



**CONSTITUTION & BYLAWS OF THE FACULTY OF THE  
COLLEGE OF EDUCATION AND SOCIAL SERVICES (CESS)**

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# CONSTITUTION & BYLAWS OF THE FACULTY OF THE COLLEGE OF EDUCATION AND SOCIAL SERVICES (CESS)

## Article 1: Organization

- 1.1 Name: This organization shall be known as the College of Education and Social Services of the University of Vermont. Hereafter, the organization shall be referred to in this document as the College or by the abbreviation CESS.
- 1.2 Description: The College is an approved academic unit within the University of Vermont as defined in the 2016 [University and University Officers' Manual](#). The College has a defined and congruent mission in instruction, research and scholarship, and service. The College presents candidates to the Faculty Senate, which recommends those candidates to the Board of Trustees for the awarding of appropriate degrees. The current mission statement, vision and strategic plan of the College of Education and Social Services may be found on the website as well as the shared drive of the college. The College is supported in its mission by various administrative / instructional units including the Libraries, Continuing and Distance Education, the Office of the Vice-President for Research, and Computing and Information Technology.
- 1.3 Authority: The College receives its authority from the Board of Trustees of the University of Vermont and State Agricultural College.
- 1.4 Chart of Organization: The current chart of organization for the College of Education and Social Services may be found in the Appendices to this document. Departmental structures and staff responsibilities will be available to members of the College on the shared drive for CESS and updated as needed.

## Article 2: Purpose

- 2.1 Purposes: The Constitution and Bylaws of the College of Education and Social Services is consistent with and designed to promote the values, mission, and strategic plans of the College as an academic unit of the University of Vermont. The most recent version of our [Vision Statement and Strategic Plan are on the College website](#).

## Article 3: Faculty Membership

- 3.1 Faculty: Faculty members include all individuals holding a primary appointment in the College at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Instructor, Research Professor, Research Associate Professor, Research Assistant Professor, Clinical Professor, Clinical Associate Professor, or Clinical Assistant Professor. Members who have appointments of 0.75 FTE in any rank above during an academic term may vote on matters pertaining to the College during that term. Per Section 302.1 of the 2016 [University and University Officers' Manual](#), The President, the Provost, and the Dean of the College are considered members of the faculty.

## Article 4: Administration

- 4.1 Administration: Administrators of the College include the Dean, Associate Deans, Assistant Deans, Chairpersons, Vice Chairpersons, Center Directors, and Program Coordinators. Administrative personnel who hold faculty appointments within the College as specified in the University Manual shall hold such status and rank as the University may establish through customary channels. An individual may hold an appointment in one or more categories, as allowed in the University and University Officers' Manual.
- 4.1.1 Dean: The Dean is the chief administrative officer of the College, and as such is responsible for academic and administrative leadership; general oversight of all operations including budgetary and personnel matters; development; public relations; infrastructure; and the enforcement of University and College policies. The Dean serves as the College spokesperson to the Provost's Academic Leadership Council, the central administration of the University, the Board of Trustees, the State Legislature, and regional and national organizations.
- 4.1.2 Associate Dean(s): Associate Deans are appointed by the Dean, as provided in these Bylaws, in consultation with the University Provost. Associate Deans in the College have responsibilities as defined by the Chart of Organization and charts of responsibilities (Appendices). When the Dean cannot be present, the Dean may designate an Associate Dean to act as spokesperson for the College or to otherwise act in the Dean's stead. Associate Deans report directly to the Dean. Associate Deans who hold faculty appointments also have voting privileges under the rules stated.
- 4.1.3 Assistant Dean(s): Assistant Deans are appointed, as provided in these Bylaws, by the Dean of CESS. Assistant Deans have responsibilities as defined by the Chart of Organization and charts of responsibilities (Appendices). Assistant Deans who hold faculty appointments also have voting privileges under the rules stated below. Assistant Deans report directly to the Dean of the College.
- 4.1.4 Department Chairpersons: Department Chairpersons are responsible for academic and administrative leadership at the department level; oversight of departmental operations, including budgetary and personnel matters; enforces departmental policies and collective bargaining agreement stipulations; collaborates with the Dean in hiring and evaluation of tenure-track faculty; hiring and evaluation of part time and non-tenure-track faculty, and other matters that arise in the administration of a department. Department Chairpersons report directly to the Dean.
- 4.1.5 Vice Chairpersons: Vice Chairpersons are responsible for curricular and program leadership as well as delegated responsibilities for departmental oversight, which may include faculty recruitment, workload assignment, evaluation and clinical site evaluation, and other responsibilities as delegated by the Department Chairperson. Vice Chairpersons report to their respective Department Chairperson.

- 4.1.6 Program Coordinators: Program coordinators are responsible for the direction and academic integrity of their programs. They report directly to Department Chairpersons and in the case where a Department Chairperson may not exist, a Program Coordinator reports to the Dean or to the Dean's designee. In close conjunction with the Chairperson and Dean, Program Coordinators provide leadership to ensure that the curricular, teaching, financial and human resource needs for their respective programs. In instances where there are applicable professional accreditation standards, Program Coordinators may be responsible for assuring accreditation requirements. Program Coordinators also have a college-wide advisory function in collaboration with the Chairpersons, in such meetings as called by the Dean.
- 4.1.7 Center (or Institute or other area) Directors: Center Directors are responsible for the direction and academic integrity of the units they oversee. They report directly to the Dean or the Dean's designate. Center or Area Directors have supervisory capacity with respect to the research, outreach, financial, and human resource needs for their respective units. In instances where there are applicable external funders, accreditation, or governing interests, Center Directors may be responsible for assuring external expectations are satisfied for the continued operation of the unit. Center Directors also have a college-wide advisory function in collaboration with the leadership of other academic or academic-related units, in such meetings as called by the Dean.
- 4.2 Administrative Structure: The College is currently organized into academic departments, programs and administrative offices. The administrative structure of the College may be found on the Chart of Organization in the Appendix of this document. The administrative structure is determined by the Dean in consultation with CESS administrators and faculty, the Provost, and Officers of the University, and others as appropriate.
- 4.3 Board of Advisors to the College of Education and Social Services: A Board of Advisors will be appointed by the President, upon on the recommendation of the Dean, for the purpose of advising the Dean, the Provost, and the President of the University on opportunities for enhancement of the College. The Board shall be advisory to the Dean on matters relating to the formulation of plans, policies, actions and goals of the College.

## **Article 5: Rights and Responsibilities**

- 5.1 Rights and Responsibilities of CESS Faculty Members: The rights and responsibilities of faculty members are described in the most current The University of Vermont's Officers' Handbook and are subject to provisions specified in the current collective bargaining agreements governing represented full- and part-time faculty. Any full- time faculty member with a primary appointment as an Officer of Instruction or Officer of Research in CESS may stand for election to the Faculty Senate and/or the Senate's Standing Committees. In addition, every eligible CESS faculty member is entitled to participate in the governance of the College. All CESS faculty and staff members, including part-time and adjunct appointees, may attend College faculty meetings, but not all will have voting rights.

- 5.2 Rights and Responsibilities of CESS Administrators: The general responsibilities of the Dean, Associate Deans, Assistant Deans, and Chairpersons, Vice Chairpersons, and Program Directors, respectively, are described in Article 4. The rights and responsibilities of the University's officers of administration are described in the most current University of Vermont University Officers' Manual. All academically appointed officers of administration retain their faculty voting rights as stated in the University and University Officers' Manual.

### **Article 6: Meetings and Voting**

- 6.1 Meetings: The Dean shall call a meeting of the College faculty at least once each academic semester. The Dean may call additional meetings of the faculty as needed. In addition, a written petition of 20% or more of the full-time faculty will mandate a faculty meeting. At least one week's notice with a written agenda will be required for all regular faculty meetings. Emergency meetings may be called without prior notice. The Dean shall chair all faculty meetings. If recognized by the Dean during the meeting, part-time, adjunct faculty, and guests may speak to the issues, but may not vote.
- 6.2 Quorum: The presence of a simple majority (51%) or more of the CESS voting faculty as defined in Article 3.1 above shall constitute a quorum. At the outset of each meeting it will be determined whether there is a quorum of faculty present for voting purposes.
- 6.3 Voting: All full-time, non-visiting, faculty members may vote. Each eligible faculty member shall have one vote. A simple majority will be required for passage of all actions voted by the faculty with the exception of votes related to by-law revisions. Any eligible faculty member may request a written ballot for a vote. Non-agenda items may be discussed at a faculty meeting, but actions on items that have not had seven-day notices may be postponed until the next meeting, unless a majority of the faculty members present vote to suspend the rules.
- 6.4 Rules of Order: The rules contained in the latest edition of Robert's Rules of Order and other such special rules as the faculty may adopt will apply. In cases of dispute, Robert's Rules of Order shall be the standard procedure for the College. The faculty may appoint a parliamentarian to ensure adherence to standing or adopted rules of order.

### **Article 7: Committees**

Committees are permanent or temporary working groups that develop proposals, explore issues, and report findings or make recommendations to the faculty and/or the Dean. Standing committees are for on-going and continual business of the College. *Ad hoc* committees may be established by the Dean or designee to accomplish short-term objectives or to investigate questions of concern to the College. Standing committees may be decommissioned if no longer needed by amendment to the Constitution and Bylaws. See section 8 for procedures for amendments to the Bylaws. *Ad hoc* committees automatically expire upon completion of their work.

- 7.1 Composition of Standing Committees: Standing committees are composed of voting eligible faculty members as specified in Article 3.1. One representative of each department in CESS will be elected by departmental faculty in the spring prior to the

academic year in which a vacancy is anticipated. Faculty-at-large will be elected by vote of the full-time faculty at a general faculty meeting in the term prior to the anticipated opening. Unanticipated vacancies on standing or ad hoc committees may be filled by voice vote of the faculty at a general meeting of the faculty, or by electronic vote of the CESS full-time faculty. Nominations for openings for positions of faculty-at large shall be overseen by the Executive Committee with support from the Dean's office.

Additional members may be elected or appointed for specific committees to provide specific expertise or other representation. Faculty members with a full-time appointment may serve as voting members of standing committees. Faculty members whose appointment is not in CESS, students, staff, and external consultants may serve as voting or non-voting members of standing Committees, as appropriate. The Dean or designated Associate/Assistant Deans are *ex officio* members of all standing committees. Committee Chairpersons shall be chosen by the elected Committee members from the voting Committee members.

7.1.1 *Terms for Standing Committees:* Members of standing committees that require full departmental representation are elected by departmental faculty in the spring semester for anticipated openings in the following academic year. Committee appointments are normally for three academic years. Committee members may serve a maximum of two consecutive terms (6 years, unless otherwise specified) but may be re-elected for additional terms once a period of non-membership has been met. The general standard would be at least one year of non-membership, but this can be waived in cases of departmental need. Terms shall be staggered and elections scheduled to assure continuity of membership on standing committees.

7.1.2 *General Duties of Standing Committees:* Standing committees meet and take actions necessary to carry out their specified charges, including special assignments charged by the Dean or the College faculty. Minutes of all Committee meetings shall be submitted to the Dean and the Committee members. The Chairperson of each standing committee will provide a written report of work accomplished or in progress to the faculty of the College at the last meeting of the College each semester.

7.1.3 *Administrative Support:* The Dean's Office will provide administrative support to the standing committees.

7.1.4 *Rules of Order for Standing Committees:*

7.1.4.1 Quorum: The presence of simple majority (51%) of the voting committee members shall constitute a quorum.

7.1.4.2 Voting: The outcome of voted items will be determined by simple majority of the votes cast.

7.1.4.3 Rules: The rules contained in the latest edition of Robert's Rules of Order and other such special rules as the committee may adopt will apply. In the absence of consensus, the procedures laid out in Robert's Rules of Order



will take precedence in discussion and voting.

- 7.1.5 *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 standing 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.
  - 7.1.6 *Permanent Replacement*: When a standing committee member leaves a committee before the completion of their term, a replacement shall be elected by the represented department faculty or title position to complete the remainder of the term.
  - 7.1.7 *Temporary Replacement*: When a standing committee member takes a sabbatical or leave, an interim shall be elected by the represented department faculty or CESS faculty if by position, 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 standing committee members, and the interim elected.
- 7.2 CESS Standing Committees: Standing committees of CESS shall be: 1) Faculty Executive Committee, 2) Curricular Affairs Committee, 3) Faculty Affairs Committee, 4) Faculty Standards Committee, 5) Student Affairs Committee, and 6) Committee for Equity, Action, and Diversity. These standing committees will remain active until their standing committee status is revoked by a vote of the faculty of the College.
- 7.3 *Faculty Executive Committee*
- 7.3.1 *Charge*: To oversee the faculty roles in administrative and governance structures within CESS and University; provide a faculty voice in administrative deliberations; represent CESS faculty within CESS and University.
  - 7.3.2 *Duties*: Serve as Nominations and Elections Committee; organize and conduct the election of all officers and representatives of committees; attend CESS Leadership Council meetings; communicate with the Dean on matters relevant to CESS; organize and call CESS faculty meetings, set agendas, and ensure that minutes are distributed and maintained; assign tasks to standing committees and assess their progress; and meet each semester with CESS committee chairs or their representatives.
  - 7.3.3 *Membership*: Comprised of three co-chair representatives of the faculty, each of whom will be elected by their home department.
- 7.4 *Curricular Affairs Committee*
- 7.4.1 *Charge*: To address issues of curriculum (e.g., goals, content, materials, instructional and evaluation strategies, organization of CESS's educational

offerings, and academic standards).

7.4.2 *Duties:* To review all policy and procedural issues relating to academic curricula. Inform faculty via the Faculty 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.

7.4.3 *Membership:* Comprised of one Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor, and a representative of the Student Services Office (non-voting) recommended by the Dean's Office. Membership may also include Research Faculty (any rank) who wish to serve. 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 Faculty 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 Curricular Affairs Committee from among the membership.

#### 7.5 *Faculty Affairs Committee*

7.5.1 *Charge:* Address issues of professional standards and faculty welfare.

7.5.2 *Duties:* When charged by the Faculty Executive Committee examine and make recommendations regarding CESS faculty reappointment, promotion and tenure criteria; oversee the means to evaluate faculty service for reappointment, promotion, tenure, and annual review; respond to issues raised around faculty morale, and through information gathering provide recommendations to the Faculty Executive Committee; review and make recommendations regarding the criteria concerning professional development funds.

7.5.3 *Membership:* Comprised of one Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor. Membership may also include Research Faculty (any rank) who wish to serve. Representatives shall serve three-year terms. The chair shall be elected from among the members. If this composition cannot be achieved, the Faculty Executive Committee will work to constitute a balance as close to the composition above as possible, while attending to Article 7.1 for the installation of temporary or replacement committee members.

#### 7.6 *Faculty Standards Committee*

7.6.1 *Charge:* To review and make recommendations to the Dean about all requests for CESS faculty reappointment, promotion, tenure, and for sabbatical and professional development leave

7.6.2 *Duties:* Evaluate all requests for CESS faculty reappointment, promotion, tenure, and for sabbatical and professional development leave; make recommendations to the Dean about these requests; may 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 reappointment, promotion, and tenure process.

- 7.6.3 *Membership:* Membership shall be composed of seven members, spanning departments, with the following composition: Five of Professor and/or Associate Professor, and two of Senior Lecturer, Research Professor, and/or Research Associate Professor. If this composition cannot be achieved, the Faculty Standards Committee will work to constitute a balance as close to the composition above as possible, while attending to Article 7.1 for the installation of temporary or replacement committee members. The Faculty Standards Committee shall elect a chair from the members of the rank of Professor, or in the absence of a Professor, then from among the Associate Professor members.
- 7.6.4 *Voting and Procedural Matters:* Because of the evaluative role, individuals on the Faculty Standards Committee may not submit a written letter of recommendation advocating reappointment, promotion, tenure, and/or sabbatical and professional development leave 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 Faculty Standards Committee who writes a general letter of support (rather than relating directly to a particular component of the dossier) must recuse themselves from any vote involving the applicant.

All Faculty Standards Committee members may read and comment on any dossiers or sabbatical proposals that come forward to the committee.

Committee members, however, are prohibited from voting on reappointment, promotion, tenure, and/or sabbatical and professional development leave decisions more than one time. Thus they must only vote with Faculty Standards Committee colleagues in committee deliberations rather than at the Department level. All committee members may vote on all dossiers and sabbatical proposals, regardless of rank.

Faculty Standards Committee members must commit to confidentiality regarding all committee deliberations. At least annually or upon the election of new members to the Faculty Standards Committee, the committee shall review expectations regarding confidentiality.

## 7.7 *Student Affairs Committee*

- 7.7.1 *Charge:* To address issues involving CESS students and their well-being.
- 7.7.2 *Duties:* Identify matters of concern, review policies and procedures, and propose revisions as necessary. The committee shall make recommendations to CESS faculty and administration in the areas of student recruitment and retention,

student achievement levels, and student support (e.g. advising and financial assistance). The committee shall also review students' academic progress in consultation with the Assistant Dean and the Student Services Office.

7.7.3 Meet to review CESS students' progress three times annually after grades have been submitted; determine if students are to be placed on or removed from academic probation or dismissed from CESS; inform the Dean or designee in advance regarding academic probation and dismissals; and review student appeals when submitted.

7.7.4 *Membership*: Membership shall consist of representatives elected or appointed by CESS departments, and a representative of the Student Services Office (non-voting) recommended by the Dean's Office. The chair is elected by the Student Affairs Committee from among the membership.

#### 7.8 *Committee for Equity, Action, and Diversity*

7.8.1 *Charge*: To advance and support CESS strategic priorities related to diversity and inclusion.

7.8.2 *Duties*: Foster a collective environment where the responsibility for inclusive excellence is shared by all; emphasize the importance of intentionally embedding diversity-related content into all professional development, curricular, and co-curricular activities; serve as liaison to facilitate communication between relevant college and university committees, as necessary and appropriate, on behalf of CESS; encourage critical dialogue surrounding issues of existing implicit and explicit barriers to diversity and inclusivity; advocate for the recruitment and retention of diverse faculty, staff, and students.

7.8.3 *Membership*: Membership includes at least one faculty member elected from each CESS department. Membership may also include CESS staff who regularly support and interact with issues of diversity and inclusion among CESS staff and faculty. Graduate student and undergraduate student representatives may be appointed by the Faculty Executive Committee. The chair shall be elected from among the members.

7.9 *Ad Hoc Committees*: *Ad hoc* committees may be requested by the Dean, Associate Dean(s), Assistant Dean(s), Department Chairperson(s), Vice Chairperson(s), and Program Coordinators, Center Directors, or by Committee Chairpersons for the purposes of assessment, planning, evaluation, reviewing proposals or accomplishing other tasks of limited duration. The CESS Constitution and Bylaws must be reviewed every five years; the Dean will charge an *ad hoc* committee with the responsibility of review and amendment in accordance with Article 8 of these Bylaws.

7.10 *University Committees*: The College shall elect representatives to University-level Faculty-Senate committees including (but not limited to) the (a) Curricular Affairs Committee; (b) Professional Standards Committee; (c) Honors College Committee; (d) Educational and Research Technologies Committee; (e) the Financial and Physical Planning Committee; (f) the Research, Scholarship & The Creative Arts Committee; the

(g) Student Affairs Committee, (h) the Diversity Course Review Committee, (i) the Sustainability Course Review Committee and the (j) Graduate Executive Committee. The charge of those committees is as specified in the UVM Faculty Senate Constitution and By-Laws and supplements. In the spring term of each year prior to an anticipated committee vacancy, eligible faculty may nominate themselves or others for election to a University committee.

## **Article 8: Self-Governance and Amendments/Revisions to the Constitution and Bylaws**

Per section 302.2 of the [University of Vermont Officers' Manual](#), College Bylaws shall be adopted by the respective faculties, subject to the approval of the Provost and to periodic review by the respective faculties and the Provost. The College Bylaws must be consistent with the policies and guidelines of the University and Faculty Senate, and standards established for admission, graduation and other matters for academic judgment may not be lower or less specific than those adopted by the Faculty Senate. Questions of jurisdiction between the authority of the faculty and that of the Faculty Senate shall be referred by the Provost to the President for decision (University Manual, Section 302.2)

- 8.1 Incorporation of Amendments: Proposed amendments and/or revisions to the CESS Constitution and Bylaws compatible with University policies and lines of authority will be incorporated upon approval by a two-thirds majority of the full-time faculty attending when a quorum is present at the time of the vote. Proposed amendments must be warned at least one week in advance of the meeting at which a vote will take place. Votes may be solicited and recorded electronically.
- 8.2 Proposal of Amendments: Amendments may be proposed in any of the following ways:
  - 8.2.1 By motion at a faculty meeting, approved by two-thirds or more of those present and voting, provided a quorum (51% of faculty with full time appointments) is present.
  - 8.2.2 By written petition of fifty-one percent or more of the voting eligible faculty.
  - 8.2.3 By recommendation of an *ad hoc* Bylaws Committee charged to review and update the Constitution and Bylaws.
- 8.3 Periodic Review and Revision of the Constitution and Bylaws: The Dean and/or faculty may charge an *ad hoc* Bylaws Committee on an as-needed basis for the purpose of reviewing the Constitution and Bylaws and recommending revisions and/or amendments. Otherwise, the Dean will appoint an *ad hoc* Bylaws Committee every five years for this purpose.