



The
UNIVERSITY
of **VERMONT**

**COLLEGE OF EDUCATION AND
SOCIAL SERVICES
BYLAWS OF THE FACULTY**

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College of Education and Social Services

By-Laws of the Faculty

Article 1: Organization

- 1.1 *Mission Statement:* The College of Education and Social Services seeks to (a) educate and prepare outstanding professionals in education, social work, and human services; (b) engage in scholarship of high quality; and (3) provide exemplary professional service within the state of Vermont, nationally, and globally. We do this to contribute to a more humane and just society, free from oppression, that maximizes human potential and the quality of life for all individuals, families and communities.
- 1.2 *Philosophy:* The College of Education and Social Services is a community of scholars. We believe in a holistic approach to education and social services. We achieve our mission through education, critical inquiry, leadership, and life-long learning. We promote scholarly practice through the synthesis, transfer and application of knowledge. We strive to improve the lives of citizens of state, national and global communities through the highest standards of accountability and professional behavior.
- 1.3 *Peer Governance:* In order to pursue our mission in line with our philosophy, the faculty of CESS assume the responsibilities in the College of Education and Social Services Bylaws of the Faculty through a peer governance structure. This structure assures representation from all ranks and departments in College decision-making as well as accountable representation of CESS on University committees.

Article 2: Membership

- 2.1 *Faculty Members:* Faculty members include all individuals holding a primary academic appointment in the College of Education and Social Services as Research Associate, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Full Professor. All professor ranks include all types of appointments within the ranks (i.e., tenure-track/line, clinical, research).

Article 3: Meetings and Voting

- 3.1 *Purpose:* Faculty meetings address business of importance to the College. Meetings may include (but are not exclusive of) Dean's Report, Department Reports, Committee Reports, announcements, and other matters of concern to the College. Faculty meetings may serve the purpose of creating a venue to explore, discuss, and make decisions and/or recommendations about issues of relevance to the College, University, and professional practice or development.

Agenda items for faculty meetings will be solicited by Executive Committee members from CESS faculty, Dean, Associate Deans, and College standing and other committees or task force members prior to each faculty meeting. Business for faculty meetings should focus on issues relevant to all three College departments (leaving the more department-specific agenda items for department meetings).

- 3.2 *Meetings:* Faculty meetings will be scheduled, organized, and facilitated by the Executive Committee, in collaboration with the Dean of the College. There shall be at least two regular faculty meetings per academic year. These shall include a Dean's report, College and University committee reports, and items solicited by the Executive Committee from faculty. Additional faculty meetings may be scheduled and facilitated by the Executive Committee at faculty or Dean request for issues of immediate concern and that involve all three College departments. Faculty will be provided with times, locations, and agendas of regular faculty meetings in advance.

Faculty meetings are open to all CESS faculty as defined in Article 2.1.

- 3.3 *Voting:* Decision-making in faculty meetings will, whenever possible, follow these process guidelines:

- Full participation will be encouraged.
- The goal of promoting mutual understandings will be pursued.
- A vision will be kept on fostering inclusive decisions.
- A sense of shared responsibility for group process and decision-outcomes will be cultivated.

When faculty-meeting business warrants a decision, the presiding Executive Committee member will call for a majority vote of members present. Voting members are defined as those holding a primary academic appointment, at any rank, whose appointment in the College is at least seventy-five percent [75%] effort on a nine-month or longer basis.

- 3.4 *Quorum:* A quorum for the purpose of conducting business in a faculty meeting will consist of the faculty present at that meeting as long as there is a minimum of ten [10] voting members, with each department represented by at least three [3] faculty.

Article 4: Committees - General

- 4.1 *Committees:*

4.1.a. *CESS Standing Committees:* Standing committees of the College shall be: Executive Committee, Academic Affairs, Faculty Affairs, Faculty Evaluation, Student Affairs, and Committee for Diversity Initiatives. Faculty eligible for College committee assignments are those who hold a primary academic appointment in the College with at least seventy-five percent [75%] effort on a nine-month or longer basis.

- 4.1.b. *CESS Representation on University Committees:* CESS faculty will be elected to serve on University standing committees and faculty are sometimes appointed to serve on University and other ad hoc committees, Presidential Commissions, and various other University-related initiatives. Faculty eligible to represent the College on University committees are those who hold a primary academic appointment in the College with at least seventy-five percent [75%] effort on a nine-month or longer basis.
- 4.2 *Purpose:* Standing committees are working groups that develop proposals, explore issues, and make recommendations to the faculty and/or Dean. CESS representatives on College and University standing committees serve a parallel purpose of representing one's department/rank/CESS on the committee and reporting back to CESS faculty on the work of the committee. CESS representatives on some Presidential commissions and other ad hoc initiatives may also report back to CESS faculty when appropriate and relevant.
- 4.3 *Duties:* Each standing College committee shall meet regularly in order to carry out its assigned duties as outlined in Article 5. Each College committee shall distribute minutes to the committee members, the Executive Committee, the College Faculty, and the Dean (distribution of committee minutes may occur through submission to a secure CESS website that will be developed for this purpose); report on the activities of the committee at Faculty meetings; and prepare and submit an end-of-academic year report for official record in the Dean's Office. At least once each semester, the Chair or a representative from each CESS standing committees will meet with the Executive Committee. Preferably, this will be scheduled as one meeting for the representatives of all of the committees and the Executive Committee so as to coordinate business across committees and participate in broader peer governance.

In the spirit of assuring adequate representation of CESS faculty and informing faculty of important University matters, faculty representing CESS on University standing committees are asked to submit a report to College faculty on the committee business at least one time per semester –this distribution may be on the listserv, website, or at faculty meetings- and more frequently when needed for input or feedback.

- 4.4 *Membership:* The membership of each committee is designed to address the specific responsibilities of that committee, and therefore may differ in composition between committees. The Dean, Associate Deans, Department Chairs and Directors are not eligible to serve on College standing committees. While all College standing committees are expected to have representation from College Lecturers, Senior Lecturers, and Research Faculty, it is understood that faculty in these positions may not be available to serve on college committees as this decision is one negotiated by individual faculty members and their Department Chairs in the workload agreement process. This is also true for individuals with a primary affiliation with the Center on Disability and Community Inclusion (CDCI).

- 4.5 *Representation:* Where “department representation” is noted, “department” is further clarified to include (but may not be limited to): Department of Education (including Asian Studies Program and CDCI), Integrated Professional Studies, and Social Work. When a department fails to provide representation on a standing committee, the committee will continue to function as best as possible. However, it is understood that existing members cannot adequately represent departmental interests in the work of the committee if departmental representation is absent.
- 4.6 *Elections:* Elections for both College and University standing committees shall take place in March or April and as needed. Nominations and elections, administered by the Executive Committee may take place either by written or electronic ballot. Membership shall take effect the following academic year.
- 4.7 *Term:* Committee members are elected to serve three-year terms. Terms will be staggered to best meet the needs of the committee. Terms of student members may vary.
- 4.8 *Removal:* Members of standing committees may be removed by vote of a two-thirds majority of the electing constituency (i.e. sending department). Such a vote for removal must be conducted by secret ballot, and must be held upon either 1) request of the Committee Chair and majority of the standing committee or 2) upon petition by five members of the electing constituency. Removal will be effective upon completion of such a vote.
- 4.9 *Replacements:*
- 4.9.a. *Permanent Replacement:* When a committee member leaves a committee before the completion of his/her term, a replacement shall be elected by the represented department faculty to complete the remainder of the term.
- 4.9.b. *Temporary Replacement:* When a committee member takes a sabbatical or leave, an interim shall be elected by the represented department faculty to serve during the period of the sabbatical or leave. A committee member returning from a sabbatical or leave who wishes to fulfill the remainder of his/her term may do so upon prior agreement with the individual’s department, remaining committee members, and the interim elected.

Article 5: Committees – Specific

- 5.1 *Executive Committee:*
- 5.1.a. *Charge:* To oversee the faculty roles in administrative and governance structures within the College and University; provide a faculty voice in administrative deliberations; represent the College faculty within the College and University.

- 5.1.b. *Duties:* Serve as Nominations and Elections Committee; organize and conduct the election of all officers and representatives of committees; attend College Leadership Council meetings; communicate with the Dean on matters relevant to the College; organize and call Faculty Meetings, set agendas, and ensure that minutes are distributed and maintained; assign tasks to committees and assess their progress; and meet each semester with College committee chairs or their representatives.
- 5.1.c. *Membership:* Comprised of three co-chair representatives of the faculty (as designated in Article 4.5), each of whom will be elected by his/her home department.

5.2 *Academic Affairs*

- 5.2.a. *Charge:* To address issues of curriculum (i.e., the goals, content, materials, instructional and evaluation strategies, organization of the College's educational offerings, and academic standards).
- 5.2.b. *Duties:* To review all policy and procedural issues relating to academic curricula. Inform faculty via the Executive Committee of proposed policy and procedural recommendations. Make recommendations to the Dean regarding proposed educational programs and courses, and significant course or program modifications.
- 5.2.c. *Membership:* Comprised of a representative from all faculty ranks: lecturer, senior lecturer, assistant professor, associate professor, full professor, and a representative of the Student Services Office (non-voting). At least one representative from each department shall be elected by that department. The terms of half of the membership should be concurrent and half staggered. Two student members may be appointed by the Executive Committee, one from a graduate program, and one from an undergraduate program as needed for the purpose of discussion of academic affairs only. The Chair is elected by the Committee from among the membership.

5.3 *Faculty Affairs Committee*

- 5.3.a. *Charge:* Address issues of professional standards and faculty welfare.
- 5.3.b. *Duties:* Examine and make recommendations regarding the college reappointment, promotion and tenure criteria. Collect information regarding faculty recruitment and retention through exit interviews or other means. Review and make recommendations regarding the status of recruitment and retention of underrepresented faculty. Oversee the means to evaluate faculty service for RPT and annual review. Review and make recommendations regarding the criteria concerning professional development funds. Conduct research and make recommendations on issues of faculty morale.

5.3.c. *Membership*: Comprised of one senior lecturer, assistant professor, associate professor, full professor, and research faculty. Representatives shall serve three-year terms. The chair shall be elected from among the members.

5.4 *Faculty Evaluation Committee*:

5.4.a. *Charge*: To review and make recommendations to the Dean about all requests for reappointment, promotion, tenure, and sabbatical leave.

5.4.b. *Duties*: Evaluate all requests for reappointment, promotion, tenure, and for sabbatical and professional development leave; make recommendations to the Dean about these requests; make recommendations to Faculty Affairs Committee and the Dean regarding issues including, but not limited to, the quality of documentation and submissions, the annual performance review guidelines, and faculty training in the RPT process.

5.4.c. *Membership*: Comprised of seven [7] members with the following composition: Five [5] of Associate Professor rank or above and two [2] Senior Lecturer and/or Research Faculty. Whenever possible, the College will work to assure equal representation from all departments on this committee. Membership includes at least one faculty member from each CESS department and CDCI. The Committee shall elect a Chair from the members of the rank of Full professor, or in the absence of a Full professor, then from among the Associate professor members.

5.4.d. *Voting and Procedural Matters*:

(1) Because of the evaluative role, individuals on the FEC may not submit a written letter of recommendation advocating promotion, tenure, reappointment, and/or sabbatical for any applicants under review. However, written letters of recommendation that relate directly to a specific component of an applicant's dossier may be appropriate. For example, writing a letter in testimony of the individual's work on a committee, an observation of teaching, or general comments about an individual's service to a program, within the University community or with a group of students, would be appropriate as these would not constitute voting for or having assessed the candidate's entire dossier. Any member of the FEC who writes a general letter of support (rather than relating directly to a particular component of the dossier) must recuse him/herself from any vote involving the applicant.

(2) All FEC members may read and comment on any dossiers or sabbatical proposals that come forward to the committee. FEC committee members, however, are prohibited from voting on reappointment/promotion/tenure/sabbatical decisions more than one time. They should vote with FEC colleagues in committee deliberations rather than at the Department level.

(3) All FEC members must commit to decorum of confidentiality regarding all committee deliberations.

5.5 *Student Affairs Committee:*

5.5.a. *Charge:* Shall address issues involving CESS students.

5.5.b. *Duties:* Submit recommendations in the areas of student recruitment and retention, student achievement levels, and student support (i.e. advising, financial assistance, morale, and fair treatment); request special consideration in regard to the academic standards and curricular requirements, transfer credit, waivers, substitutions, etc., not handled at the academic program department level; report to the Dean in advance regarding matters of academic probation and dismissal.

5.5.c. *Membership:* Shall consist of representatives elected or appointed by College programs, and a representative of the Student Services Office, who is a non-voting member. The Chair is elected by the Committee from among the membership. Each representative shall serve a 3 year appointment on this committee, renewable by Program appointment.

5.6 *Committee for Diversity Initiatives*

5.6.a. *Charge:* Shall take leadership in supporting and assisting all programs in the College of Education and Social Services to achieve social justice outcomes.

5.6.b. *Duties:* Dialogue regularly with faculty about issues of bias and discrimination; promote accountability in meeting diversity objectives; inspire instructional initiatives across the units to develop programs to address bias, develop multicultural competence, and assess curricular and candidate outcomes; advance our mutual learning and professional development on diversity-related matters; and advocate for the recruitment and retention of diverse faculty, staff and students.

5.6.c. *Membership:* Membership includes at least one faculty member elected from each CESS department and CDCI.

Article 6: Amendments to the Bylaws

6.1 *Proposal of Amendments:* The Executive Committee is charged with proposing amendments to the Bylaws, with written rationale, on its own initiative or after consideration of requests from its committees, the Dean, group of faculty, and/or individual faculty. All amendments must be compatible with University policies.

- 6.2 *Passage of an Amendment:* Requires discussion at a Faculty Meeting and the approval of two-thirds of the faculty who vote in a mail or electronic ballot, with all voting members of the faculty receiving a minimum of 30 days notice and the opportunity to vote.
- 6.3 *Effect:* The proposed Bylaws changes shall become effective upon passage by the faculty.