
COEHD BY-LAWS

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1. General Faculty of the Department

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 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 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 assignment 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 assignment is 50 percent or more in COEHD, and who do not hold voting membership in another college;
 - iii. 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 COEHD. Also includes Assistant 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.

3. College Standing Committees

A. Duties and General Guidelines

1. Committee Chairs

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

- The Chair will serve a term of 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. Members serve a two-year term, and every effort is made to ensure staggered terms.
- 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 of the college. A key purpose of CAPCC is to examine these areas from a college level perspective in order to understand how departmental academic policies, programs, and curricula align, conflict, and/or overlap. CAPCC makes recommendations to the Dean through Associate Deans. 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.

Membership

The CAPCC members shall be constituted as follows:

- a. One elected tenure/tenure track faculty 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 and will be responsible for formulating general policies, procedures, and recommendations regarding faculty, undergraduate, and graduate student research and development opportunities. The CRDC will interface with other college and university research and development offices (e.g., Research Centers, the Institutional Review Board, Associate Deans for Research).

Membership

The CRDC members shall be constituted as follows:

- a. One faculty representative from each department in the college
- b. One COEHD Organized Research Unit Director
- c. The Associate Dean for Research (ex officio, voting member)
- d. The Grant Development Coordinator (ex officio, voting member)
- e. The Director of Development (ex officio, voting member).

4. College Technology Committee (CTC)

The technology committee advises the dean on topics and issues related to technologies, support and solutions thereof, 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

The CTC members shall be constituted as follows:

- a. One faculty representative from each college department.
- b. Associate Deans may serve as ex officio members.

5. Conceptual Framework and Candidate Proficiencies Committee (CFCPC)

The Conceptual Framework and Candidate Proficiencies Committee (CFCPC) serves to set the vision for graduates from COEHD pursuing certification and accreditation. The CFCPC shall be advisory to the dean and will be responsible for developing and instituting a framework which guides the preparation of educators and professionals. The CFCPC will identify candidate proficiencies and provide benchmarks for assessing candidate proficiencies. The CFCPC will engage faculty across the college to align their respective programs with the conceptual framework. The CFCPC will conduct annual review of candidate proficiency and report findings to the dean. The CFCPC will periodically review the candidate proficiencies, conceptual framework, and benchmarks to ensure alignment with college vision.

Membership

The CFCPC membership shall be constituted as follows:

- a. One faculty representative from each department in the college, as selected by the dean in consultation with Department Chairs;
- b. The Associate Dean of Professional Preparation and Partnerships (ex officio);

6. College Diversity and Inclusiveness Committee (CD&I)

The CD&I committee reviews proposed college policy, procedures and recommendations for diversity and inclusiveness. The CD&I committee is responsible for identifying college opportunity(s) and/or need in general policy, procedures and recommendations. This committee develops annual recommendations to provide to the dean.

Membership

The CD&I membership shall be constituted as follows:

- a. one member from each department with both staff and faculty represented, as selected by the dean in consultation with Department Chairs;
- b. an associate dean serves ex officio as a non-voting member.

7. College-Wide Assessment Committee (CWAC)

The College-Wide Assessment Committee (CWAC) regularly evaluates the capacity and effectiveness of the assessment system of COEHD. The CWAC shall be 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 CWAC will

- a. oversee the system for data collection, analysis, evaluation and use of data for program improvement for all undergraduate and graduate programs in the COEHD
- b. review institutional assessment data (e.g., UTSA & college metrics data, SACS, TEA, strategic taskforces, external accreditation agencies, etc.)
- c. assist in preparation of the TEA Institutional Report and other college and program accreditation reports as needed.

- d. monitor compliance with SACS assessment standards, TEA Standards, program accreditation standards in collaboration with relevant departments.
- e. review all SACS Program Assessment Annual Plans and Program Annual Reports and provide written feedback to program faculty on an annual basis, to promote collaboration, to identify resources to support assessment activities, and to determine overall progress made towards achieving institutional goals.

Membership

Membership shall be constituted as follows:

- a. One faculty representative from each department
- b. One teacher education faculty representative from the College of Liberal and Fine Arts (COLFA)
- c. One teacher education faculty representative from the College of Sciences (COS)
- d. COEHD Director for Assessment and Program Accountability
- e. COEHD Educator Professional Preparation (EPP) Assessment Coordinator
- f. For the inaugural committee three of the six faculty members shall serve for three years to ensure continuity and staggered membership.
- g. Associate Dean for Graduate Studies ex officio non-voting
- h. Associate Dean for Undergraduate Studies ex officio non-voting
- i. Associate Dean for Professional Preparation and Partnerships, ex officio non-voting

8. College Scholarship Committee

The College Scholarship Committee reviews and selects scholarship recipients.

Membership

Membership shall be constituted as follows:

- a. one faculty member from each department.
- b. Co-chairs are elected to manage the review process; one chair would coordinate undergraduate scholarship awards and the other graduate scholarship awards.

9. College Budget Committee

The COEHD Budget Committee serves an advisory role. The committee makes recommendations to the dean regarding the development of sound budgeting principles associated with the implementation of the Intentional Relationship Model (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, focusing specifically on the use of resources in alignment with COEHD and UTSA strategic initiatives.

The committee has no oversight regarding the day-to-day budgetary decisions of the college or its units and is advisory as related to strategic initiative allocations.

Membership

Membership shall be constituted as follows:

- a. One member from each department.
- b. One member from each Strategic Educational Partner (Instructional Outreach, PREP, and the Child Development Center),
- c. One at-large member (FT Faculty appointment in COEHD), appointed by the dean.
- d. Director of Fiscal Affairs (ex officio member),
- e. One Associate Dean, ex officio member

4. Subcommittees and 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 a subcommittee can call for a vote on items specifically within that subcommittee's purview
- To research issues in its purview, the subcommittee 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 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.