

**Bylaws of the Department of Child, Youth, and Family Studies
College of Education and Human Sciences
University of Nebraska-Lincoln
Lincoln, Nebraska**

I. Name

The name of the organization shall be the Faculty of the Department of Child, Youth, and Family Studies, College of Education and Human Sciences, University of Nebraska-Lincoln, hereafter referred to as the Faculty.

II. Powers

Within the limits established in the Bylaws and Rules of the Board of Regents of the University Nebraska-Lincoln, and the College of Education and Human Sciences the Faculty will:

- Section 1. Establish rules and policies for the conduct of its business and approve or disapprove proposals for changes in the Bylaws of the Faculty of the Department of Child, Youth, and Family Studies;
- Section 2. Establish committees for the conduct of Faculty business and assign functions and responsibilities to them;
- Section 3. Establish research, instruction, outreach, and extension programs;
- Section 4. Establish entrance requirements for the Department and requirements for degrees; approve or disapprove the establishment of programs for endorsements/majors/minors/certificates; determine scholastic standards to be met by students in the Department; establish procedures for probation, suspension, reinstatement, and other measures related to the maintenance of academic standards; and establish other rules concerning curricula, instructional programs, and grading regulations; consistent with the Bylaws of the Regents (2.9) and CEHS;
- Section 5. Consider other business brought before it by the Chair, any of the standing department committees, the Faculty, the students, or other authorized persons;
- Section 6. Consider other items of broad interest to the Faculty.

III. Faculty Membership

The members of the Faculty will be:

- Section 1. All persons holding a University of Nebraska appointment of at least .50 FTE in the Department of Child, Youth, and Family Studies of professorial, lecturer, instructor, or equivalent ranks. Such members shall have voting privileges.
- Section 2. All persons holding a University of Nebraska joint appointment of at least .50 FTE of professorial, lecturer, instructor, or equivalent ranks in the Department and another University of Nebraska unit shall have voting privileges.
- Section 3. On an annual basis, a membership census will be conducted and the voting members determined.

IV. Officers and Administration

- Section 1. The administrative officer of the Department of Child, Youth, and Family Studies is the Chair. Other administrative officers may include directors, coordinators, and other persons. The Chair, with the consent of the Faculty, will determine the nature of these appointments and duties assigned to each.
- Section 2. The Chair of the Department of Child, Youth, and Family Studies may organize the administrative officers into councils or groups to best administer the department.

Section 3. The Chair of the Department of Child, Youth, and Family Studies or a representative appointed by the Chair shall preside at meetings of the Faculty. In the absence of the Chair or an appointed representative, the Faculty shall elect a temporary chairperson. The Chair shall appoint a secretary to take minutes at the meetings of the Faculty.

V. Faculty Meetings

Section 1. There will be a minimum of two Faculty meetings per year, including one in the first semester and one in the second semester.

Section 2. A meeting may be called in the following ways:
a. By the Chair
b. By petition of 10% of the Faculty.

Section 3. Notification and agenda of regularly scheduled meetings will be distributed to the Faculty at least one week in advance of the meetings. Faculty will be notified of other specially called meetings and receive an agenda in advance.

Section 4. Items will be placed on the agenda by the Chair, any standing or select committee of the Department, or by written request of a Faculty member.

Section 5. A quorum will consist of 50% of the Faculty (ref. Article III, Section 3).

Section 6. A motion to refer to a mail or electronic ballot of the Faculty will be in order after the call for the question but before the vote is taken.
a. If a motion is referred to a mail or electronic ballot, three working days should be allotted from distribution until deadline for return of the ballot.
b. The Chair will verify results of the voting and Faculty will be notified of the results of the balloting.

VI. Committees

Section 1. The standing committees for the Department shall be:
a. Awards, Honors and Hospitality Committee
b. Chair's Advisory Committee
c. Curriculum Committee
d. Graduate Executive Committee
e. Peer Review Committee
f. Promotion and Tenure Committee
g. Unit Review Committee

Section 2. Select committees may be established by the Chair or department membership for a specific purpose and shall continue to exist, unless discharged by the Chair or Department membership, until the duty assigned is accomplished.

Section 3. All Faculty are eligible for membership on committees unless otherwise specified in the bylaws.

Section 4. The Chair shall maintain a current listing of committees that will include the charge and responsibilities, current membership, and term of office for each member.

Section 5. Unless otherwise specified, membership of committees shall be determined by election. Committee elections shall be conducted in the spring semester for vacancies the following academic year.

Section 6. Committees shall appoint the committee chair unless otherwise specified in the bylaws. Committee chairs will be responsible for calls to convene the committee. A quorum shall exist if a majority of the committee attends any called meeting. Except as otherwise specified, committees shall convene only when business is presented to the committee.

Section 7. The purpose, membership, and any specific conditions of the standing committees shall be:

- a. Awards, Honors and Hospitality Committee
 1. The purpose of the Awards and Honors Committee shall be to select recipients of Department awards and nominees for College and University awards; and to oversee the disbursement of tokens of recognition, remembrance, and recognition as appropriate.
 2. The membership of the Awards, Honors and Hospitality Committee will be three members appointed by the Chair. Members will serve a three-year term.
- b. Chair's Advisory Committee
 1. The purpose of the Chair's Advisory Committee is to advise the Chair regarding issues involving the Faculty, the general welfare of the Department, and matters brought forward by the Chair or Advisory Committee members.
 2. The Chair's Advisory Committee shall be responsible for the appointment and nomination of members to standing committees.
 3. The membership of the Chair's Advisory Committee will be the Department Chair, one staff member appointed by the Department Chair, three faculty members elected at large in three consecutive years, and two faculty members appointed by the Department Chair. The Department Chair will make these two appointments after the election of the at large members to insure that each program area is represented.
 4. The Chair's Advisory Committee will meet at least once each semester during the academic year.
- c. Undergraduate Curriculum Committee
 1. The purpose of Undergraduate Curriculum Committee shall be to assess and improve existing programs and courses. They will review and evaluate new programs and courses proposed by Department Faculty; and present recommendations to the Faculty.
 2. The membership of the Undergraduate Curriculum Committee will be one representative from each track or specialization in the department. Members will serve a three-year term.
 3. The Undergraduate Curriculum Committee will meet at least once each semester during the academic year.
- d. Graduate Executive Committee
 1. The purpose of the Graduate executive Committee shall be to assess and improve existing graduate tracks and specializations, begin new programs and establish policies to govern graduate education in the Department, subject to the approval of the Faculty. The committee will also review and make recommendations about graduate courses and programs as proposed by Department Faculty. The committee will provide the initial review of applicants to the Department's graduate program.
 2. Members of the Graduate Executive Committee must be members of the UNL Graduate Faculty. Members will serve a three-year term with selection of members to represent the individual graduate tracks or specializations. There shall be no fewer than four and no more than six members on this

committee, depending upon how members are selected to represent specializations.

3. The membership of the Graduate Executive Committee shall have the authority to elect the chair of the committee by election or by the vote of the majority to defer the appointment of the committee to the Department Chair. The chair will represent their respective track or specialization and serve as chair. The chair will serve a three-year term regardless of previous time served on the committee as member or chair elect. In the chair's last year, a chair-elect will be elected.

g. Peer Review Committee

1. The purpose of the Peer Review Committee shall be to provide an appraisal of individual faculty performance for the purposes of faculty development and as an independent evaluation of members' annual performance. They may use written and oral methods of reporting such appraisals and may consult with individual faculty if requested by the individual. The committee shall provide a written report to the Department Chair.
2. The Peer Review Committee shall review applications for professional development leave. Upon approval by the committee, applications shall be forwarded to the faculty for approval.
3. The membership of the Peer Review Committee will be five members selected by the Faculty for three-year terms. All members shall be on continuous appointment; a minimum of two members shall be fully promoted. The committee members shall elect the chair of the committee.

i. Promotion and Tenure Committee

1. The purpose of the Promotion and Tenure Committee shall be to develop procedures, criteria, and standards for the awarding of promotion and continuous appointment, in accordance with Departmental, College, and University policies.
2. The Committee shall use these procedures, criteria, and standards to review the records of the faculty members, who, according to the policies and guidelines of the department, college, and university, are eligible for consideration for promotion and/or continuous appointment and to provide written recommendations to the Chair as to the extent to which these criteria and standards have been met.
3. The membership of the Committee will consist of all faculty at or above the rank of Associate Professor. The chair of the Peer Review Committee shall serve as chair of the Promotion and Tenure Committee.
4. The Department Chair is not eligible to serve on this committee.
5. Members of the Department Promotion and Tenure Committee who serve on the College Promotion and Tenure Committee shall not vote at the departmental level.
6. In the event that members of the committee are under consideration for tenure or promotion, they will not take part in deliberations or voting on their own tenure or promotion file.

j. Unit Review Committee

1. The purpose of the Unit Review Committee shall be to review applications of departmental faculty and students prior to submission to the University of Nebraska-Lincoln Institutional Review Board and in accordance with policies and procedures established by the UN-L IRB.
2. The membership of the Unit Review Committee will consist of three graduate Faculty members appointed by the Chair, who will each serve a term of three years.

- Section 8. The length of initial terms of committee members appointed for specific terms will be determined by random selection with approximately one-third serving a one-year term, one-third serving a two-year term, and one-third serving a three-year term.
- Section 9. Departmental representatives to College and University committees shall be appointed by a majority vote of the Faculty, unless otherwise specified in the College and University bylaws.

VII. Policies

- Section 1. The Department will maintain a set of official policies on topics of significance to the Department. Documents included in the official policies will be placed there by a vote of the Faculty.
- Section 2. Policies include, but are not limited to:
- a. Promotion and Tenure Document
 - b. Department Mission, Vision, and Values Statements.
 - c. Standing committee descriptions, responsibilities, and procedures.

VIII. Parliamentary Authority

All procedures shall be in accordance with Robert's Rules of Order: The Modern Edition, except as otherwise provided in the Bylaws.

IX. Amendments to the Bylaws

A proposal to amend these Bylaws can be introduced by any Faculty member of the Department at any Faculty meeting. If moved and seconded, the proposal may then be discussed at that meeting, but no vote shall be taken at that same meeting. All proposals to amend the Bylaws that have been moved and seconded at a Faculty meeting shall be submitted to the Faculty either at the next Faculty meeting or by paper or electronic ballot. Approval of the proposal requires a quorum and a two-thirds majority voting in favor of the proposal.