
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT (COEHD) BY-LAWS

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THE UNIVERSITY OF TEXAS AT SAN ANTONIO

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1. General Faculty of the COEHD

A. Rights and Responsibilities

The rights and responsibilities of the General Faculty of the College of Education and Human Development shall mirror existing Board of Regents' policy in the following areas of faculty governance, to the extent permissible under university rules:

1. General academic policies and welfare
2. Student life and activities
3. Honors and scholastic performances
4. Approval of candidates for degrees
5. Faculty rules of procedure

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 inconsistency 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 COEHD, the *College of Education and Human Development By-Laws* shall prevail.

B. Membership

The general faculty of the department is composed of both voting and non-voting members.

- a. Voting membership. Voting members of the general faculty include the following:
 - i. All professors, associate professors, and assistant professors whose teaching and/or research appointment is 50 percent or more in COEHD and who do not hold voting membership in another college;
 - ii. All visiting professors, visiting associate professors, and visiting assistant professors who have had two semesters of service to the university and whose teaching and/or research appointment is 50 percent or more in COEHD, and who do not hold voting membership in another college;
 - iii. All fixed-term faculty (FTT) who have had four or more consecutive or non-consecutive semesters with a 100% appointment at a rank of instructor or lecturer within COEHD. FTT also includes Assistant, Associate, or Professors in Practice and clinical faculty appointed at 100%;
 - iv. Department chair and persons holding administrative appointments above the departmental level are voting members of the general faculty.
 - v. Voting membership on committees outlined below.
- b. 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 (a) above shall be considered nonvoting members.

2. College Meetings

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. Faculty shall be informed in writing (through print or electronic means) of time, place, and agenda at least five days prior to the meeting. The Dean shall provide an update on college fiscal and budgetary matters at each meeting.

Special meetings shall be called at the discretion of the Dean, or upon receipt by the Dean of a written request signed by a simple majority of the COEHD voting faculty representing at least two departments. The request shall state an agenda item for the meeting. The Dean shall call a meeting within ten business days after receiving such a request.

3. College Standing Committees

A. Duties and General Guidelines

1. Committees, Committee Members, and Committee Chairs

The Chair of each COEHD Standing Committees shall be elected by simple majority of the voting faculty membership at the first annual meeting of the committee and has full voting privileges.

- The Chair will serve a term of no more than two years.
- Members are eligible to serve as chair after completing at least one year of service.
- Unless otherwise stated, all standing committees have a representative from each department. Unless otherwise stated, members serve a two-year term, and every effort is made to ensure staggered terms. Unless otherwise stated, in this section "voting faculty representative" or "voting faculty member" does not include department chairs. Faculty representatives to each standing committee will be chosen in accordance with their departmental by-laws.
- The Dean may extend or abbreviate individual members' terms by one year to facilitate the annual rotation of new members onto the committee, and shall fill any vacated positions in consultation with the Department Chairs.
- Other individuals may be invited by the Chair of any Committee to participate in selected meetings as non-voting guests.

2. Membership Responsibilities

Members are expected to attend meetings, come prepared to the meetings, and actively participate in committee activities. Members representing multiple programs and/or departments should report committee decisions, etc., back to all departments/programs and regularly encourage faculty in their areas to contact them with questions and/or concerns.

3. Meeting Minutes

Meeting minutes will be taken by the committee as determined by the chair:

- Meeting minutes will include reporting of discussion items, information items and action items.
- Results of votes, including the tally of votes “for” and “against” action items, will be reported in the committee minutes.
- Meeting minutes will be circulated to committee members and appropriate college/university officials within one week of each meeting.
- Meeting minutes will be submitted to the Dean’s office within two weeks of the meeting for official maintenance via Coehd.Dean@utsa.edu.

B. Committees

1. College Faculty Review Advisory Committee (CFRAC)

The College Faculty Review Advisory Committee shall make recommendations to the Dean concerning tenure, promotion, and termination of tenured and tenure-track faculty members in COEHD. The committee shall follow the guidelines found in Chapter 2, Section 10 of UTSA HOP.

Membership

The members of the CFRAC shall consist of one tenured faculty member from each department elected by the respective Department Faculty Review Advisory Committee (DFRAC), and one member from outside college appointed by the Dean.

- a. COEHD members of the College Faculty Review Advisory Committee shall serve two-year terms. The member appointed from outside COEHD shall serve a one-year term. The department representatives on the CFRAC shall be selected in such a way that their terms are staggered. No person may serve two consecutive terms as a member of the CFRAC.
- b. Department Chairs shall not serve as members of the CFRAC.
- c. In the event that some members are also appointed to the DFRAC, the following voting protocol outlined in the HOP will be followed. In brief, all members vote only once, at the lowest level of deliberation: DFRAC, CFRAC, UFRAC.

2. College Academic Policy and Curricula Committee (CAPCC)

The primary purpose of CAPCC is to advise the Dean (through Associate Deans) on issues related to graduate and undergraduate academic policies, programs, and curricula in the college. CAPCC examines these areas from a college level perspective in order to understand how departmental academic policies, programs, and curricula align, conflict, and/or overlap.

Membership

Members of the CAPCC shall serve at least one and no more than two consecutive two-year staggered terms. Ex-officio members serve according to their respective administrative appointments.

The CAPCC members shall be constituted as follows:

- a. One elected tenure/tenure track or full time fixed-term faculty member from each department in COEHD. Faculty serving on CAPCC also serve on their Department Academic Policy and Curriculum Committee (DAPCC), and ideally serve as Chair of their DAPCC;
- b. COEHD Dean and Associate Deans may serve as ex-officio, non-voting members.

3. College Research and Development Committee (CRDC)

The College Research and Development Committee (CRDC) will strengthen the research culture and scholarly initiatives within COEHD. The CRDC shall be advisory to the Dean regarding general policies, procedures, and recommendations regarding faculty, undergraduate, and graduate student research and development opportunities (i.e., providing primary role overseeing the process of awarding internal funding from College and University). The CRDC will interface with other faculty in their departments to communicate policies, information, initiatives in the college and receive from faculty concerns, recommendations, etc. related to research policies to bring to the committee for discussion. The CRDC will also interface with, but not duplicate the services provided by, other college and university research and development offices (e.g., Research Centers; Research Service Centers; the Vice President for Research, Economic Development and Knowledge Enterprise; the Institutional Review Board; and other college Associate Deans for Research).

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative from each department in the college.
- b. One COEHD Organized Research Unit Director (e.g., Academy of Teacher Excellence, Women's Studies Institute, Urban Education Institute), appointed by the Dean (ex officio, non-voting)
- c. The Associate Dean for Research (ex officio, non-voting)
- d. The Grant Development Coordinator (ex officio, non-voting)
- e. The Director of Development (ex officio, non-voting).

4. College Technology Committee (CTC)

The technology committee advises the Dean on topics and issues related to technologies, including support of and solutions thereto relevant to teaching, learning, research, and university goals. The committee may outline goals and vision statements related to technology, offer feedback on technology operations and support, and propose actions critical to operations, in alignment with COEHD and university annual goals.

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative from each department.
- b. Associate Deans may serve as ex officio members (non-voting).
- c. Department Chairs may serve as ex officio members (non-voting).

5. College Assessment Committee (CAC)

The College Assessment Committee (CAC) regularly evaluates the capacity and effectiveness of the assessment system of COEHD. The CAAC is advisory to the Dean and will be responsible for collaborating with the Dean and Associate Deans to coordinate college-wide assessment activities and to implement as necessary adjustments of institutional goals. To accomplish this task the CAC will: (a) oversee the system for data collection, analysis, evaluation, and use of data for program improvement for all programs in the COEHD; (b) review institutional assessment data (e.g., UTSA & College metrics data, SACS, TEA, strategic task forces, external accreditation agencies, etc.); (c) assist in preparation of the TEA Institutional Report and other college and program accreditation reports as needed; (d) monitor adherence to SACS assessment standards, TEA standards, program accreditation standards, and the COEHD Conceptual Framework in collaboration with relevant departments/programs; and (e) review all SACS Program Assessment Annual Plans and Program Annual Reports and provide written feedback to program faculty on an annual basis.

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative from each department.
- b. One teacher education faculty representative from the College of Liberal and Fine Arts (COLFA) (ex officio non-voting)
- c. One teacher education faculty representative from the College of Sciences (COS) (ex officio, non-voting)
- d. COEHD Director for Assessment and Program Accountability (ex officio, non-voting)
- e. COEHD Educator Professional Preparation (EPP) Assessment Coordinator (ex officio, non-voting)
- f. Associate Dean for Graduate Studies (ex officio, non-voting)
- g. Associate Dean for Undergraduate Studies (ex officio, non-voting)
- h. Associate Dean for Professional Preparation and Partnerships (ex officio, non-voting)

6. College Budget Committee

The COEHD Budget Committee shall serve in an advisory capacity to the Dean. The committee makes recommendations to the Dean regarding the development of sound budgeting principles associated with the implementation of the Incentivized Resource Management (IRM) model of budgeting at UTSA and provides general budget recommendations to the Dean regarding the distribution of resources among departments, programs, and administrative services within the college, including but not limited to the use of resources in alignment with COEHD and UTSA strategic initiatives allocations. The committee has no oversight regarding the day-to-day budgetary decisions of the college. This committee shall meet at least once annually; the required meeting shall occur prior to either the fall or spring convening of the COEHD faculty. At this required meeting, the committee will receive a budget update from the Dean.

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative from each department. Three of these representatives must be tenured/tenure-track faculty members selected in accordance with departmental by-laws. The other three members must be department chairs from departments not represented by faculty members. After each department's term is completed, the department that was represented by faculty will be represented by the department chair, and vice versa, for each subsequent term. The chair of the committee will be selected from among the voting faculty representatives;
- b. Two senior administrative employees representing separate departments, selected by the departmental senior administrative employees;
- c. One member selected by the Dean from one of the college's then currently-existing Strategic Educational Partners (e.g., Instructional Outreach, PREP, Child Development Center) (ex officio, non-voting)
- d. Director of Fiscal Affairs (ex officio, non-voting); and
- e. One Associate Dean (ex officio, non-voting).

7. Teacher Education Advisory Committee

The UTSA TEAC (Teacher Education Advisory Council) addresses issues specifically related to teacher education, other educator preparation programs, and certification across departments. The TEAC serves in an advisory capacity to the Dean through the Associate Dean for Professional Preparation and Partnerships by undertaking initiatives, ensuring compliance with dynamic state certification requirements; fostering and maintaining community and school district relationships; and monitoring accreditation of UTSA's educator preparation and certification programs by the Texas Education Agency.

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative per certification area, appointed by the area's respective department chair
- b. Up to three representatives from the COEHD Office of Preparation and Partnerships (ex officio, non-voting)
- c. Associate Dean of Professional Preparation and Partnerships (ex-officio, non-voting)

8. Leadership Development Committee

The College Leadership Development Committee (LDC) serves in an advisory capacity to the Dean and supports the leadership development of faculty, staff, and doctoral students within the COEHD. The LDC provides guidance to and oversight of the COEHD Leadership Academy, whose mission is to create and sustain leadership development initiatives that support the talent pipelines within the college. The LDC will make recommendations to the Dean that will align with the goals and missions of the COEHD Leadership Academy.

Membership

Membership shall be constituted as follows:

- a. One voting faculty representative from each department in the college
- b. The COEHD Leadership Academy Director (ex officio, non-voting)
- c. The Associate Dean for Faculty Affairs (ex officio, non-voting)

4. Ad Hoc Committees

The Dean may appoint or have elected ad hoc committees to promote, develop, or improve the operations of the college and to address short-term or long-term issues.

- These committees will provide regular updates to the Dean or Dean's designee.
- The chair of ad hoc committee can call for a vote on items specifically within that subcommittee's purview
- To research issues in its purview, the ad hoc committee may request documentation or access to resources within the Dean's office.

5. Revision of By-laws

The by-laws of COEHD may be altered, amended or repealed when at least 50 percent of the voting 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 a regular or special meeting of the General Assembly of College Faculty.