel to the Dean on issues including, but not limited to, budget and resource allocation, academic programs, and other issues as deemed appropriate by the Dean or the Executive Council;

disseminating information about College concerns to departmental faculty; bringing faculty concerns to the Dean and Executive Council; and other duties as assigned by the Dean.

2. Membership The Executive Council is to be chaired by the Dean and will include departmental chairs, associate or assistant deans, and the Chair of the College Council.
3. Meetings Meetings will be called by the Dean on a monthly basis or at the request of a majority of the Executive Council.

## E. College Council

1. Officers and Duties. The College Council is an advisory body that serves as a public forum for systematic deliberations and consultation with the Dean about matters of concern to the community, including the development of College policies.
  - a. The Chair of the College Council shall act as a liaison with the Dean to ensure ongoing interaction and consultation. The Chair meets with the Dean prior to each College Council meeting.
  - b. The Chair-elect of the College Council shall assume the duties of the Chair, if the Chair is not available.
  - c. The Parliamentarian of the College Council shall inform the Council members of the rules, procedures, and precedents governing the deliberative actions and recommendations of the body in accordance with latest edition of Robert's Rules of Order.
  - d. The Secretary of the College Council shall be responsible for the maintenance and dissemination of records and minutes of the Council meetings and proceedings and shall insure records of Council meetings shall be maintained in the office of the Dean.
  - e. The College Council shares with the Dean responsibility for ensuring that College policies and procedures are monitored systematically and that any concerns about College policies and procedures are brought to the attention of the faculty. To this end the College Council may initiate a college forum for deliberation of issues affecting the College community. (See Article V, 3a. 3a, subsections 3 and 4).
  - f. On policy matters judged by the College Council to be of sufficient consequence and having College-wide concern, the Council shall move such items to the agenda of general faculty meetings of the COEHD.
    - (1) The Dean may call issues of the College Council for deliberation by the faculty-at-large in a general faculty meeting of COEHD.
    - (2) A petition signed by 20% of the voting faculty members presented to the College Council shall be sufficient to call an issue out of the College Council for deliberation in a general faculty meeting of the COEHD.
2. College Council Membership
  - a. Faculty membership on the College Council shall be representative of the voting faculty of the departments, with representatives elected by the respective departments. Departments with 10 or more voting faculty will have two representatives. At least one of the representatives must be a tenured faculty member. Departments with less than 10 voting faculty will have one representative. It is suggested, but not mandatory that if a department has two representatives that they be from different programmatic areas within the department. The number of representatives allocated to each department shall be based on the number of faculty in the department at the time of the annual spring election, which is called by the chair-elect.

- b. The Dean of the COEHD is an ex-officio, non-voting member of the College Council. The dean presents a report at each meeting including a report on issues raised by the College Council.
  - c. Following the election of departmental representatives, a nomination and election process for a Chair-Elect, Parliamentarian, and Secretary of the College Council shall be initiated by the outgoing Chair-Elect. All voting members of the COEHD shall be eligible for nomination to the offices of the College Council. Elected departmental representatives are also eligible to serve as Chair or Chair-Elect. Nomination forms will be made available to all voting faculty, and nominees must indicate their willingness to serve if elected by signing the nomination form or submitting an electronic message. One nomination will be sufficient to include an eligible individual on the ballot, and self-nominations shall be accepted.
  - d. If there are more than two nominees for College Council Chair-Elect or any other elected office, the incoming Chair will conduct an election using a hare system where voters are required to rank order their preference of nominees.
  - e. Representatives from each of the following groups shall serve as ex officio, non-voting members of the College Council: graduate students, undergraduate students, and staff. Student representatives will be drawn from duly constituted student groups in the College.
  - f. One delegate shall represent non-tenure track faculty to the College Council. This delegate will have voting privileges in College Council only.
3. Terms of Membership
- a. Voting members of the College Council shall be elected for two years on staggered terms. A lottery will determine which half of the initial members to the College Council will serve a one-year term. Should a voting member be unable to complete his/her term, a special election will be held.
  - b. The Chair-Elect shall serve two years; the first year as Chair-Elect and the second year as Chair.
  - c. The Parliamentarian and Secretary will serve one-year term respectively.
  - d. With the exception of the Dean, all ex-officio members shall serve one-year terms. If an ex-officio member is unable to complete her/his term, the individuals will not be replaced until the next regular election. Ex-officio members may serve consecutive terms.
  - e. College Council members cannot serve more than two consecutive terms.

- f. If a member of the council resigns or is removed, her or his department division must replace within 30 days.
- g. If an office of the council resigns or is removed, the COEHD must replace the officer through a general election within 30 days.

#### 4. Meetings

- a. Meetings are called by the College Council Chair. Meetings are held for a minimum of 3 times per semester.
- b. Meetings include opportunities for public discourse as well as council deliberations that are restricted to council members.
- c. Meetings may be attended by any COEHD member. Guests and the dean may attend those parts of the meeting open to the college as a whole.

#### F. College Committees

##### 1. College Faculty Review Advisory Committee (CFRAC)

- a. For the purpose of promotion and tenure to Associate Professor rank, the CFRAC shall be comprised of one tenured associate or full professor from each department and shall include at least one tenured faculty member with vote from outside the COEHD. The outside tenured faculty member shall be appointed by the Chair of the College Council. Each DFRAC will select a representative to serve on the CFRAC. CFRAC representatives will be ineligible to vote at the DFRAC or UFRAC level in the review of candidates for promotion and/or tenure. The Office of General Council has ruled that faculty with administrative appointments of 50% time or greater are ineligible to serve on CFRACs. In the event that there are candidates being considered for promotion to full professor, an ad hoc CFRAC consisting of at least three full professors shall be convened. Each department that has at least one full professor shall select one of their full professors to be a member of this ad hoc CFRAC.
- b. The members of the CFRAC shall be elected in accordance with University policy and procedures. The Chair of CFRAC will be determined through an internal election of CFRAC members. Nomination and election procedures for the election of the CFRAC Chair must be in writing. The roles, duties, responsibilities and functions of the Chair and the members of the committee must be specified in writing; voted on and approved by the voting members of the college faculty; and carried out in accordance with UTSA HOP and Regents Rules and Regulations. Administrators including, department chairs/division director, assistant and associate deans, deans, from inside or outside the College, as well as associate vice presidents or vice provosts are not eligible to serve on the CFRAC.
- c. The CFRAC shall be advisory to the Dean and will be responsible for reviewing faculty for promotion and tenure after respective department chairs forward their recommendation to the Dean.

- d. Procedures for review of faculty will be developed in accord with Regent's Rules and University Policy and made public each year by the CFRAC in consultation with the Dean.
  - e. Members of the CFRAC shall serve two-year staggered terms. A lottery will be used to stagger the terms of the committee's initial members.
2. College Academic Policy and Curricula Committee (CAPCC)
- a. The CAPCC is an advisory committee responsible for formulating and forwarding to the Dean general policies, procedures and recommendations regarding undergraduate and graduate degree and certification programs in the College. These policies are subject to annual review by the College Council.
  - b. The CAPCC reviews, from the perspective of impact on the College, all departmental and cross-departmental proposals for new undergraduate and graduate degree and all certification programs and for any substantive changes in existing degree programs, as the term substantive change is defined by the Texas Higher Education Coordinating Board and UT System and UTSA policies and procedures. Responsibility for approval of individual courses will lie with the applicable department. Special attention is given to any degree and certification program changes that involve College-level requirements. Hence, the CAPCC is charged with reviewing the curriculum across the College and making recommendations with an overall aim of seeking alignment across programs with respect to duplication of courses, comprehensive exams, program audits, admission requirements, etc. Program proposals are to be announced by the CAPCC to the College faculty for comment not later than 5 working days prior to action by the CAPCC. The committee's recommendations concerning programs are forwarded to the Dean and announced to the faculty.
  - c. The CAPCC will be constituted as follows: 1) a representative for undergraduate programs and a representative for graduate programs from each department (Departments may determine whether to elect one or two members fulfill the two roles. Regardless of whether departments choose to elect one or two members, no department will have more than one vote at any given meeting.), 2) one student member selected from among the recognized student organizations in the College by the Chair of College Council; 3) one non-tenure track faculty member, who has had a 50 % appointment for four consecutive long semesters, selected from among non-tenure track members in the College by the Chair of College Council, (4) the Associate Dean of Graduate Studies and/or the Associate Dean of Student Success will serve in a non-voting ex-officio capacity. The Chair of the CAPCC shall be selected by the voting members of the Committee as defined in ARTICLE IV (A)(1).
  - d. In order to function effectively, department representatives and ex officio Associate Deans representing undergraduate and graduate programs will participate only in meetings where issues relevant to either undergraduate programs, graduate programs or both are to be discussed. The Chair of the CAPCC in publishing the agenda for the meeting will indicate whether graduate, undergraduate or both representatives should be present.

- e. Members of the CAPCC shall serve two-year staggered terms, while the terms of ex-officio members coincide with their respective administrative appointments. All program and course proposals that come before the CAPCC must have prior approval from an appropriately constituted faculty committee at the departmental level.
- f. In cases of disagreement between the CAPCC or a group or groups of faculty members, the College Council serves as a forum for discussion, and, where deemed necessary by the Council, issues are taken to a general College meeting for discussion and recommendation.
- g. Operating procedures will be disseminated to the faculty each year by the CAPCC in consultation with the College Council and the Dean of the College.
- h. The CAPCC will meet at least twice an academic year to review proposals. Meeting times will be announced at the beginning of each semester so that departments can prepare and submit proposals in a timely manner.

### 3. College Research and Development Committee (CRDC)

The CRDC is responsible for formulating and forwarding to the Dean general policies, procedures, and recommendations regarding research and development in the COEHD.

- a. The CRDC will announce the availability of College and University at-large funds for research and development activities. In conjunction with the Office of the Dean it shall seek to support a range of research activities—from basic to applied, intervention to policy research which serves the mission of each of the Departments in the College.
- b. The CRDC shall review proposals and select projects for mini-grants. It shall be responsible for communicating with the applicants the results of mini-grant reviews and announcing awards. Results of research projects funded by the College will be obtained for College records and publicity.
- c. The Committee shall make recommendations for research seminars and lectures that would serve the best interests and needs of the College as we move to a tier-one research status.
- d. The Committee would make recommendations for opportunities for graduate and undergraduate student support and development. This would include review of graduate and undergraduate student research grants and travel opportunities, as College or University funds permit.
- e. The Committee would consider means of supporting faculty-student interaction and collaboration through graduate assistantships, seminars and visiting fellowships. Ways of supporting masters' and dissertation research will be pursued.
- f. The Committee will consider means for faculty updating, retooling, and resource needs as the College advances to tier-one research status.

- g. The Committee will interface with other research and development offices on the Campus, (i.e., The Human Subjects Committee) as the above efforts are pursued.
- h. The CRDC will be constituted as follows: (1) one member from each of the departments in the College shall be determined by faculty in that department; 2) one graduate and one undergraduate student representative will be selected for a one year term. Students will be non-voting members.; 3) The Associate Dean of Graduate Studies and the Associate Dean of Research Development will serve as ex officio members. The CRDC shall elect its Chair from within its membership for a term of two years, with multiple terms allowed at the discretion of the CRDC.

#### 4. College Technology Committee (CTC)

The CTC is responsible for working with the IT Unit to determine needs, assist in streamlining processes, and represent teaching, learning, and research needs of the college community.

a. The CTC members represent departmental staff, faculty, and student needs for technology as relates to communicating, interacting, archiving, teaching, and learning. Additionally, the committee provides input into the operations of the IT unit, and makes informed recommendations to the dean about actions, issues of alignment, and annual priorities.

b. The CTC includes (1) one faculty representative from each of the departments; (2) all staff members who support technology across the college; (3) one student representative from the undergraduate and graduate programs; (4) one representative from the dean's office. Each department and division has one primary representative and one alternative representative who should attend meetings if the primary cannot attend. The chair will be elected from the committee membership

c. The CTC will meet four times a year, or more as needed.

#### 5. Ad hoc Committees

College Ad hoc committees shall be created at the discretion of the Dean. Such committees will make recommendations to the appropriate academic unit or administrator. If an ad hoc committee functions for more than two academic years, the College Council should reviews its function with the dean.

### ARTICLE VI

#### MEETINGS

- A. The Dean shall convene a COEHD faculty meeting at least once each long semester. The Dean or the Dean's designee shall preside over such meetings.
- B. Faculty shall be informed in writing (through print or electronic means) of time, place, and agenda at least five days prior to the meeting.

- C. For any meeting of the College, a quorum consists of one-half plus one of the voting faculty membership as defined in Article IV, A.
- D. The College voting membership will elect a College Secretary. The College Secretary will keep the minutes of all college meetings and maintain an archival record for future business.
- E. The College voting membership will elect a College Parliamentarian. The College Parliamentarian will provide guidance in matters of parliamentary procedures. The Dean shall have the right to employ an extra-mural parliamentary consultant.

## **ARTICLE VII**

### **RECYCLE AND AMENDMENTS**

The COEHD By-Laws will be reviewed every five years with the first review starting in the year 2006-2007 and changes implemented in 2007-2008. The By-Laws of the COEHD may be altered, amended or repealed when at least 50 percent of the eligible faculty cast ballots and two-thirds of those voting agree to the proposal. Amendments to the by-laws must be proposed in writing and disseminated to the voting faculty twenty-one days prior to the meeting of the General Assembly of College Faculty.

## **ARTICLE VIII**

### **RULES OF ORDER**

All meetings of the College and all committee meetings shall be conducted in accord with the latest edition of Robert's Rules of Order.