

# College of Education and Human Services Faculty Council Constitution

## Preamble

Through mutual agreement of the Dean of the College of Education and Human Services (COEHS) and the faculty of the College of Education and Human Services, the following Constitution represents a statement of agreement and operating procedures.

## Article I – Functions of the Faculty Council

### Section A. Advisory Body

The Council shall serve as an advisory body to the Dean, working with the members of the Dean's office to address the concerns and needs of the faculty of COEHS, and as a means by which the views of the faculty of the College may be gathered and communicated to the administration for the purpose of strengthening

1. The decision-making within the College and
2. The impact of the College within the functioning of the University.

### Section B. Functions

The functions of the Council, in support of the Strategic Plan for the College and the University, are to:

1. Be a liaison between the Dean and the School/Department faculty;
  - a. **Each meeting shall include a Dean's report**
2. Interface with the Dean's Council of Chairs through a report given at each meeting; and
3. Focus on the continuous improvement of the College.

### Section C. Recommendations

Recommendations of the Council shall be provided in writing to the Dean, who will provide the Council with a response as to the disposition of said recommendation.

## Article II

### Section A. Qualification for Membership

1. Members of the faculty of the College who hold the rank of associate faculty, instructor, assistant professor, associate professor, and professor are eligible for membership, with the exception of school directors/department chairs.

2. A further qualification is the person must have been a member of the faculty of the College for at least one year.

### Section B. Representation

1. Each school/department of the College shall be represented by one member elected by their school/department.
  - a. If the elected member is unable to attend, an alternate should be identified and attend the meeting.
2. The COEHS Student Advisory Council will provide this Council with a report each semester and/or as needed.
3. The leadership in the Dean's Office shall be ex-officio non-voting members of the council.

### Section C. Duties of Members

1. Members of the Council have as their primary mission to serve as an advisory council (and to promote the welfare of the College as defined in Article I) to the Dean of the COEHS.
2. The members of the Council are accountable to their respective schools/departments and shall present the views of their school/departmental colleagues to the Council and its committees.
3. The Council chair, vice-chair, and secretary in consultation with the Dean of COEHS, shall prepare and distribute an agenda for each Council meeting.

### Section D. Term of Office

1. The term of office shall be three years for the faculty members of the Council.
2. Members can only succeed themselves, if there is no other school/department faculty member who has interest in serving on the Council.
3. In case of the resignation of a member, their replacement shall serve the remainder of the resigning member's term.

### Section E. Officers

1. The Council, each year, shall have three (3) officers: a chair, a vice-chair, and a secretary. They shall be elected from the Council.
2. The secretary shall be responsible for the accurate recording and distribution of the minutes of Council's meetings.

## Article III – Elections

### Section A. Voting Right of the Faculty

1. Members of the full-time faculty who hold the rank of associate faculty, instructor, assistant professor, associate professor, and professor are qualified to serve as school/department representatives on the council. Each school/department is responsible for the manner in which the school/department representative is selected.

### Section B. Schedule of Elections

1. School/department elections/appointments for school/departmental representatives shall be made annually in the spring for a term of office beginning the following August.
2. In case of a vacancy, the school/department faculty in which the vacancy occurs shall elect/appoint another representative to fill the unexpired term.

### Section C. Certification of Election

1. The director/chair of the school/department shall certify in writing the names of elected/appointed representative to the Chair of the Council.

## Article IV— Council Meetings

### Section A. Regular Meetings

1. Meetings shall be held at least once each month during the regular academic year. Meetings may be called during the summer term. A quorum shall be a simple majority of the members.

### Section B. Special Meetings

1. Special meetings may be called at any time by the Dean, by the chair of the Council, by the chair of the executive committee, or at the written request of one-third of the members of the Council.

### Section C. Notice of Meetings

1. The meeting schedule shall be determined at the first meeting of each semester. The agenda will be provided prior to the meeting.

2. Notice of special meetings shall be given at least two days in advance of the special meetings by email to each member of the Council.

## Section D. Minutes

Minutes of the meetings shall be distributed to members and alternates of the Council, to the departments of the College and to the Central Administration. All minutes will be posted on the College's website and shall be accessible to members in each department at any time.

## Article V – Committees

### Section A. Ad hoc Committees

The Council shall be empowered to create such ad hoc committees as it deems necessary.

### Section B. Membership

1. Committee assignments shall be made as needed.
2. A committee will consist of at least one Faculty Council member.
3. In the case of the resignation of the member, their replacement shall serve for the remainder of the resigning member's term.
4. The leadership of the Dean's Office and Faculty Council Chair shall be ex-officio non-voting members of all committees and subcommittees.
5. Faculty Council Chair will serve as a tie breaking vote, if needed.

### Section C. Conduct of Committees

1. A convening chair shall be appointed by the Council Chair for each committee and sub-committee, and at the first regular meeting, the committee shall elect its regular chair.
2. A committee quorum shall consist of half of the total committee membership.
3. Each committee shall determine its own meeting requirements.

### Section D. Conduct of Committees as Dean's Faculty Council

1. The Dean may request any committee or sub-committee to meet to advise them. In such cases, the Dean must contact the Council Chair and all committee or sub-committee members.
2. Advisory decisions which affect policies, or set precedents within the College shall be reported for review at the next regular meeting of the Council.

## Article VI - Referendum

### Section A.

1. Any action of the Council shall be the subject to a referendum upon presentation of a petition for referendum by ten percent (10%) of the faculty as defined in Article III, Section A.

### Section B.

1. A petition for referendum shall be presented to the Chair of the Council. Upon receipt of a valid petition, the Council shall conduct the referendum by email ballot within ten (10) days of receipt of the petition.

### Section C.

1. The Council shall be governed by the results of the referendum.

## Article VII – Amendments

1. Amendments to this Constitution may be presented in writing by any member of the faculty as defined in Article III, Section A.
2. The Council shall act on the proposed amendment at the next regular meeting following the one at which the amendment was presented.
3. If the Proposed amendment is approved by a two-thirds majority of the Council, it shall be submitted to the faculty for ratification within thirty days. Voting shall be by email ballot. An affirmative vote of a majority of the faculty voting, as defined in Article III, Section A, shall constitute ratification of the amendment provided that a majority (51%) of the faculty who voted. Voting shall take place for a period of two weeks.

## Article VIII – Parliamentary Authority

1. Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority for the meeting of the Council and any ad hoc committees of the Council.

## Article IX – Implementation

1. This Constitution shall be in effect upon approval of the faculty (as defined in Article III, Section A) who cast a vote in three-fourths of the departments.
2. A review of the Constitution will be conducted annually to ensure it aligns with the current context of the College.