

**BYLAWS OF THE COLLEGE OF EDUCATION AND
HUMAN SCIENCES
UNIVERSITY OF NEBRASKA-LINCOLN
LINCOLN, NEBRASKA**

**APPROVED BY CEHS FACULTY: OCTOBER 2004
REVISED BY VOTE OF THE CEHS FACULTY: FEBRUARY 2007**

I. Name

The name of the organization shall be the Faculty of the 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 of Nebraska-Lincoln, the faculty will:

- Section 1. Establish rules for the conduct of its business and approve or disapprove proposals for changes in the Bylaws of the Faculty of the College of Education and Human Sciences;
- Section 2. Establish committees for the conduct of faculty business and assign functions and responsibilities to them;
- Section 3. Establish research, instruction, and extension programs;
- Section 4. Establish entrance requirements for the College and requirements for degrees; approve or disapprove the establishment of programs for endorsements/majors/minors; determine scholastic standards to be met by students in the College; 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 Regents Bylaws (2.9);
- Section 5. Consider other business brought before it by the Dean, any of the standing college 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 of at least .50 FTE in the College of Education and Human Sciences holding an appointment of professorial, lecturer, instructor, or equivalent ranks. Such members shall have voting privileges.
- Section 2. All persons holding a joint appointment of professorial, lecturer, instructor, or equivalent ranks in the College and another UNL 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 chief executive officer of the College of Education and Human Sciences is the Dean. Other administrative officers may include department chairs and other persons on term appointments. The Dean will determine the nature of these appointments and duties assigned to each.

Section 2. The Dean may organize the administrative officers into councils or groups to best administer the college.

Section 3. The Dean of the College of Education and Human Sciences or a representative appointed by the Dean shall preside at meetings of the faculty. In the absence of the Dean or an appointed representative, the faculty shall elect a temporary chairperson. The Dean 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 academic 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 Dean
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 Dean, any standing or special committee of the College, or by written request of 10% of the faculty.

Section 5. A quorum will consist of 25% of the faculty.

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, ten working days should be allotted from distribution until deadline for return of the ballot.
b. The Dean 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 College shall be:
- a. Awards Committee
 - b. Executive Committee of the Graduate Faculty
 - c. Faculty Advisory Committee
 - d. Professional Education Committee
 - e. Promotion and Tenure Committee
 - f. Research Committee
 - g. Scholarship Committee
 - h. Undergraduate Curriculum Committee
- Section 2. Special (ad hoc) committees may be established by the Dean or college membership for a specific purpose and shall continue to exist, unless discharged, until the duty assigned is accomplished.
- Section 3. All members of the college faculty are eligible for membership on committees except for the Promotion and Tenure Committee where only tenured faculty members may serve.
- Section 4. The Dean shall maintain a current listing of committees, including the responsibilities, function, and membership as approved by the faculty.
- Section 5. The purpose and membership of the standing committees shall be:
- a. Awards Committee
 1. The purpose of the Awards Committee shall be to select recipients of College awards, including making recommendations for named professorships, and nominees for University awards.
 2. The membership of the Awards Committee shall be one faculty representative from each department, who will serve three year terms, and two student representatives, one undergraduate and one graduate, who will be appointed by the Dean for one year terms.
 - b. Executive Committee of the Graduate Faculty
 1. The purposes of the CEHS Graduate Committee are to strengthen existing graduate programs and to establish policies in consultation with CEHS graduate faculty governing graduate education in the college, review and make recommendations to the Graduate College about graduate courses and programs as proposed by faculty of the CEHS departments.

2. Membership of this body will include the graduate chair from each department, one representative from the graduate specializations outside CEHS that are granted within CEHS, one CEHS graduate student appointed by the Dean, and an ex officio and non-voting representative of the Dean's office appointed by the Dean.
3. The CEHS Graduate Committee will meet at least once each semester during the academic year.
4. A chair of the CEHS Graduate Committee will be selected from the Graduate Faculty representatives of the CEHS Graduate Committee for a term to be determined by the committee.

c. Faculty Advisory Committee

1. The Faculty Advisory Committee shall advise the Dean regarding issues involving the faculty, the general welfare of the College, and matters brought forward by the Dean.
2. The membership of the Faculty Advisory Committee shall be one representative from each department, each of whom will serve a three-year term.
3. The Faculty Advisory Committee shall meet on a regular basis or when convened by the Dean.

d. Professional Education Committee

1. The Professional Education Committee shall: provide policies and guidance to programs that prepare students for positions in the K-12 schools, including teachers, speech and language therapists, guidance counselors, psychologists, principals, and superintendents; establish a conceptual model for all programs and approve an assessment system to describe the quality and type of learning of candidates in the various programs; solicit plans for improving the quality of candidates in each of the programs; and systematically monitor the quality of programs using the accreditation standards of the several groups as guidelines. The committee will play a major coordinating role in the accreditation process and will involve the faculty of the College in dealing with issues related to accreditation and program quality.
2. The membership of the Professional Education Committee shall include Department Chairs in those departments who have primary responsibility for the preparation of the professionals and the following members; each of whom will serve a three year term: four to eight CEHS faculty members selected by faculty colleagues, four representatives from Arts and Sciences and/or the College of Fine and Performing Arts selected by the Deans of those colleges, four teachers from Pre-

12 Education appointed by the Executive Director of the Nebraska State Teachers Association, one speech and language therapist, two guidance counselors or school psychologists appointed by the Dean of CEHS, and two school administrators appointed by the Dean of CEHS.

3. The Dean of the College of Education and Human Sciences or her/his designee will serve as the official head of the Professional Education Committee.
4. A minimum of one meeting of the entire membership will be conducted each academic year.
5. An executive committee may be empowered to act in the name of the full committee. Membership of the executive committee will be determined by the entire membership of the Professional Education Committee.

e. Promotion and Tenure Committee

1. The Committee shall develop procedures, criteria, and standards for the awarding of promotion and continuous appointment that shall be submitted to the membership for its approval.
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, have submitted their documentation file for promotion and/or continuous appointment and to provide written recommendations to the Dean as to the extent to which these criteria and standards have been met.
3. The membership of the Committee shall consist of one tenured representative from each department, elected for a three-year term.
4. The Dean, assistant and associate deans, and department chairs are not eligible to serve on this committee.
5. Members of the Promotion and Tenure Committee may vote on cases at the department or college levels, but not both levels.
6. In the event that a person on the committee is being considered for promotion, s/he will be replaced by another member of the department for that year.
7. When a member of the Promotion and Tenure Committee is unable to serve, s/he shall be replaced for the remainder of his/her term through the same selection procedures used to choose members initially.
8. Further explanations of promotion and /or continuous appointment procedures, criteria, and standards can be found within the university and college documents.

f. Research Committee

1. The purposes of the Research Committee are to: inform the dean on issues of research conduct, infrastructure, and support; provide advocacy and support with the Office of the Vice Chancellor for Research; publicize college research activities, results and impact; promote research and appropriate expenditure of research seed funds; promote collaborative research with other university agencies; and promote the infusion of research results in teaching and outreach.
2. Membership of the Research Committee will be four members appointed by the Dean for three-year terms each.
3. The Research Committee will be chaired by the Research Coordinator or the Dean's designee.

g. Scholarship Committee

1. The Scholarship Committee shall select recipients for the scholarships available to College students.
2. The membership of the Scholarship Committee shall include a representative from each department selected for a three-year term.
3. The committee shall work with the Dean's Office and the Student Services Center in the formulation of policies and procedures concerning scholarships.

h. Undergraduate Curriculum Committee

1. The purpose of the Undergraduate Curriculum Committee is to govern undergraduate programs in the College. They shall assess and improve existing programs and begin new programs. They will review and make decisions about undergraduate courses and programs as proposed by departments.
2. The membership of the Undergraduate Curriculum Committee shall be one faculty representative from each department, each of whom will serve a three-year term, two representatives from the Student Services Center, who shall be appointed by the Dean for three-year terms, and two student representatives from different undergraduate departments, who shall be appointed by the Dean for one-year terms.
3. The Dean will appoint a College representative to the UNL Curriculum Committee.

Section 6. 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.

VII. Policies

- Section 1. The College will maintain a set of official policies on topics of significance to the college. 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. College Mission, Vision, and Values Statements.

VIII. Parliamentary Authority

Except as otherwise provided in the Bylaws, all procedures shall be in accord with Robert's Rules of Order, latest revised edition.

IX. Amendments to the Bylaws

A proposal to amend these Bylaws can be introduced by any faculty member of the College 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 these 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 that a quorum of the faculty vote and that a two-thirds majority of those voting vote in favor of the proposal.