

# BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

(Revised November 2023)

## **Preamble**

These college bylaws exist to delineate the rights, roles, responsibilities, and recognized authority of faculty members and administrators as they carry out the essential academic, research, administrative, and faculty affairs functions of a college. Bylaws should promote both the optimal functioning of the college and a system of shared governance. Shared governance exists in a college when administrators share responsibility with the faculty to carry out specific functions (e.g., designing curricula) or weigh in on important decisions (e.g., promotion and tenure, hiring decisions) because the faculty are trusted and respected for their expertise and judgment. Conversely, faculty members acknowledge and defer to the authority, judgment, and leadership skills of administrators who take the lead on the development of strategic plans, policies, and procedures but then seek and give due consideration to the feedback provided by the faculty on these plans, policies, and procedures. A system of shared governance thus requires partnership, transparency, mutual trust, and respect between the faculty and administrators to promote the shared mission and vision of the College.

## **Article I. Prevailing Authority of University Policies**

In the event of any conflict or contradiction between the bylaws of the College of Education and Human Development (CEHD) and any University Policy now in effect or adopted in the future, such CEHD bylaw or action shall be superseded by the pertinent University Policy. “University Policies” refer to (a) any action, resolution, or policy of the Temple University Board of Trustees; (b) any action or policy of the President of Temple University, or their designee, taken within the assigned authority; or (c) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees, President or their designee.

University policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

## **Article II. College Dean**

- A. The President of the University or their designee appoints the Dean of the CEHD in conformance with such Dean Search Guidelines as the President or their designee may promulgate.
- B. The Dean of the CEHD shall report and be accountable to the President or their designee and shall serve at the pleasure of the President.

- C. The Dean is the senior university official of the CEHD and the Teacher Certification Officer for the institution. The Dean's duties and responsibilities are defined by pertinent policies of the Board of Trustees, by the Dean's position description that shall be issued from time to time by the President or their designee, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- D. The Dean of the CEHD shall exercise such authority as may be delegated to the Dean by University Policies. The Dean shall be responsible for the administration of the CEHD's budget that may be adopted by the University, including any budget rules or guidelines that may be adopted pursuant to that budget.
- E. The Dean or their designee(s) shall serve as ex officio, non-voting members of certain standing committees (see Article IV D below).
- F. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the College address that sets forth the academic and fiscal condition of the CEHD and provides a progress report on goals set out in any prevailing strategic plan.
- G. The Dean shall annually seek input from the Collegial Assembly faculty on the effectiveness of the CEHD administration.
- H. The Office of the Dean shall endeavor to facilitate the functioning of the Collegial Assembly by aiding, in conjunction with the Collegial Assembly leadership, in producing a posted CEHD Calendar that includes (a) Internal deadlines for University-sponsored awards and (b) Dates for CEHD events, including but not limited to Collegial Assembly meetings, Commencement, accreditation visits, and other important convenings.

### **Article III. College Organization**

#### **A. Administration and Staff**

The Dean shall, subject to applicable University policies and authorized budget, appoint and be responsible for the supervision of the CEHD administration, pursuant to University Policies, including but not limited to, associate deans, assistant deans, department chairs, program coordinators and other academic and administrative personnel.

#### **B. Departments**

1. The CEHD consists of Departments.
2. A Chair is appointed to each Department to provide academic leadership. The appointment and termination of a faculty member's service as Chair of a department is at the discretion of the Dean. The dean of the CEHD may, in their discretion, solicit nominees from the faculty in the respective Department when deciding whom to appoint.
3. Departments shall adopt bylaws consistent with CEHD and University policies, and the CEHD and University bylaws supersede the Department bylaws. The chair's appointment letter may specify the duties of the chair and the bylaws shall describe procedures for the participation of full-time faculty in departmental governance, including (but not limited

to) the procedures for faculty nominating candidates for Departmental Chair and the structure and election of standing departmental committees.

#### **Article IV. The Collegial Assembly**

The Collegial Assembly of the CEHD derives its powers and purposes from the Constitution of the All-University Faculty Senate (3-27-69). The concerns of the Collegial Assembly shall include all matters of collegial interest that apply or may apply to more than one Department.

##### **A. Membership**

Every full-time faculty member of the CEHD who does not hold a full-time administrative appointment shall be a voting member of the Collegial Assembly.

##### **B. The Executive Committee of the Collegial Assembly (ECCA)**

1. The leadership of the Collegial Assembly is provided by the Executive Committee. Membership on the ECCA shall include a Chairperson (who leads the Collegial Assembly meetings) and a faculty member representing each Department. The CEHD's representative to the Faculty Senate Steering Committee shall serve as an additional member on the committee.
2. Every other spring semester, the voting membership elects a full-time faculty member to serve as Chairperson of the Collegial Assembly and ECCA for the next two academic years. A Chairperson can be reelected for a second term.

The departmental committee members are also elected to a two-year term at this time. If the results of the elections do not include at least one tenure track and one non-tenure-track faculty, the ECCA Chair will request a vote to select an additional member from the missing category. Departmental members may serve a second term. Terms should be staggered with some members cycling off and others remaining.

Once constituted, the ECCA elects a member to be a Vice Chair who serves in the Chair's absence or vacating of the role. A special election to replace the Vice Chair will occur if they are required to fulfill the Chairperson role. A Vice Chair may serve a second term.

3. The ECCA meets a minimum of twice each semester. The Dean shall regularly meet with the ECCA and participate as a non-voting ex-officio member. Matters to be discussed include progress toward goals of the strategic plan and other issues that the Dean would like the faculty to consider and provide advisement on. These meetings are also forums for the ECCA to bring issues that the faculty would like the Dean to consider or address.
4. Members of the ECCA shall solicit nominations and set up ballots for all elected members on the ECCA, standing committees, and representatives to the Faculty Senate. The ECCA conducts elections in the spring of each year. The ECCA fills, by election, unanticipated or temporary vacancies that occur during the academic year.

5. The ECCA coordinates and oversees the functioning of all standing committees of the Collegial Assembly. At the start of the fall semester, the ECCA will meet with the chairs of the standing committees and the Dean (or an appropriate designee) to collaboratively delineate the needed tasks to be performed across the academic year. Committees may also propose tasks to be performed or issues to be discussed by the ECCA.
6. The ECCA develops the agenda and sets dates for Collegial Assemblies.

#### C. Meetings of the Collegial Assembly

1. Collegial Assembly meetings shall be held at least twice a semester. The presiding officer shall be the Chair of the ECCA, or the Vice Chair in the absence of the Chair. Additional meetings not called by the Chairperson may be held at the call of the Dean or by petition of twenty-five percent of the members.
2. Individuals with secondary or honorary appointments in the CEHD may attend Collegial Assembly meetings. Voting privileges will be limited to full-time faculty and determined by their Department Chair.
3. At the discretion of the ECCA, part-time faculty in the CEHD may attend Collegial Assembly meetings but do so without voting privileges.
4. At the discretion of the ECCA, staff and administrators may be extended invitations to attend Collegial Assembly meetings to share information or insights pertinent to matters of interest. An invitation to attend is extended without voting privileges.
5. One week prior to a given Collegial Assembly meeting, the Chairperson will contact all standing committees, ad hoc committees, and individual members to determine whether they have an agenda item for consideration.

Items for agenda consideration may also be forwarded to the Chairperson by an administrator or staff member. For these groups, the ECCA will consider the appropriateness of the agenda item and can prioritize Collegial Assembly business based on such matters as deadlines, centrality to the strategic plan, and so forth. The ECCA may also remand the item to a standing committee.

Agendas must be distributed at least 48 hours prior to the Collegial Assembly meeting and distributed college wide.

6. Other business to be conducted at Collegial Assembly meetings shall include items such as (a) reports from standing or ad hoc committees; (b) progress toward completing tasks in the prevailing strategic plan; (c) upcoming events related to faculty development activities; or (d) updates from members of the Faculty Senate or other University-wide committees.
7. Votes on main motions put forward during a meeting will be anonymous and may be taken by paper ballot or electronically. In the event of a hybrid meeting, a combination of paper and electronic ballots can be used. The Chairperson shall coordinate and conduct

all voting. Unless multi-day voting is requested in the motion, votes should occur in real time.

When a motion requests multi day voting, it is subject to the following steps: (a) Debate—members must have had the opportunity to debate the topic at a Collegial Assembly meeting held in person or virtually and (b) an electronic forum for voting will be established and opened for at least three but no more than five days.

8. Robert's Rules of Order (latest edition and simplified) shall govern the meetings of the Collegial Assembly. A faculty member deeply knowledgeable about parliamentary procedures may be appointed by the Chairperson as Parliamentarian.
  9. A quorum shall be a majority of the voting members. Recommended motions must be approved by a majority of the members in attendance to pass. Discussion may occur without a quorum.
  10. The Chairperson will appoint a Secretary or identify a recorder to take minutes during the meeting. The Chairperson is responsible for posting agendas and minutes to a designated CEHD webpage.
- D. Proposals beginning at the faculty or program level will be voted on by the program, the Department, the relevant standing committee, and then the Collegial Assembly (in that order). Proposals beginning at the standing or ad hoc committee level will be voted on by the committee and then the Collegial Assembly. Proposals beginning at the Collegial Assembly level will be voted on at that level.

## **Article V. College Committees**

### **A. Standing Committees**

Standing committees exist to ensure that essential functions of the CEHD that are required to be performed every academic year are monitored, carried out, and revised effectively. Ad hoc committees have charges that are time-limited and specific to a particular issue.

Apart from the (a) Promotion and Tenure and (b) Merit Committees, the following guidelines apply:

The election of the committee chair for a two-year term is presided over by the respective committee membership. Committee chairs are voting members and may serve two terms in this role. At the final Collegial Assembly of the year, all committees will prepare and give a report on their activities, accomplishments, and future plans. These reports will be included in the meeting minutes maintained by the ECCA and will be posted.

In the event that a Department is too small to have representatives on all standing committees that require one, the ECCA will solicit nominations from other, larger Departments.

1. Academic Affairs Committee (A)—Undergraduate/Masters

- A. **Charge**—This committee is, in general, responsible for supporting Departments in upholding academic standards of degrees, minors, and certificates; attending to cross program and/or departmental curricular issues; and managing proposed curriculum changes. Its guiding approval framework should be the prevailing strategic plan of the CEHD, requirements of accreditation agencies, and enrollment and staffing consequences.

More specifically, the committee shall discuss, review, and/or take advisory votes on the following:

- All new courses; deletion of courses; and modifications to existing courses
- Proposals related to General Education courses
- Proposals for new degree programs, minors, and certificates or their deletion
- Changes in degree programs, minors, and certificates that are unrelated to courses (i.e., graduation requirements)
- Major issues or conflicts related to course scheduling, advising, etc. that cut across two or more Departments.

The committee may also establish sub committees to consider pedagogical, staffing, or student related matters (e.g., online instruction, matters related to diversity, equity, and inclusion; intellectual property; workload; career opportunities; etc.) and attend to cross program efforts such as assessment and accreditation. These subcommittees can solicit non committee members to serve on an ad hoc basis.

- B. **Composition**—The Academic Affairs Committee (A) will be composed of the program coordinators/representatives from all undergraduate programs and any masters' programs that have a significant overlap (in courses) with an undergraduate program. One faculty member to represent General Education will also be a voting member chosen through a college-wide election to a two-year term. (This faculty member can serve multiple terms). Three non-voting, administrative, ex officio members the committee deems useful to consult can participate in deliberations by providing advisory and informational assistance as needed.

2. Academic Affairs Committee (B)—Masters/Post-Masters/Doctoral

- A. **Charge**—This committee is, in general, responsible for supporting Departments in upholding academic standards of degrees, minors, and certificates; attending to cross program and/or departmental curricular issues; and managing proposed curriculum changes. Its guiding approval framework should be the prevailing strategic plan of the college, requirements of accreditation agencies, and enrollment and staffing consequences.

More specifically, the committee shall discuss, review and/or take advisory votes on the following:

- New courses; deletion of courses; and modifications to existing courses
- Proposals for new degree programs and certificates or their deletion
- Changes in degree programs or certificates that are unrelated to courses (i.e., graduation requirements)
- Major issues or conflicts related to course scheduling, advising, etc. that cut across two or more Departments

The committee may also establish sub committees to consider pedagogical, staffing, or student-related matters (e.g., online instruction; matters related to diversity, equity, and inclusion; intellectual property; workload; career opportunities; etc.) and attend to cross program efforts such as assessment and accreditation, doctoral admissions recommendations, and fellowship nominations and assistantships. These subcommittees can solicit non-committee members to serve on an ad hoc basis.

**B. Composition**—The Academic Affairs Committee (B) will be composed of the program coordinators/representatives from all doctoral programs and all masters/post-masters programs having a significant overlap (in courses) with a doctoral program and/ or insignificant overlap with an undergraduate program. Three non-voting, administrative, ex officio members the committee deems useful to consult can participate in deliberations by providing advisory and informational assistance as needed.

**Note:** Any program, minor, certificate, or course (going through a review) without a clear placement will be assigned by the Dean (or an appropriate designee) to Academic Affairs Committee A or B.

Each program coordinator/representative shall attend only one of the two academic affairs committees, the one that best aligns with the program(s) they represent.

### 3. Budget Priorities Committee

**A. Charge**—The Budget Priorities Committee (BPC) is an advisory body to the Dean. The Dean will have the ultimate responsibility for the CEHD budget. The BPC advises the Dean on such issues as revenue enhancement, allocation of resources, enrollment, strategic planning, and entrepreneurial opportunities. Other matters may be brought before the BPC at the discretion of the Dean or designee.

Academic Affairs committees shall notify the BPC during discussions about adding a new program, deleting a program, or substantially changing a program in ways that could impact the CEHD budget. The BPC will review such proposals and attach a

statement of the probable budgetary and staffing impact to the proposals for discussion in the Collegial Assembly meeting (prior to a vote).

The Dean and a designated finance administrator of the CEHD shall regularly convene with the committee when requested and provide non-privileged budgetary information, but do not vote. They shall endeavor for transparency, accuracy, and timeliness regarding informing the BPC of the financial situation of the CEHD. At the beginning of the fiscal year, the final allocated budget target, provided by the Central Budget Office, will be shared with the BPC. At the conclusion of the fiscal year, a summary of the aggregate total expenditures against that budget target will be shared with the BPC.

- B. **Composition**—The Budget Priorities Committee is composed of one faculty member from each Department of the College. Each member is a voting member and elected by the Collegial Assembly for a period of two years. Each member may serve multiple terms, and terms should be staggered with some members cycling off and others remaining.

If the results of the elections do not result in the committee having at least one tenure track and one non-tenure-track faculty, the committee chair will request a college-wide vote to select an additional member from the missing category.

4. Promotion and Tenure Committee (Tenure Track)

- A. **Charge**—The Promotion and Tenure Committee shall carry out their functions as described in currently prevailing and approved promotion and tenure guidelines for the CEHD and the Temple University-Temple Association of University Professionals (TAUP) Collective Bargaining agreement.

- B. **Composition**—The committee membership is composed of one tenured member from each Department of the College. Members of the committee are voted upon by the tenure-line members of their respective Departments for a two-year term. The members of the committee select a chairperson.

**Note:** Promotion of non-tenure track (NTT) faculty (on the practice, instructional, research, or clinical track) will follow established guidelines as stipulated in the currently prevailing and approved policy for the CEHD.

5. Merit Committee

- A. **Charge**—The Merit Committee shall make annual recommendations in accordance with the latest Merit Guidelines document of the CEHD. All other procedures for conducting merit reviews can be found in the prevailing TAUP Collective Bargaining Agreement.



- B. **Composition**—Committee members shall be selected per the guidelines described in the prevailing TAUP Collective Bargaining Agreement.

6. Awards Committee

- A. **Charge**—The committee nominates, and where applicable decides upon, faculty members for various teaching awards and distinctions at the University and College level. The committee ensures timely responses to calls for University- and College-wide nominations and awards; it ensures that all such calls receive appropriate publicity; and it applies appropriate criteria for such distinctions. The committee should refer to the University calendar to be aware of deadlines for each award.
- B. **Composition**—The committee consists of one member from each Department and two at large members from the CEHD. Faculty members who exemplify the criteria for selection or themselves are previous award winners may be consulted for input into the committee's functioning.

Each member is a voting member and elected for a period of two years. Each member may serve multiple terms, and terms should be staggered with some members cycling off and others remaining.

If the results of the elections do not result in the committee having at least one tenure track and one non-tenure-track faculty, the committee chair will request a college-wide vote to select an additional member from the missing category.

7. Faculty Research and Development Committee

- A. **Charge**—The primary responsibility of the committee is to promote the scholarly and teaching development of CEHD faculty. Some of the activities could include: (a) fostering the development of Special Interest Groups among faculty; (b) holding a speaker series to enrich the intellectual life of the college; (c) coordinating mini “courses” where qualified faculty provide short sessions on their areas of expertise; (d) creating a senior-junior faculty mentoring program; (e) providing feedback on Research and Study Leave applications; and (f) identifying, disseminating, and supporting grant opportunities.
- B. **Composition**—The committee is composed of one member from each Department of the College. Each member is a voting member and elected for a period of two years. Each member may serve multiple terms, and terms should be staggered with some members cycling off and others remaining.

If the results of the elections do not result in the committee having at least one tenure track and one non-tenure-track faculty, the committee chair will request a college-wide vote to select an additional member from the missing category.

## 8. Policy Committee

- A. **Charge**—The primary responsibilities of the committee are to (a) maintain a repository of currently approved College Policies; (b) serve as a resource when questions arise regarding whether a policy or these bylaws have been properly adhered to by faculty or administrators; (c) propose revisions to existing policies when it is recognized that they are insufficiently specified or not in alignment with University policies; and (d) draft new policies when needed amid changing circumstances or from the recognition that one was needed. The committee shall consult with the appropriate Dean's Office representative(s) responsible for knowing the content of a particular or proposed policy.

The following policies must be reviewed at least every five years: CEHD Bylaws, Promotion and Tenure, NTT Reappointment and Promotion, and Merit. All proposals for new or revised policies shall undergo review and approval by the Collegial Assembly, Dean, and the University (as applicable).

- B. **Composition**—The committee is composed of one member from each Department of the College. Each member is a voting member and elected for a period of two years. Each member may serve multiple terms, and terms should be staggered with some members cycling off and others remaining.

If the results of the elections do not result in the committee having at least one tenure track and one non-tenure-track faculty, the committee chair will request a college-wide vote to select an additional member from the missing category.

### B. Ad Hoc Committees

The Dean or the ECCA may convene ad hoc committees as needed to address time-limited issues that do not recur every academic year. The charge to an ad hoc committee, the composition, and its length of term shall be clearly stated in a resolution approved by the Collegial Assembly or by the Dean following consultation with the ECCA.

### C. Mandatory Committees

#### 1. Student Appeal and Grievance Committee

The Dean, in consultation with ECCA, shall appoint a Student Appeal and Grievance Committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The student appeal and grievance committee shall make recommendations to the Dean on each appeal or grievance. The Student Appeal and Grievance Committee shall follow all University and all CEHD policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. A committee is constituted to conduct a specific inquiry into an

appeal or grievance; it is not a standing committee. The members selected must have no conflict of interest with respect to or bias toward the parties involved.

Unless precluded by University or CEHD policies, the committee shall assure a student a full opportunity to present their appeal or grievance, including reasonable evidence in support of their claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the CEHD, that person shall be given a full and fair opportunity to describe and document the rationale for their decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

## 2. Faculty Responsibility Committee

The Dean, in consultation with the ECCA, shall appoint an ad hoc Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. No more than one member of the Faculty Responsibility Committee should be appointed from the same program or department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support their assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence—oral, written, or tangible—submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems

necessary and University Counsel shall endeavor to give reasonable assistance if possible.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions, and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents, and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and their recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.

#### **Article V. Revisions or Amendments to Bylaws**

- A. Revisions or amendments to these Bylaws may be proposed by any member of the Collegial Assembly or the Dean. Amendments will be voted on at the Collegial Assembly meeting immediately after the meeting at which they were proposed. This second meeting may not be called until at least 7 days and not more than 35 days have elapsed. Recommended amendments must be approved by two-thirds of the Collegial Assembly.
- B. Recommended revisions or amendments will be forwarded to the Dean and, if approved by the Dean, the Dean will forward them to the President or designee. Recommended amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the President or designee may approve the revisions or amendments and set the date upon which they will become effective.
- C. The Dean shall review the bylaws of the CEHD at least every five years and, after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws. The bylaws shall be resubmitted for approval by the President, after review by University Counsel, on or before the expiration of the five-year period.