

SOE FACULTY BYLAWS

1. General Powers of the School Faculty

These Bylaws of the SOE (SOE) and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by (1) the University Charter, (2) the Trustee Bylaws, (3) the University Faculty Senate Bylaws and Regulations, (4) the Constitution of the Faculty of the UD, (5) the Bylaws of the College of Education and Human Development and (6) the Collective Bargaining Agreement, including the UD Faculty Handbook.

2. School Faculty Membership

The faculty of the School shall consist of the professors, associate professors, assistant professors, instructors, and lecturers who hold appointments in the School.

Voting members of the faculty shall be those members from the above list who are voting members of the University faculty and who have their primary full-time appointment in the SOE. Each faculty appointment in the School, and voting rights (excluding personnel decisions) for temporary non-tenure track faculty, must be approved by a majority of the faculty before the beginning appointment date.

Others, upon their written request, may be nominated for faculty membership by any voting member of the faculty. Procedures will be consistent with Faculty Handbook Section 4.1.2. To be eligible for consideration by the School faculty for faculty membership, the candidate:

- Shall have been recommended for faculty membership by the PTA committee.
- Will accept appropriate committee assignments and other responsibilities associated with School membership.

These nominations must appear on the faculty meeting agenda three business days prior to the date of consideration.

3. The Director of the School

The Director (or, in all cases, their designee from the SOE Administrative Team) has the responsibility for supervising and coordinating all administrative, teaching, research, and service activities. In accord with University regulations and in the spirit of open and cooperative decision-making, the Director will provide leadership in formulating School policies concerning academic programs, budgetary matters, and faculty, staff, and student personnel. The Director will also provide leadership in implementing these policies and in interpreting them to the College, University, and the wider professional and general communities. The specific responsibilities of the Director are enumerated in the relevant UD policy documents.

4. School Faculty Meetings

The Director of the School shall be the chairperson of the School faculty meetings. A member of the Advisory Committee, designated by the Director, shall preside in the absence of the Director or when the Director takes the floor. Meetings of the faculty shall be called by the Director at least twice each semester or by petition to the Director presented by five members of the School faculty or by a standing committee chair.

All meetings of the School faculty are open to any administrator, faculty member, staff member, or student of the School, unless the Director approves in writing a written request for a closed session of the voting faculty.

One third of the voting faculty will constitute a quorum at School faculty meetings, except for meetings in which the Bylaws are amended, when a quorum will consist of one half of the School's voting faculty. Faculty with secondary appointments shall not figure in the calculation of a quorum. At the start of each semester, the Director shall announce the number necessary for a quorum. Meetings and other business of the School faculty will be conducted according to norms publicized by the Advisory Committee. The agenda of the faculty meeting shall be established by the Director and distributed to the faculty at least two days prior to the meeting. Minutes of each meeting will be distributed by the Director's office within a month after the meeting. Errors in minutes must be corrected prior to the next meeting by bringing them to the attention of the Director.

5. Committee Procedures

5.1 Committee Membership

Only voting members of the faculty shall be eligible for membership on standing committees. The Director, in consultation with the Advisory Committee Chairs, nominates committee slates and oversees election of members by the voting faculty. The Promotion, Tenure, and Appointment Committee Chair will be chosen in accordance with the University promotion and tenure calendar. Other elections will be completed by the end of the Spring semester, and those elected shall begin their term of service on the first day of the Fall semester. As appropriate, subcommittees may be formed to support committee workload.

5.2 Committee Chairs

The Director shall appoint the chairs of standing committees. No faculty member shall serve as chairperson of a standing committee for more than two years in any three-year period. No faculty member shall serve as chairperson of more than one standing committee during any given year.

5.3 Committee Communication

Each standing committee shall formulate and distribute a set of procedures. These procedures, as well as agendas and minutes, shall be accessible to all faculty members. Committees should work for internal consensus and record votes in minutes when consensus is not reached.

5.4 Contesting Committee Actions

To contest a standing committee action, any faculty member may bring it to the attention of the Chair of the Advisory Committee, who will work to resolve the issue with the Chair and members of the committee.

6. Standing Committees

6.1 Advisory Committee

The Advisory Committee supports the faculty and the Director in maintaining a welcoming environment and interpreting and improving the School's policies. The Chair of the Advisory Committee is a full professor. The Committee includes Associate Directors who maintain their faculty status and a staff representative (ex officio), standing committee chairs, six faculty members chosen from the different program areas (either a program coordinator or their designee) and one at large faculty member. Because there are more than six program areas, there will be a rotation of program representation. Representation will include both tenure track and continuing track faculty members.

Among the responsibilities:

- Maintain a welcoming environment
- Solicit feedback from all members of the School of Education community
- Nominate committee and subcommittee slates to maintain equitable distribution of service responsibilities and oversee their election by the voting faculty
- Recommend hiring priorities and have potential searches approved by the faculty
- Establish norms for faculty meetings
- Interpret Bylaws and Promotion, Tenure and Appointment procedures in cases where they are unclear

6.2 The Committee on Graduate Studies in Education (CGSE)

The CGSE sustains and improves the quality of the School's master's and doctoral programs. Although Program Faculty assume major responsibility for supporting student progress in their degree programs including setting admission criteria, reviewing applications for acceptance, monitoring timelines, and approving course substitutions. CGSE oversees program policies and revision. CGSE shall be composed of four faculty members from a variety of program areas serving staggered two-year terms, one student selected by the Education Graduate Association for a one-year term, and the Associate Director of Graduate Studies

Among the responsibilities:

- Review proposals for additions to and changes in graduate courses, curricula, and policies.
- Share program revision proposals with the faculty with at least three business days for comment prior to committee approval.
- Serve as a resource for students appealing graduate program decisions and policies for comment prior to approval.
- Solicit and review nominations for graduate student awards.

6.3 The Committee on Undergraduate Studies in Education (CUSE)

CUSE sustains and improves the quality of the School's undergraduate programs. Although Program Faculty assume major responsibility for supporting student progress in their degree programs, CUSE oversees program policies and revision. CUSE shall be composed of four faculty members serving staggered two-year terms, one student selected by the Chair for a one-year term, the Senior Academic Advisor or Academic Advisor (ex officio), and the undergraduate program coordinator

Among the responsibilities:

- Review proposals for additions to and changes in undergraduate courses, curricula, and policies.
- Share program revision proposals with the faculty with at least three business days for comment prior to approval.
- Solicit and select proposals for Study Abroad.
- Serve as a resource for students appealing undergraduate program decisions and policies.
- Solicit and review nominations for undergraduate student awards.

6.4 The SOE Promotion, Tenure and Appointments (PTA) Committee

The PTA Committee makes recommendations on decisions related to personnel, including promotion, tenure, contract renewals and other appointments. These decisions are made in a manner that is consistent with the Faculty Handbook and School of Education Promotion and Tenure Guidelines. Membership of the PTA is commensurate with its workload in a given cycle and may include subcommittees.

Among the responsibilities:

- Make recommendations on all faculty contract renewals
- Make recommendations on all faculty promotions
- Make recommendations for faculty tenure
- Make recommendations for Emeritus status
- Conduct post tenure reviews
- Recruit mentors for all new faculty
- Review secondary appointments

- Review joint appointments
- Review applications of visiting scholars
- Solicit and nominate faculty for School, Department, and University Awards
- Review appointment requests and make recommendations for full-time temporary non-tenure track faculty (e.g., research faculty)

The PTA cycle is determined by the University and typically begins during the Spring semester. The Director nominates for faculty approval a tenured full professor to serve as chair of the PTA Committee for the coming cycle. If warranted by the workload, the Director may also nominate a co-chair..

Members of the PTA serve on IPTCs as well as other subcommittees. Once the slate of candidates is identified, the Director collaborates with the PTA Chair to nominate an Individual Promotion and Tenure Committee (IPTC) Chair and two additional members for each candidate. Each IPTC chair and committee member is selected with consideration for workload allocations and scholarly backgrounds. Once the fall personnel reviews are completed, new subcommittees may be reconstituted for the spring cycle of reviews and other committee responsibilities.

Note: Procedures for conducting reviews, including the confidentiality of personnel decisions, voting criteria and procedures are detailed in the SOE Promotion and Tenure Guidelines.

7. Other Committees

7.1 Ad Hoc Committees

The membership, procedures, and functions of ad hoc committees will be determined by the Director with the approval of the Advisory Committee. The specific charges of an ad hoc committee and the closing date for its work will be announced at the time of its formation. Any recommendations coming from an ad hoc committee will be shared with faculty for a vote.

7.2 Search Committees

The voting faculty must endorse a search before the committee is formed. Search committees shall normally not have fewer than four members. At least half of the membership should be from the program area, or closely related area, in which the candidate will teach. The remainder of the committee may include one faculty/professional from outside the School.

Prior to its adoption, the position description developed by the committee will be circulated to the voting faculty for comments.

The University's Administrative Policy Manual requires search committees to forward final recommendations to the department chair (Director). Prior to making a recommendation to the Director, the search committee will discuss its recommendation

with the faculty. Consistent with the UD Faculty Handbook, the faculty will vote on the recommendation. A positive recommendation of the faculty to hire will require a 2/3 majority of the voting faculty present. This 2/3 majority will constitute faculty approval. The Search Committee will include the faculty vote in its report to the Director.

8. Full Participation

The voting faculty, standing committees, and ad hoc committees can conduct business between meetings. If the voting members of any committee or of the School approve (including email or electronic voting) any action, such action shall be valid.

Proxy voting is permitted but only in cases where the voter's absence is excused by the Director, when the voter is on leave, or when the voter is undertaking University business that requires absence from the meeting in which a vote is taken. A proxy vote must be in writing and can be cast only for a motion that has been shared in advance and not amended in the course of the meeting.

9. Amendment of the Bylaws

The Bylaws of the SOE may be amended by a majority of the voting faculty provided previous notice of intention to amend has been published in a meeting agenda and distributed to the faculty at least three business days prior to the meeting in which the proposed amendment(s) will be considered. Amendments can be initiated by any faculty member.