

Department Bylaws

Child, Youth and Family Studies

Approved April 2010
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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.

POWERS

Within the limits established in the Bylaws and Rules of the Board of Regents of the University of 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.

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.

STAFF MEMBERSHIP

The members of the Staff will be:

Section 1

All persons holding a University of Nebraska appointment of at least .50 FTE on a state funded line in the Department of Child, Youth and Family Studies of the office/staff or managerial/professional rank. Such members shall serve on department committees and have voting privileges as outlined in the committee sections.

Section 2

All persons holding a University of Nebraska appointment of at least .50 FTE on a grant funded line in the Department of Child, Youth and Family Studies of the office/staff or managerial/professional rank. Such members shall not serve on department committees or have voting privileges.

OFFICERS & 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 staff member to take minutes at the meetings of the Faculty.

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:

- By the Chair
- 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 is needed for any action to be made.

- A quorum will consist of at least 50% of the Faculty with voting privileges (see Section III.1) with the following exceptions:
 - After proper distribution of the agenda and prior to the faculty meeting, faculty at the rank of Lecturer whose regular job responsibilities prohibit them from attending regularly scheduled faculty meetings, will be able to recuse themselves from being considered in the count for a quorum for the business in that particular faculty meeting by informing the Chair in writing that they choose to be recused. In such cases, they will not be considered in the count for determining a quorum.
 - Faculty on Professional Development Leave, University-approved Medical Leave, or other similar University-approved extended absence will not be considered in the count determining a quorum.

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.

- 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.
- The Chair will verify results of the voting and Faculty will be notified of the results of the balloting.

COMMITTEES

Section 1

The standing committees for the Department shall be;

- Chair's Advisory Committee
- Undergraduate Curriculum Committee
- Graduate Education Committee
- Peer Review Committee
- Promotion and Tenure Committee
- Recruitment Committee
- Scholarly Recognition and Engagement 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 the Faculty, until the duty assigned is accomplished.

Section 3

All faculty members 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 annually 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:

- Chair's Advisory Committee
 - 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.
 - The membership of the Chair's Advisory Committee will be one staff member appointed by the Department Chair, two faculty members elected at large in two consecutive years, and one faculty member appointed by the Department Chair. The Department Chair will make this appointment after the election of the at large members to ensure diversity in representation.
 - The Chair's Advisory Committee will meet at least once each semester during the academic year.
- Undergraduate Curriculum Committee
 - The purpose of the Undergraduate Curriculum Committee (UCC) 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.
 - The membership of the UCC will be one representative from each undergraduate track or specialization in the department and the Department Chair or appointee as an ex-officio member. There shall be one staff member appointed by the Department Chair to provide staffing for the committee and to act as a non-voting member.
 - Each option area will elect a representative to serve on UCC; members of UCC shall elect a Chair among themselves who will serve a three-year term.
 - The chair of the UCC will serve as department representative on the CEHS curricula committee.
 - Members will serve a three-year term.
 - The UCC will meet at least once each semester during the academic year.

- Graduate Education Committee
 - The charge of Graduate Education Committee (GEC) is to ensure a robust graduate programming effort in CYAF consistent with departmental strategic planning. This includes assessing and recommending improvements to existing graduate Specializations, certificates, and tracks, and to departmental policies, processes, and procedures that affect the graduate programs within CYAF. The GEC charge includes overseeing and coordinating recruitment, admissions, graduate student experience and professional development (including CYAF 901), curricular changes, and other graduate issues. It also includes ensuring that printed (included on the web) materials (e.g., handbooks) are up-to-date, accurate, accessible, and timely. Recommended program and curriculum changes and recommended changes to policies, procedures and processes must be approved by the Graduate Faculty. The GEC is responsible for orienting new faculty to the processes and procedures involved in advising and mentoring graduate students. The GEC reviews and makes recommendations to the Graduate Faculty about new graduate courses and programs. The GEC conducts the initial review of applicants to the Department's graduate programs.
 - The Department Chair appoints from among the Faculty a Graduate Faculty member to be the CYAF Graduate Director. The Graduate Director is an ex-officio voting member and chair of the GEC. The committee is also comprised of three other Graduate Faculty members in CYAF elected by vote of the Faculty. One shall have a teaching appointment representing graduate programs emphasizing the study of children, one shall have a teaching appointment representing graduate programs emphasizing the study of families, and one shall have an Extension appointment. At least one member must have teaching responsibilities within a Great Plains IDEA graduate program. If not, the Chair shall appoint an additional member to this committee who does. This appointment shall be for one year. There shall be one staff member appointed by the Department Chair to provide staffing for the committee and to act as a non-voting member.

- Peer Review Committee
 - 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 written reports of their evaluations of faculty performance to the Department Chair. The Department Chair shall provide these reports to individual Faculty members. Approved peer review templates must be used.
 - 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.
 - Peer Review Committee is responsible for mid-tenure review of pre-tenure Faculty and may need to add an additional member with expertise in the content area of the faculty member(s) being reviewed.

- The membership of the Peer Review Committee will be five members selected by the Faculty for three-year terms. Four members shall be on continuous appointment; a minimum of two members shall be fully promoted. One member shall be at the rank of Associate or Full Professor of Practice, or Lecturer. The intent is for the committee membership to represent the areas of work responsibility and expertise among the faculty. Consequently, represented among the membership of the committee shall be expertise in the study of children and in the study of family; and in each of the major areas of apportionment, to include research, Extension, and teaching. The committee members shall elect a Chair annually among themselves.
- Promotion and Tenure Committee
 - 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.
 - 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.
 - The membership of the Committee will consist of all faculty at or above the rank of equal to or higher than that to which the candidate aspires.
 - Chair of Promotion and Tenure Committee is elected by the Promotion and Tenure Committee faculty at the end of the Spring semester in the year prior to their service in this role. The Chair of the Promotion and Tenure committee is responsible for assuring that all appropriate promotion and tenure procedures are followed, that discussion considers only the content of the candidate's documentation and convenes the committee on the second Friday in September (see Department Promotion and Tenure Guidelines).
 - The Department Chair is not eligible to serve on this committee.
 - Members of the Department Promotion and Tenure Committee who serve on the College Promotion and Tenure Committee shall not vote at the departmental level.
 - 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.
- Recruitment Committee
 - The purpose of the Recruitment Committee is to oversee undergraduate and graduate recruitment efforts of the Department.
 - The Committee shall a) identify recruitment goals and select strategies for accomplishing those goals; b) evaluate recruitment efforts; and c) coordinate recruitment efforts with the College and University.

- The Committee shall work with the Department Chair to ensure that the Departmental web/online presence contributes to recruitment goals. The Committee regularly evaluates web and online content for accuracy and relevancy, makes recommendations for improvement, and coordinates updates with staff members assigned to work with the Departmental website.
- The Committee shall coordinate with advisors of student organizations sponsored by the Department and student honor societies.
- Membership of the Recruitment Committee shall be three faculty members elected at large. Members will serve a three-year term with committee member terms staggered to ensure consistency on the committee. One staff member may be appointed by the Chair. The Committee members shall elect a Chair annually among themselves.
- Scholarly Recognition and Engagement Committee
 - The purpose of the Scholarly Recognition and Engagement Committee shall be to a) select recipients of Department awards and nominees for College, University, and other awards (to include overseeing the nomination process); b) oversee the invitation and coordination of speakers sponsored by the department; and (c) coordinate with the faculty mentor about visiting scholars' presentations.
 - The membership of the Scholarly Engagement and Recognition Committee will consist of three members of the faculty elected at large, one of whom must be at the Full Professor rank. One staff member may be appointed by the Chair. Members will serve a three-year term. Members of the Scholarly Engagement and Recognition Committee will elect a Chair annually among themselves.

Section 8

Departmental representatives to College and University committees shall be appointed by a majority vote of the Faculty, unless otherwise specified in the Departmental, College and University bylaws.

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 included, but are not limited to:

- Promotion and Tenure Document.
- Department Mission, Vision, and Values Statements.
- Standing committee descriptions, responsibilities, and procedures.

PARLIAMENTARY AUTHORITY

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

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 vote in favor of the proposal.