

Cleveland State University



College of Education and
Human Services

BY-LAWS

Revised May 2011 All “tracked” changes have been “read” once at the April 27 2011 meeting and should be discussed in departments then voted on sometime in Fall semester 2011

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The Cleveland State University
College of Education and Human Services
BY-LAWS OF THE FACULTY ORGANIZATION

INTRODUCTION

These By-Laws of the College of Education and Human Services Faculty Organization are applicable within the authorization established by the By-Laws of the Faculty Organization of The Cleveland State University.

The Faculty Organization of the College of Education and Human Services shall legislate upon and form policies pertaining to educational aims, methods, and activities peculiar to the College of Education and Human Services and consistent with the By-Laws of the Cleveland State University Faculty Organization and the agreement between Cleveland State University and the American Association of University Professors.

ARTICLE I

Membership

The membership shall be constituted as follows: The President of the University (ex-officio); the Academic Vice President (ex-officio); the Dean, Associate Deans, and Assistant deans of the College; all persons assigned to the College with the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor; and other persons designated by action of the Faculty Organization of the College of Education and Human Services. In cases of doubt as to the proper College or Colleges to which a person is assigned, assignment will be made by the Academic Vice-President after obtaining the recommendation of the Deans concerned. Ex Officio members' voting privileges will be decided upon by a majority vote of elected members to each relevant council or committee.

ARTICLE II

Meetings

Section 1

There shall be a regular meeting of the College of Education and Human Services Faculty Organization at least once each semester during the academic year. The meeting shall be called by the Dean or, in his/her absence, by his/her designated representative.

Section 2

The Department Chairpersons, Council Chairpersons, and the Office of the Dean shall arrive at agenda items to be submitted to the Dean. The Dean and the Secretary of the Faculty Organization (Article III, Section 2) shall jointly determine the priority of agenda items. The agenda shall be distributed by the Secretary of the Faculty Organization to all faculty members so that it is available to them not less than forty-eight hours prior to the time set for the meeting.

Section 3

Prior to the close of each meeting, after all substantive actions have been taken, there shall be a discussion period during which any member may make suggestions or recommendations from the floor. No substantive actions, however, may be taken during this period.

Section 4

Special meetings may be called by the Dean of the College of Education and Human Services (or, in his/her absence, by his/her representative). A special meeting shall be called by the Dean upon receipt of a written request by at least ten percent of the Faculty Organization. The Dean (or his/her representative) shall have a reasonable time to call and hold the meeting after receiving the written request, but such time shall not exceed ten working days. The agenda shall be limited to the item(s) for which the meeting is called. For the

purpose of this article and other articles, the total membership of the College of Education and Human Services Faculty Organization shall be determined by the Secretary of the Faculty Organization as of September 1 proceeding the date on which the number is to be applied.

Section 5

Every full-time member of the University faculty serving 50% or more of his/her assignment in the College of Education and Human Services during the academic year shall have one vote.

Section 6

A simple majority of the voting members of the Faculty Organization shall constitute a quorum for the transaction of business.

ARTICLE III

Officers

Section 1

- (a) The Dean of the College of Education and Human Services shall be the Chairperson of the Faculty Organization.
- (b) The Dean, or in his/her absence, his/her designated representative, shall preside at all faculty meetings.
- (c) The Dean shall inform the Secretary of the Faculty Organization of the Cleveland State University as to the organizational plan and By-Laws adopted by the College of Education and Human Services Faculty Organization and any subsequent changes made in them.

Section 2

- (a) A Secretary of the Faculty Organization shall be elected by the voting members of the College of Education and Human Services faculty by written ballot at a regular spring semester meeting of each academic year and shall serve for a one-year term of office beginning on August 16 of the subsequent academic year. The responsibility of College Secretary will rotate yearly through the four departments.
- (b) The Secretary of the Faculty Organization shall participate in the setting of the agenda and shall notify its members of meetings, shall distribute copies of the agenda to all members, and shall keep accurate minutes of all meetings.
- (c) The Secretary shall provide each member of the College of Education and Human Services Faculty Organization with a complete copy of the minutes of each faculty meeting within ten working days following the meeting.
- (d) The Secretary shall receive copies of the minutes of all meetings of College of Education and Human Services standing councils and committees and ad hoc committees and maintain files of the same.
- (e) The Secretary shall provide to the Secretary of the Faculty Organization of the Cleveland State University (i.e., the Faculty Senate Secretary) two true copies of the minutes of all meetings of the College of Education and Human Services Faculty Organization within ten working days following approval of such minutes.

ARTICLE IV

Powers

Section 1

College of Education and Human Services Faculty action shall be taken on issues of major importance relating to matters of educational policy and on substantive amendments to these By-Laws. Determination of whether a matter must have College of Education and Human Services Faculty action may be made by the standing College of Education and Human Services Councils, in accordance with the procedures outlined in Section 2 below.

Section 2

When a report or recommendation is initially presented, it may be adopted, rejected, or referred to the appropriate administrative unit, council, or committee for further consideration. Matters so referred by the College of Education and Human Services faculty shall in all cases be reported back to it. When a matter has been resubmitted to the College of Education and Human Services faculty, the faculty will take such action as it deems appropriate.

Section 3

All issues shall be decided by a majority of those present and voting (Article II, Section 6). Voting shall be voice or show of hands, except that a secret ballot may be taken upon the request of any voting member present. Mail ballots may be used in election of persons to serve on councils and committees.

ARTICLE V

Departments

Section 1

The department is the primary operational unit through which the College pursues its mission: program development and maintenance, instruction and instructional improvement, student advising, and articulation with the community and its schools.

Section 2

The department is the administrative unit responsible for the professional development and professional services of faculty members assigned to it, in keeping with the personnel policies.

The department shall make policies and procedures concerning its own operation and inter-departmental cooperation, and implement policies of the College and University.

ARTICLE VI

Office of Doctoral Studies

Section 1: The Office of Doctoral Studies

The Office of Doctoral Studies is the unit responsible for the administration of the Ph.D. Program in Urban Education. The Office will be headed by a Director of Doctoral Studies. The program faculty of the Office of Doctoral Studies will be comprised of all members of the faculty of the College of Education and Human Services who hold CSU Graduate Faculty status and selected CSU graduate faculty, to be involved on a contractual basis, from elsewhere in the University. The program faculty will be responsible for implementing policies of the Office of Doctoral Studies with regard to admissions, academic standards, curriculum, procedures, and for making recommendations for such improvements as may be required through their oversight of program operations. Recommendations of program faculty will be submitted to the Office of Doctoral Studies for review and implementation when mutually agreeable.

Section 2: The Director of Doctoral Studies

The Director of Doctoral Studies will be a member of the CSU Graduate Faculty whose appointment is in the College of Education and Human Services. The Director will hold a half-time administrative appointment in the College of Education and Human Services. The Director is the executive officer for the office of Doctoral Studies and is responsible for coordination of the various components of the Doctoral Program. The Director will preside as Chairperson at meetings of the Doctoral Studies Committee. The Director will supervise daily operations of the program, collaborate with department chairpersons on recruitment of faculty to teach in the Ph.D. Program, coordinate recruitment of students, coordinate examinations, monitor student progress, implement retention and separation decisions, maintain appropriate records, and

serve, in conjunction with the Doctoral Studies Committee, as leader of program development and evaluation. The Director will also function as liaison with the CSU College of Graduate Studies as well as other Colleges and units of the University involved in program delivery.

Where students or faculty may have concerns and desire a review of decisions made, the policies for the College of Education and Human Services Article VII, Section 11, and University appeal procedures Article 8.2.7s should be followed.

In matters of policy and personnel actions, the Director will collaborate with the appropriate department chairpersons in the College of Education and Human Services. The Director of Doctoral Studies will be a member of the Dean's Executive Council. The Director of Doctoral Studies will serve (ex officio) on the College of Education and Human Services Graduate Affairs Council. The Director of Doctoral Studies will report to the faculty regarding the status of the doctoral program at each semester College of Education and Human Services faculty meeting and will submit an annual written report to the Dean and College faculty no later than May 31st.

The Director of Doctoral Studies will be nominated to the Dean by vote of the tenure-track graduate faculty members of the College of Education and Human Services. Any faculty members so nominated must have a majority of "acceptable" votes by the voting faculty. The Dean will select the Director of Doctoral Studies from among the faculty so nominated. The Director will serve a four-year term of office and, upon a favorable performance review by the doctoral faculty and the Dean, may serve an additional three-year term.

Section 3: The Doctoral Studies Committee

The Doctoral Studies Committee is the policy making body for the Ph.D. Program in Urban Education. The Committee will set policy regarding student admission decisions, assignment decisions regarding Program Faculty, the assignment of Program Advisors,

approval of programs of study, examination committee recommendations, student retention and separation decisions, recommendations of Doctoral Dissertation Committees, and recommendations for the award of doctoral degree. It will create a system for monitoring day-by-day operations as well as establish a system for formative and summative evaluation, including on-going student evaluations and follow-up evaluation of graduates. It will act upon recommendations transmitted from the Program Faculty regarding admissions, standards, curriculum, procedures, and operations.

The Doctoral Studies Committee will be made up of a maximum of twelve members: the Director of Doctoral Studies, a maximum of eight elected members of the COEHS graduate faculty (one member from each of the College Departments, one faculty member from each of the four unrepresented specialization areas, and one Department Chairperson), and two doctoral student members. Student representatives on the Doctoral Studies Committee will have non-voting status and will be elected by all currently active students. Student representatives will be excused at the discretion of the Program Director when matters of student or faculty personnel are discussed. The election process for faculty members of the Doctoral Committee should assure that each track in the doctoral program is represented by at least one faculty member. Faculty members shall serve for two-year terms, staggered in such a way that half of them shall be elected each year by vote of the tenure-track graduate faculty members of the College of Education and Human Services. Student members of the Doctoral Studies Committee shall be elected by the students in their cohort. The student election process will take place in the Fall semester of each year. Student members will serve one-year terms, from January 1 to December 31.

ARTICLE VII

Councils and Committees

Section 1

The following shall be standing Councils and Committees of the Faculty Organization:

- a. Teacher Education Council
- b. Teacher Education Advisory Council
- c. Undergraduate Affairs Council
- d. Graduate Affairs Council
- c. Faculty Affairs Council
- d. Peer Review Committee
- e. Technology Committee
- f. Sponsored Programs and Research Committee

Section 2

The chairperson of each standing council or committee shall submit an annual written report to the Dean in advance of the established date of the Faculty Organization's final meeting of the academic year and provide an oral report of those actions at that meeting

Section 3

The terms of office of faculty members of all standing councils and committees shall begin on August 16, and terminate on August 15, except as special cases occur. No student member or elected representative shall serve for more than two consecutive terms. Provision shall be made for staggering the terms of membership so that continuity is provided. In staggering the membership terms, the original election or appointment for less than a full term shall count as one term of the two-term consecutive limit. Unless otherwise specified, only

elected members of the Faculty Organization, and regularly appointed student representatives, are eligible to vote in council and committee actions.

Section 4

A Council may appoint subcommittees from its own membership and/or from the College Faculty to assist with the performance of its responsibilities and duties.

Section 5

In the event that a department considers that its representative on the Undergraduate Affairs Council, Graduate Affairs Council, Teacher Education Council, or on the Technology Committee is not carrying out his/her duties adequately, the representative may be recalled by a two-thirds vote of all voting members of the department; a replacement must then be elected to complete the unexpired term of office.

In the event that the College faculty considers a representative on the Faculty Affairs Council is not carrying out his/her duties adequately, the representative may be recalled by a two-thirds vote of all voting members of the College faculty. A replacement shall then be elected to complete the unexpired term of office.

Section 6 – Teacher Education Council (TEC)

The Council shall consist of the following numbers of representatives from

Teacher Education (4)
 Curriculum and Foundations (2)
 Health, Physical Education, Recreation and Dance (1) (new name: Public Health & Human Performance?)
 At Large Member chosen by a majority of the TEC (1)

The Associate Dean for Academic Programs will be the Coordinator of Teacher Education, State Licensure Officer, Accreditation Officer, and ex-officio member of TEC.

Departments will nominate and elect faculty who represent their programs as broadly as possible for staggered terms. TEC faculty members will select the TEC chairperson. Arts and

Sciences, Field Services and Education Student Services Center will be included in committee deliberations.

The purpose of the Council is to respond to past and current difficulties in promoting consistency, shared vision, coordination, innovation, and communications across departments.

The charge of the Council is to:

1. Develop, revise, and approve curriculum and policies and procedures related to teacher education programs;
2. Meet regularly to discuss and suggest changes to the scope and sequence of all of the teacher licensure and degree programs;
3. To study teacher licensure in Ohio and to suggest necessary changes across all programs;
4. To respond to current standards and to assist program areas as model and knowledge base revisions are implemented in all programs;
5. To study the current teaching center program and the feasibility of creating professional development schools;
6. To develop proposals for change in teacher education programs which would be shared with departments;
7. To address issues relating to admission and exit requirements for programs;
8. To examine the student services of the College and to suggest changes which would improve the working relationships between faculty and staff;
9. To discuss and share relevant research and information on national trends in education reform;
10. To conduct program reviews and assist, when necessary, with the North Central Assessment process;

11. To provide recommendations for information that should be included in the COEHS database program;
12. To work closely with Department Chairpersons so that relevant issues concerning teacher preparation will be discussed, on an ongoing basis with all department faculty members.

Some Council members will become AACTE representatives for the College and receive the Journal of Teacher Education.

TEC will initially function in two ways. First, departmental actions will be forwarded to TEC for approval. Then they are referred to the appropriate curriculum council. Second, TEC will initiate the action, confer with departments, take action, and forward it to the appropriate curriculum council. Power and responsibilities of the Teacher Education Council are referred to in Article VII, Section 11.

Section 7 – Teacher Education Advisory Council (TEAC)

The Council shall consist of the College of Education and Human Services Dean as Council Chairperson; Associate Dean for Academic Programs; a representative chosen from and by the Teacher Education Council; Chairpersons of Curriculum and Foundation, Teacher Education, and Health Physical Education, Recreation and Dance (Public Health and Human Performance; representatives invited from the College of Arts and Sciences (Humanities, Math/Science, and Social Sciences); Graduate School; Teachers' Union; School Administrator organization; and a student. (14 members) Appointments are for three years.

The purpose of the Council is to

1. promote collaboration on program design, delivery and evaluation on campus and with the community;
2. review and respond to new and revised curriculum and policies and procedures approved by COEHS curriculum committees;

3. review assessment and accreditation information;
4. provide feedback about the quality of programs.

The power and responsibilities of the Teacher Education Advisory Council are referred to in Article VII, Section 11.

Section 8 - Undergraduate Affairs Council

Jurisdiction and Functions

The Undergraduate Affairs Council acts in an advisory capacity to the Dean, providing consultation and information on issues pertaining to the College's undergraduate and post-baccalaureate programs, courses, policies, and procedures. As part of the University process for creating, modifying, suspending, and abolishing programs, the Council serves to:

Promote, review, and evaluate the College's undergraduate and post-baccalaureate programs to ensure vitality, currency, and quality.

Review and make recommendations pertaining to proposals for (a) the establishment of new undergraduate and post-baccalaureate programs and the deletion or suspension of existing programs; (b) changes to existing programs; (c) the addition of new tracks or options to existing programs and the deletion or suspension of existing tracks or options; (d) the creation of new undergraduate and post-baccalaureate certificate and licensure programs and the deletion or suspension of existing certificate and licensure programs; and (e) the creation, revision, and deletion of undergraduate courses.

The Council also recommends priorities for undergraduate education within the College and supports efforts to achieve them. It reviews and recommends standards for academic performance and student conduct, including—but not limited to—the establishment and revision of entrance, clinical/field, graduation, and licensure

requirements as well as waivers of these policies and procedures.

As might be requested, UAC shall act to advise the Dean on matters related to: (a) the recruitment and retention of undergraduate and post-baccalaureate students; (b) the use and distribution of scholarships; and (c) the establishment and administration of student organizations and awards for undergraduate and post-baccalaureate students.

UAC is charged with considering appeals submitted by faculty, undergraduate and post-baccalaureate students regarding any program's policies, practices, or procedures where such appeals pertain to regulations and standards set by the College of Education and Human Services. In addition, the Council investigates cases of disputed grades, after the appropriate preliminary steps have been taken, and makes recommendations to the University Admissions and Standards Committee.

As particularly relates disputed grades, the following procedural steps are mandated:

- 1) In disputing a course grade, the burden is on the student to demonstrate that an error has occurred or that a non-uniform standard was applied in the assignment of the course grade.
- 2) If a student feels that an instructor's assignment of a course grade is improper, the student should discuss the matter with the instructor within forty-five days following completion of the semester in which the course was taken.
- 3) If resolution does not result from this meeting, the student should promptly write to the chairperson of the instructor's department (or an appropriately designated substitute), stating the nature of the dispute and its justification. The chairperson will provide the course instructor with a copy of the student's statement and any additional documents submitted.

- 4) The instructor should promptly respond, in writing, and a copy must be provided to the student. Further statements and documentation may be collected, if necessary, by the chairperson.
- 5) Once the written record is complete, the chairperson meets in a three-way conference with the student and instructor to try to resolve the dispute. Any student who is not satisfied with the outcome of the meeting with the instructor and the department chairperson may continue the dispute by submitting a written request to the department chairperson to forward the grade dispute file to the Undergraduate Affairs Council.
- 6) Upon receipt of such a request, the department chairperson must promptly transmit a copy (paper or electronic) of all submitted documents, including his/her recommendation concerning the dispute, to the UAC. The Council will:
 - a) inform both the student and the instructor of the Council's membership;
 - b) send both parties copies of all written documents received and any additional materials gathered by the Council;
 - c) allow both parties to respond in writing to any new materials assembled; and
 - d) schedule a hearing inviting both the student and instructor to present their positions on the dispute. Both the student and the involved faculty member are expected to be present at the hearing.
- 7) The recommendation of the Undergraduate Affairs Council (i.e., the disputed grade should stand, the student should be withdrawn from the course and a grade of "W" recorded, or the disputed grade should be replaced with a different letter grade), along with a copy of the entire grade dispute file, is forwarded for final decision to the University Admissions and Standards Committee, which limits its

review to the determination of the following of due process. The decision of the University Admissions and Standards Committee is transmitted in writing to both the student and the instructor. There is no further appeal within the University from the Admissions and Standards Committee's decision.

Membership

The Undergraduate Affairs Council shall consist of one elected faculty representative from each of the College's departments that has responsibility for the administration of undergraduate and/or post-baccalaureate programs, one undergraduate student and a student alternate. Also serving on the Undergraduate Affairs Council as ex-officio members without vote shall be the Dean, or his/her designate; one representative from the Education Student Services Center to be appointed by the Dean or his/her designate; and an appointed member of the Dean's professional staff to serve as the Council's Recording Secretary.

Members of Undergraduate Affairs Council, other than *ex-officio* members and student representatives, must be full-time faculty. Each department within the College will determine its own procedure for the election of a representative to Council from its eligible members. In the event of a resignation, leave of absence, or other inability to continue term of office, the chairperson of the department involved will appoint an interim representative.

For the purpose of identifying a student representative and alternate, a call for applications and nominations will be initiated at the beginning of the academic year to fill these positions. No student shall be appointed unless an adequate and timely notice requesting student applications and faculty nominations has been posted to the College's website. The student representative and alternate must be available to attend meetings, be in good academic standing, and must be enrolled as degree-

seeking or post-baccalaureate students in one of the College's undergraduate programs. The term of office for the student representative and his/her alternate shall be one year, to expire on the day after Commencement of the Spring semester. Student representatives and alternates shall serve for no more than two consecutive terms. In the event of a resignation, leave of absence, or other inability to continue term of office, the alternate will assume responsibility for completing the student representative's term of office.

Meetings

At least three regular meetings of the Undergraduate Affairs Council will be held each semester of the academic year. These meetings will usually be held in September, October, November, February, March, and April. Specific meeting dates and times shall be determined by Council members at the beginning of each semester with notification to be given all members of Executive Council and posted to the College's website.

During the academic year and summer, special meetings may be called by the Chairperson of the UAC, the Dean, or the Dean's designate where the failure to meet could impair the business of the College. Members shall be notified of special meetings at least two working days in advance of the meeting date. Announcement of special meetings will also be posted to the College's website at least two working days prior to the special meeting.

Meetings shall be open to College faculty, staff, and students as well as guests invited by the Chairperson. The right to attend meetings does not confer to all members of the College community the right to speak, but the Council usually will hear any remarks that would contribute to an understanding of the issues. It is expected that the originators of a proposal, or someone who can speak for them, will be present in case Council

members wish to ask questions. Lack of such representation may result in postponing decision on a proposal.

The Chairperson of UAC shall preside at all meetings. In the absence of the Chairperson, the Dean or his/her designate shall serve as the presiding officer. Meetings will be conducted in accordance with *Robert's Rules of Order*.

At any regular or special meeting, the Chair may elect to proceed into executive session, which shall be reflected in the minutes. Only those persons invited by the Council may be present during any executive session. The Council shall identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. The topic of the executive session shall be reflected in the minutes. Executive sessions may be convened for considering any of the following matters:

- Matters required to be kept confidential by Federal or State law or regulations.
- Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act.
- Discussion of individual students where public disclosure would adversely affect the person or persons involved.

No record shall be made of an executive session held for the purpose of discussing an individual student matter or of a session in which the discussion involves a privileged communication. Information discussed in executive sessions is confidential. Council members and individuals invited by the Council to participate in the session are expected to maintain confidentiality with regard to the matters discussed. At the beginning of the session, participants are to be reminded that all matters discussed are to remain confidential and are not to be disclosed to others without consent of the Council.

An agenda and all related proposals to come before the Undergraduate Affairs Council shall be sent to each member of the UAC and posted to the College's website at least two days in advance of any scheduled meeting. Any department, council, committee, member of the College's faculty or administration, undergraduate or post-baccalaureate student may suggest items to be placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chairperson of the Undergraduate Affairs Council. Departments, administration, chairpersons of councils or committees, students, or faculty desiring matters to appear on the agenda should submit electronic copy of proposals with completed transmittal forms to the office of the Associate Dean of Academic Programs at least seven working days before a scheduled meeting. To be considered, proposals must meet established criteria for clarity, completeness, correctness, and consistency. All proposals must be accompanied by documentation to verify that relevant departmental discussions have been held and summarizing the outcome of those discussions. Proposals involving teacher education programs, courses, policies, and procedures must also include a summary of discussion and recommendation by the Teacher Education Council (see Article VII, Section 6). Requests to establish new undergraduate or post-baccalaureate programs or those having an impact on another unit and its programs or courses, both within and beyond the College, must be accompanied by documentation to verify that relevant discussions have been held and summarizing the outcome of those discussions, including consensus achieved among all units concerned, attempts to resolve any outstanding issues, and/or reasons for opposing recommendations. As might be required, proposals must contain accurate copy for catalogue additions, deletions, and/or revisions. Syllabi for dual-numbered offerings must specifically provide for differentiated objectives, assignments, and grading criteria for graduate and undergraduate students.

The Recording Secretary shall prepare a draft of meeting minutes for the

Undergraduate Affairs Council within one week of the meeting date. Once approved by the Council, minutes will be posted to the College's website. They shall consist of a detailed record of actions taken by UAC, including (1) the full text of all motions, (2) who made the motions, (3) who seconded the motions, and (4) the disposition of the motions.

A quorum for the transaction of business shall be a simple majority of the members eligible to vote on a particular action.

Voting

Voting on motions before the Council may be by *viva voce*, by show of hands, or by paper ballot as decided by the presiding officer. Voting may also be dealt with via email provided that there are no substantive objections to the proposed action and no member of Council has crucial questions about the proposal that require discussion and/or input from the proposer(s). A simple majority vote will carry a motion. As specified in Article VII, Section 3, all *ex-officio* members will be non-voting members. In the event of a voting member's absence, proxy votes and substitutes will be permitted. As noted in Article X, Section 1, the student alternate shall be entitled to vote in the absence of the student representative.

Officers

Chairperson. The Council shall annually elect its own chairperson. The Chairperson will retain his/her voting rights, is responsible for the organization of the activities of the UAC, and shall have the following duties:

- Assist discipline faculty in the development of curriculum proposals.
- Set the calendar of Council meetings and inform the College community of meeting dates.
- At the start of each academic year, solicit candidates to serve as student representative and alternate to the UAC; appoint a student representative and alternate in consultation with members of the UAC.
- Receive, log-in and inform preparer(s) that their proposals have been received.
- Screen proposals submitted to the UAC for clarity, completeness, and correctness, as well as contradictions to established policies and/or practices of the Ohio Board of Regents, the Ohio Department of Education, the University Curriculum Committee, and the College of Education and Human Services.

- Return to originator(s) any proposals that need major revisions in order to meet requirements of clarity, completeness, correctness, and/or consistency. Provide an account of concerns and recommended remedies with copies to the College's associate deans and the originating department's, committee's, and/or council's chair. Proposals returned for major revisions will not be reviewed by the UAC until specified conditions are met.
- Prepare and publish the agenda for each meeting; post related proposals and invite preparers to attend the UAC meeting where their documents will be reviewed.
- Convene and conduct the regular (and any special) meetings of the UAC.
- Act as Corresponding Secretary for the UAC; in the event that a proposal is rejected or referred back to the preparer(s), communicate specific reasons for the UAC's action and any suggested remedies.
- Sign-off on the final version of curriculum recommendations and forward them to the Associate Dean of Academic Programs with copies to the originator(s) of the proposal, all members of Executive Council, and the College's Data Administrator.
- Edit meeting minutes for accuracy and completeness.
- Establish needed subcommittees to conduct special studies or investigations as deemed necessary by the Dean and/or the UAC.
- In accordance with Article VII, Section 2, prepare and submit an annual report of UAC actions to the Dean prior to the established date of the Faculty Organization's final meeting of the academic year and provide an oral report of those actions at that meeting.
- Provide for annual UAC review and any needed updates of the College's Curriculum Committee Manual [under construction] as well as Article VII of the College's By-laws.

Recording Secretary. The Recording Secretary of the UAC shall have the following

responsibilities:

- Prepare a final agenda for each meeting of the UAC as developed by the Chairperson.
- Send notice of each meeting, its agenda and all related proposals to all members and invited guests.
- Keep records of attendance by Council members. Names of members with more than three unexcused absences in any given academic year shall be referred to the Chair of their department for possible recall and replacement in accordance with Article VII, Section 5.
- Subsequent to the Council's approval, prepare, distribute, and electronically post copies of the minutes of all UAC meetings.
- Retain custody of all records of the Council.
- Assist the Chairperson with his/her responsibilities as assigned.

Section 9 - Graduate Affairs Council

Jurisdiction and Functions

The Graduate Affairs Council acts in an advisory capacity to the Dean, providing consultation and information on issues pertaining to the College's graduate programs, courses, policies, and procedures. As part of the University process for creating, modifying, suspending, and abolishing graduate programs, the Council serves to:

Promote, review, and evaluate the College's graduate programs to ensure vitality, currency, and quality.

Review and make recommendations pertaining to proposals for (a) the establishment of new graduate programs and the deletion or suspension of existing programs; (b) changes to existing graduate programs; (c) the addition of new tracks or options to

existing graduate programs and the deletion or suspension of existing tracks or options; (d) the creation of new graduate certificate and licensure programs and the deletion or suspension of existing certificate and licensure programs; and (e) the creation, revision, and deletion of graduate courses.

The Council also recommends priorities for graduate education within the College and supports efforts to achieve them. It reviews and recommends standards for academic performance and student conduct, including—but not limited to—the establishment and revision of entrance, clinical/field, graduation, and licensure requirements as well as waivers of these policies and procedures.

As might be requested, GAC shall act to advise the Dean on matters related to: (a) the recruitment and retention of graduate students; (b) the use and distribution of graduate assistantships, tuition grants, and scholarships; and (c) the establishment and administration of student organizations and awards for graduate students.

Finally, GAC is charged with considering appeals submitted by faculty and graduate students regarding any program's policies, practices, or procedures where such appeals pertain to regulations and standards set by the College of Education and Human Services.

Membership

The Council shall consist of one elected faculty representative from each of the College's departments, one graduate student, the Director of the School Psychology Program, and the Director of the Speech Pathology and Audiology Graduate Program. Elected representatives shall serve two-year terms. The directors of the School Psychology Program and the Speech Pathology and Audiology Graduate Program will serve as *ad hoc* members in an *ex-officio* capacity with no limitations on term of office and limited voting privileges as later described. Other *ex-officio* members without vote

shall be the Dean, or his/her designate; one representative from the Education Student Services Center to be appointed by the Dean or his/her designate; and an appointed member of the Dean's professional staff to serve as the Council's Recording Secretary.

Members of Graduate Affairs Council, other than *ex-officio* members and student representatives, must be full-time faculty and must hold Graduate Faculty status at the time of their election. Each department within the College will determine its own procedure for the election of a representative to Graduate Affairs Council from its eligible members. In the event of a resignation, leave of absence, or other inability to continue term of office, the chairperson of the department involved will appoint an interim representative.

For the purpose of identifying a student representative and alternate, a call for applications and nominations will be initiated at the beginning of the academic year to fill these positions. No student shall be appointed unless an adequate and timely notice requesting student applications and faculty nominations has been posted to the College's website. The student representative and alternate must be available to attend meetings, be in good academic standing, and must be enrolled as degree-seeking students in one of the College's graduate programs. The term of office for the student representative and his/her alternate shall be one year, to expire on the day after Commencement of the Spring semester. Student representatives and alternates shall serve for no more than two consecutive terms. In the event of a resignation, leave of absence, or other inability to continue term of office, the alternate will assume responsibility for completing the student representative's term of office.

Meetings

At least three regular meetings of the Graduate Affairs Council will be held each semester of the academic year. These meetings will usually be held in September, October, November, February, March, and April. Specific meeting dates and times

shall be determined by Council members at the beginning of each semester with notification to be given all members of Executive Council and posted to the College's website.

During the academic year and summer, special meetings may be called by the Chairperson of the GAC, the Dean, or the Dean's designate where the failure to meet could impair the business of the College. Members shall be notified of special meetings at least two working days in advance of the meeting date. Announcement of special meetings will also be posted to the College's website at least two working days prior to the special meeting.

Meetings shall be open to College faculty, staff, and students as well as guests invited by the Chairperson. The right to attend meetings does not confer to all members of the College community the right to speak, but the Council usually will hear any remarks that would contribute to an understanding of the issues. It is expected that the originators of a proposal, or someone who can speak for them, will be present in case Council members wish to ask questions. Lack of such representation may result in postponing decision on a proposal.

The Chairperson of GAC shall preside at all meetings. In the absence of the Chairperson, the Dean or his/her designate shall serve as the presiding officer. Meetings will be conducted in accordance with *Robert's Rules of Order*.

At any regular or special meeting, the Chair may elect to proceed into executive session, which shall be reflected in the minutes. Only those persons invited by the Council may be present during any executive session. The Council shall identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized. The topic of the executive session shall be reflected in the minutes. Executive sessions may be convened for

considering any of the following matters:

- Matters required to be kept confidential by Federal or State law or regulations.
- Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act.
- Discussion of individual students where public disclosure would adversely affect the person or persons involved.

No record shall be made of an executive session held for the purpose of discussing an individual student matter or of a session in which the discussion involves a privileged communication. Information discussed in executive sessions is confidential. Council members and individuals invited by the Council to participate in the session are expected to maintain confidentiality with regard to the matters discussed. At the beginning of the session, participants are to be reminded that all matters discussed are to remain confidential and are not to be disclosed to others without consent of the Council.

An agenda and all related proposals to come before the Graduate Affairs Council shall be sent to each member and posted to the College's website at least two days in advance of the meeting. Any department, council, committee, or member of the College's faculty may suggest items to be placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chairperson of the Graduate Affairs Council. Departments, administration, chairpersons of councils or committees, students, or faculty desiring matters to appear on the agenda should submit electronic copy of proposals with completed transmittal forms to the office of the Associate Dean of Academic Programs at least seven working days before a scheduled meeting. To be considered, proposals must meet established criteria for clarity, completeness, correctness, and consistency. All proposals must be accompanied by documentation to verify that relevant departmental discussions have been held and

summarizing the outcome of those discussions. Proposals involving teacher education programs, courses, policies, and procedures must also include a summary of discussion and recommendation by the Teacher Education Council (see Article VII, Section 6). Requests to establish new graduate programs or those having an impact on another unit and its programs or courses, both within and beyond the College, must be accompanied by documentation to verify that relevant discussions have been held and summarizing the outcome of those discussions, including consensus achieved among all units concerned, attempts to resolve any outstanding issues, and/or reasons for opposing recommendations. As might be required, proposals must contain accurate copy for catalogue additions, deletions, and/or revisions. Syllabi for dual-numbered offerings must specifically provide for differentiated objectives, assignments, and grading criteria for graduate and undergraduate students.

The Recording Secretary shall prepare a draft of meeting minutes for the Graduate Affairs Council within one week of the meeting date. Once approved by the GAC, minutes will be posted to the College's website. They shall consist of a detailed record of actions taken by GAC, including (1) the full text of all motions, (2) who made the motions, (3) who seconded the motions, and (4) the disposition of the motions.

A quorum for the transaction of business shall be a simple majority of the members eligible to vote on a particular action.

Voting

Voting on motions before the Council may be by *viva voce*, by show of hands, or by paper ballot as decided by the presiding officer. Voting may also be dealt with via email provided that there are no substantive objections to the proposed action and no member of Council has crucial questions about the proposal that require discussion and/or input from the proposer(s). A simple majority vote will carry a motion. Except in

actions directly involving their respective programs, the Director of the School Psychology Program and the Director of the Speech Pathology and Audiology Graduate Program will be ineligible to vote on Council actions. As specified in Article VII, Section 3, all other *ex-officio* members will be non-voting members. In the event of a voting member's absence, proxy votes and substitutes will be permitted. As noted in Article X, Section 1, the student alternate shall be entitled to vote in the absence of the student representative.

Officers

Chairperson. The Council shall annually elect its own chairperson. The Chairperson will retain his/her voting rights, is responsible for the organization of the activities of the GAC, and shall have the following duties:

- Assist discipline faculty in the development of curriculum proposals.
- Set the calendar of Council meetings and inform the College community of meeting dates.
- At the start of each academic year, solicit candidates to serve as student representative and alternate to the GAC; appoint a student representative and alternate in consultation with members of the GAC.
- Receive, log-in and inform the preparer(s) of proposals that they have been received.
- Screen proposals submitted to the GAC for clarity, completeness, and correctness, as well as contradictions to established policies and/or practices of the Ohio Board of Regents, the Ohio Department of Education, the College of Graduate Studies, the University Curriculum Committee, and the College of Education and Human Services.
- Return to originator(s) any proposals that need major revisions in order to meet requirements of clarity, completeness, correctness, and/or consistency. Provide

an account of concerns and remedies with copies to the College's associate deans and originator's(s') department chair(s). Proposals returned for major revisions will not be reviewed by the GAC until specified conditions are met.

- Prepare and publish the agenda for each meeting; post related proposals and invite preparers to attend GAC meeting where their documents will be reviewed.
- Convene and conduct the regular (and any special) meetings of the GAC.
- Act as Corresponding Secretary for the GAC; in the event that a proposal is rejected or referred back to the preparer(s), communicate specific reasons for GAC's action and any suggested remedies.
- Sign-off of on final version of curriculum recommendations and forward the Associate Dean of Academic Programs with copies to the originator(s) of the proposal, all members of Executive Council, and the College's Data Administrator.
- Edit meeting minutes for accuracy and completeness.
- Establish needed subcommittees to conduct special studies or investigations as deemed necessary by the Dean and/or the GAC.
- In accordance with Article VII, Section 2, prepare and submit an annual report of GAC actions to the Dean prior to the established date of the Faculty Organization's final meeting of the academic year and provide an oral report of those actions at that meeting.
- Provide for annual GAC review and any needed updates of the College's Curriculum Committee Manual [under construction] as well as Article VII of the College's By-laws.

Recording Secretary. The Recording Secretary of the GAC shall have the following responsibilities:

- Prepare a final agenda for each meeting of the GAC as developed by the Chairperson.

- Send notice of each meeting, its agenda and all related proposals to all members and invited guests.
- Keep records of attendance by Council members. Names of members with more than three unexcused absences in any given academic year shall be referred to the Chair of their department for possible recall and replacement in accordance with Article VII, Section 5.
- Subsequent to the GAC's approval, prepare, distribute, and electronically post copies of the minutes of all Council meetings.
- Retain custody of all records of the Council.
- Assist the Chairperson with his/her responsibilities as assigned.

Article VII, Section 11

Section 10 - Faculty Affairs Council

The Council shall consist of five members, one from each department, who will serve two-year terms. A chairperson will be elected by the Faculty Affairs Council members.

The faculty of the College of Education and Human Services shall, at the Spring Semester meeting, nominate twice the number of members to be elected each year. The members shall be elected by a written ballot to be conducted during the Spring Semester, except that nominations and elections of members to fill vacancies may occur whenever needed. The same procedures for nomination and election specified for regular elections shall apply to special elections.

The purpose of the Council will be to act as a recommending body to the Dean concerning all matters relating to the professional effectiveness of the faculty members of the College including the following:

1. Recommend teaching load policies in compliance with the AAUP contract.
2. Recommend committee service policies.
3. Recommend travel reimbursement policies in compliance with the AAUP contract.
4. Recommend faculty tenure and promotion guidelines in compliance with the AAUP contract.
5. Review and recommend faculty requests for professional leave, following departmental committee and chair review. (Professional leave recommendations are made to the Dean.)
6. Recommend faculty merit guidelines in compliance with the AAUP contract.
7. Review any non-contract grievance or concern presented by a faculty member and make appropriate recommendations.
8. Notify appropriate University personnel or committees of the concerns of the faculty of the College, seeking counsel and resolution.
9. Recommend orientation procedures for new faculty.
10. Advise the Dean on the selection and/or nomination of candidates for awards to outstanding faculty.
11. Act as an advisory body principally on matters affecting the internal operation of the College of Education and Human Services.

12. Initiate a review of the functioning of the organization of the College of Education and Human Services at least every three years and report its findings to the faculty.
13. Work with the Dean and/or his/her designate(s) to prepare a program of professional development for the College of Education and Human Services faculty.

Powers and responsibilities of the Faculty Affairs Council are referred to in Article VII, Section 11.

Section 11 - Powers and Responsibilities of the Faculty and the Office of the Dean with Regard to the Non-Contract Decisions of the Councils

- (a) With regard to the faculty:

If a department or a faculty member is dissatisfied with a Council decision, the following course of action may be taken:

1. Written appeal to the Council to reconsider its decision.
2. Introduce a written motion before the College of Education and Human Services faculty that the matter be reviewed. If this motion is supported by fifteen percent of the faculty, the Council shall hold a hearing; it shall be placed before the full faculty for resolution and the will of the majority shall prevail.

- (b) With regard to the administration:

Final authority and responsibility for College of Education and Human Services decisions rest with the Dean of the College. This includes the authority to veto Council and faculty decisions. Standing councils or committees make

appropriate recommendations to the Dean or his/her appointed representatives. The Dean will provide in writing his/her response to the recommendations of these councils and committees. The response, whether to affirm or reject, must be provided within two weeks of the receipt of the recommendation. If a recommendation is not approved, the Dean will provide the reasons for his/her decision. It is a council's responsibility to pursue the matter to an acceptable conclusion. After reviewing the reasons for the administrative decision, the council may:

1. Accept the decision.
2. Revise its recommendations in view of new information and resubmit.
3. Ask to have the matter discussed at a full faculty meeting should an impasse result.

Section 12 - Peer Review Committee

The Committee shall consist of five faculty (full-time members of the bargaining unit), of whom three must be at the rank of Professor. Four of the five members will be elected as departmental representatives with the fifth elected college-wide as an at-large member. Members of this Committee shall serve, regularly, for three-year terms running from January 1 to December 31. Deans, Chairpersons, and anyone with fifty percent or more of their time devoted to administration shall be ineligible to serve on the Peer Review Committee. Peer Review Committee members who are Full Professors may serve no more than two consecutive terms, whereas members below the rank of Professor may not serve consecutive terms.

The College Faculty (bargaining unit members) shall nominate at least two persons for each position to be filled, and the entire faculty shall elect members from those nominated to fill

vacancies when needed. The members shall be elected by a written ballot to be conducted during a COEHS meeting, except that nominations and elections of members to fill vacancies may occur whenever needed. The same procedures for nomination and election specified for regular elections shall apply to special elections.

A major function of the Committee will be to ensure College and University equivalency of standards and criteria for promotion and/or tenure and, for initial senior level appointments, to recommend the appropriate academic rank with/or without tenure. In making its recommendations, the Committee will follow the procedures indicated in the AAUP/CSU contract.

In the event that the College Faculty considers that a representative on this Committee is neglecting his/her duties, the representative may be recalled by a two-thirds vote of the members of the bargaining unit of the faculty and a replacement will be elected to complete his/her term of office. Such election shall be by written ballot.

Section 13 – Technology Committee

The Committee shall consist of a faculty representative elected by each department; the College database coordinator; a professional staff member elected by the staff; a student nominated by the faculty; a representative of IS&T; and the dean or designee (ex-officio).

The purpose of the Committee is to act as the recommending body to the Dean on matters of technology planning, development, and support. The Committee's charge is to:

1. Oversee the implementation, evaluation, and revision of the College of Education and Human Services Technology Plan.
2. Promote an environment in which students, faculty, and staff value appropriate uses of technology and in which they are encouraged to find creative uses of technology in instruction and learning.

3. Help students gain the knowledge, skills, attitudes, and values that will enable them to use modern technology in carrying out the roles and responsibilities associated with the chosen careers.
4. Promote and provide for the development of a faculty and staff that is skilled in and comfortable with the use of modern instructional and supportive technology.
5. Serve as liaison with the associate dean, department chairs, Faculty Affairs Committee, university IS&T, and others.
6. Recommend to the Dean appropriate allocation of resources for grants and related faculty/staff support.
7. Recommend to the faculty appropriate policies and procedures affecting programs.
8. Provide an annual progress report to the faculty.

Section 15 - Ad Hoc Committee

Ad hoc committees for a specific purpose may be appointed by the Dean or may be created by the Faculty Organizations or any of its standing councils or committees. Normally, specific tasks and a target date for reporting or for completion will be included in the ad hoc committee's charge.

ARTICLE VIII

Robert's Rules of Order

Section 1

The rules contained in Robert's Rules of Order, Revised, shall govern the faculty in all cases to which they are applicable, and in which they are not inconsistent with the By Laws or special rules of this faculty or the by-laws of the Cleveland State University Faculty Organization.

Section 2

Robert's Rules of Order may be suspended for open discussion only. The Rules of Order may be suspended by a majority vote of eligible faculty present at any meeting, for a designated period of time. The chairperson of the meeting will reinstate the Rules of Order at the end of the designated time unless a continued suspension of the Rules of Order is voted. The moderator of the open discussion may be the chairperson of the faculty meeting or any member present designated by the chairperson.

ARTICLE IX

Amendments

Section 1

These By-Laws may be amended by a two-thirds vote of a majority of the voting faculty, provided that the proposed amendment has been submitted in writing at the meeting immediately preceding and distributed in writing to all faculty members not less than one week previous to the meeting at which action is taken.

ARTICLE X

Student Participation

Section 1

Student representatives will be selected to serve on certain standing councils, committees, and ad hoc committees of the College of Education and Human Services. The representatives on such committees shall be students who have applied for admission or are already enrolled in the College of Education and Human Services. Each committee or council shall assume the responsibility to solicit and appoint student representatives. The term of office shall be for one year. Student participants shall be included on the following:

Undergraduate Affairs Council -- 1 student, 1 non-voting alternate

Graduate Affairs Council -- 1 student, 1 non-voting alternate

Doctoral Studies Committee - 2 non-voting students

Technology Committee – 1 student.

The non-voting alternate would vote in the absence of the voting representative

ARTICLE XI

Faculty Summer School Policy

"Summer teaching assignments shall be determined solely on the basis of the programmatic needs of departments and programs" (AAUP Contract, Article 14.1, p.36). A decision to offer a course will be made on the basis of such factors as enrollment demand, availability of qualified faculty, and the programmatic needs of students. Faculty teaching assignments will be based on such factors as past faculty member experience with a course (including course evaluations), a system of equitable distribution where the demand by qualified full-time faculty for courses exceeds the number of courses to be taught, budgetary constraints, and faculty preference.

ARTICLE XII

Supersession

Section 1

Nothing in these By-laws is intended to be inconsistent with the present or future rulings of the Ohio Board of Regents or University policies or regulations that have been duly issued.

Section 2

Where there may be an inconsistency between these By-laws and present or future rulings of the Ohio Board of Regents or duly issued policies or regulations of Cleveland State University, the latter shall prevail.