

## **Organization and Bylaws**

### **College of Education and Human Development**

#### ***I. Mission***

The College of Education and Human Development (EHD) has a special mission within the University of fostering healthy human development and learning across the lifespan, beginning in early childhood. In support of this mission, the College actively embraces human and cultural diversity as an asset and seeks to weave it throughout all of our activities. Both graduate and undergraduate students are expected to develop the skills and self-awareness to become effective and ethical professionals and leaders in schools, higher education, human service and wellness organizations. In these roles, graduates of EHD empower individuals, families, groups, organizations, and communities to make healthy decisions and lead full and productive lives. Through these efforts, graduates serve a vital function in re-creating and maintaining a healthy economy and enhanced quality of life.

The departments of EHD employ multi-faceted approaches to education, relying on teaching, research, and service in the education of students. The continuing development of effective and innovative instructional methods provides excellent service and education to diverse groups of students, including those both on and off the UND campus. The array of disciplines within the college emphasizes basic and applied research with implications for individual development and social change. This emphasis is reinforced by the professional service provided by faculty, many of whom are involved in service in mental health, wellness, and teaching roles. Within all three domains – teaching, research, and service, we attempt to form partnerships with community, state, tribal, and national organizations and government, as well as schools and human service agencies, to provide a more comprehensive effort to foster human development and learning. We seek to develop mutually supportive partnerships with historically under-served populations, especially the American Indian.

#### ***II. The Faculty***

1. The College faculty shall be responsible for the welfare of the College in cooperation with the Dean and in accordance with the College bylaws and the University constitution.
2. For purposes of conducting business, the College faculty shall consist of all full-time faculty at the rank of instructor or above who are appointed to the Departments of Counseling Psychology and Community Services; Educational Foundations and Research; Educational Leadership; Kinesiology & Public Health Education; and Teaching and Learning; and such others as may be approved by the Council of Chairpersons of the College. This definition does not prevent departments from including others in their definitions of voting membership.
3. The College faculty shall meet at least once a semester on call of the Dean. In addition, a meeting of the College faculty shall be called within fourteen days of a written request by twenty-five percent of the faculty.

4. All faculty shall be evaluated according to the criteria and procedures indicated in the “State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process” (Policy 605). Department procedures and criteria for evaluation shall be subject to the review and approval of the Dean, the collegiate Promotion and Tenure Committee, and the Council of Deans. Evaluation criteria for recommendations of faculty shall be the same for continuing evaluation and promotion and tenure. Procedures for evaluation vary according to the type (continuing, promotion, and tenure) and are stipulated in the Faculty Handbook.

The progress of tenure earning faculty toward tenure shall be considered by the College Promotion and Tenure Committee in an advisory capacity during the fourth year in a tenure track appointment. Documentation shall be developed in accordance with university policy as articulated by the University Vice-President for Academic Affairs and Provost and as found in the University of North Dakota Faculty Handbook, II-8.1.1 through II-8.1.7

### ***III. The Dean***

1. The Dean shall be appointed by the Board of Higher Education on the recommendation of the President, upon the advice of the college faculty and/or its designated search committee.
2. The Dean shall be evaluated every three years, with input from college faculty.
3. The Dean, with the advice and consent of the Council of Chairpersons, shall appoint whatever professional and administrative personnel he or she deems appropriate.
4. The Dean’s primary responsibilities shall be to provide academic leadership for the College and to administer the College according to its bylaws. The Dean, or his or her delegate, shall represent the College on the University Council of Deans.

### ***IV. Chairpersons***

The role of a Chairperson is to provide leadership and support for members of the department in carrying out its mission. The Chairperson seeks to create a community for learning that includes the department faculty, students, and the broader community of practice. The Chairperson also encourages and supports the faculty in teaching, research, advising, and service activities that convey the department’s mission. These duties and responsibilities may be classified in the following general categories: academic program, personnel activities, resources, and college administration.

1. **Academic Program:** The department Chairperson works to assure that the academic programs of the department represent its mission and philosophy and are coordinated to meet the needs of students. In doing this, the Chairperson has responsibilities that may be characterized as management issues and as leadership issues. Leadership responsibilities are supported by an awareness of state and national trends in the field, in faculty development and in curriculum development. A key responsibility is to foster interaction, collaboration, and community among and between the faculty and the students of the department. Management responsibilities for the

academic program include such duties as coordinating student recruitment and admission to department programs, program evaluation, and program development, as well as working to assure that students, staff, and faculty are provided with up-to-date program information. Other management responsibilities include overseeing preparation of class schedules, catalogue copy, recruitment brochures, and other vehicles of communication of the department.

2. **Personnel:** These responsibilities include administration of searches and appointments of new faculty, the faculty evaluation processes associated with tenure and promotion, and staff appointments and evaluations. The Chairperson appoints Graduate Assistants and temporary instructors as needed and provides for or coordinates evaluation and guidance of such teaching staff. The Chairperson also assists the faculty in seeking appropriate resources for self-development or special projects and shares or recognizes the accomplishments of the faculty as appropriate.

3. **Resources:** The department Chairperson arranges and seeks resources to enable the department to accomplish its mission in line with stated policies. The Chairperson manages the departmental salary and operating budget and special project budgets of the department. The Chairperson advises on and approves faculty-initiated grants and other externally funded projects.

4. **College Administration:** The Chairperson represents the department in the College Council of Chairpersons and works with the Dean and other college administrators to facilitate long-term planning and use of resources in the common interest.

#### ***V. The Council of Chairpersons***

1. The department Chairpersons shall constitute the Council of Chairpersons, with the Dean and the Director of Teacher Education serving as non-voting members and the Dean as chair of the Council. In the event that a department Chairperson cannot attend a meeting, he/she may designate a voting alternate member to attend the meeting for the department.

2. The Council of Chairpersons shall represent the faculty at the College level and advise the Dean on matters of policy and business.

3. The Council of Chairpersons shall normally meet once a month during the regular academic year. Additional meetings shall be called at the Dean's discretion or by a written request of any four Council members.

4. Agendas of regular Council meetings shall be posted in all departments of the College faculty at least forty-eight hours in advance of Council meetings. Minutes of the Council meetings shall be circulated to all College faculty within a week of the meeting.

#### ***VI. Director of Teacher Education***

The role of the Director of Teacher Education is to provide leadership and support to all programs under the umbrella of teacher education as defined by the teacher education

accreditation body and the state approval process and to coordinate all external relations of the teacher education program outside the university. The Director reports to the Dean.

### **VII. College Committees**

1. The College shall have the following standing committees:

- a. Undergraduate Curriculum
- b. Graduate Curriculum
- c. Appeals
- d. Promotion and Tenure
- e. Teacher Education

2. The **Undergraduate Curriculum Committee** shall consist of two faculty members and one undergraduate student representative from each of the departments with undergraduate programs. Election processes shall be determined by each department.

The purpose of the Undergraduate Curriculum Committee is to strengthen, facilitate, and approve proposals for changes in undergraduate curricula of the College. After approval by the department, proposed changes are submitted to the Office of the Dean on the forms provided by the University Curriculum Committee.

3. The **Graduate Curriculum Committee** shall consist of two graduate students elected at-large by the graduate students of the College, and one faculty member from each department with a graduate program. The student members may not come from the same department.

This committee deals with issues related to graduate programs at the college level and forwards recommendations to the Council of Chairpersons and/or the Dean on policies and procedures useful in the implementation of graduate programs.

The principal responsibility of the EHD Graduate Committee is to work toward the strengthening of graduate programs across the departments in the college. Its duties include to:

- Approve graduate curriculum changes at the college level,
- approve graduate policy changes at the college level,
- oversee changes in the graduate catalogue,
- approve new programs and degrees, and
- address issues related to graduate programs at the college level.

4. **Appeals Committee**

The faculty of each department will elect two members to serve in an appeals pool, and the students of each department will elect one graduate and two undergraduate students, if appropriate, to serve in the pool. Four faculty names will be drawn by lot from the College pool for each appeal that needs to be resolved. A graduate or undergraduate student, as appropriate, will be drawn by lot for each appeal of a student. Any department involved in the appeal being heard will be

dropped from the pool. In the event that one of the faculty or student representatives is unavailable at the time, an alternative name will be drawn.

The purpose of the Appeals Committee is to make recommendations for the resolution of any academic concern or grievance which is the subject of action at the College level. The Appeals Committee becomes involved in a grievance process upon written notification to the Dean of the appeal of a decision which has been reached through the grievance process of one of the departments of the College. The grievance processes and persons and circumstances to which they apply are the subject of the “College of Education and Human Development Academic Concerns and Grievance Process.”

#### 5. **Promotion and Tenure Committee**

The collegiate Promotion and Tenure Committee shall be comprised of eight persons holding faculty rank. Only tenured or tenure earning faculty may be elected to the Committee. One tenured or tenure earning member shall be elected by each of the five departments. The remaining members shall be tenured faculty elected at-large, with no more than two members from any department serving at one time.

All Promotion and Tenure Committee members vote on promotion decisions. Members may not vote on their own applications for promotion. With regard to tenure decisions, only Committee members currently holding tenure may vote.

Promotion applications will be considered by the Promotion and Tenure Committee as presented by candidates upon recommendation of their academic departments. Tenure will be considered in the fourth year of tenure eligible appointment for advisory purposes and no later than the sixth year for a tenure decision.

The role of the Promotion and Tenure Committee is to advise the Dean of the College on faculty tenure and promotion recommendations. In reviewing departmental recommendations of faculty for tenure, the primary focus of the committee’s deliberation shall be on the faculty member’s conformance to departmental performance standards. The committee will examine adherence of the department to its own procedural guidelines and the thoroughness and consistency of its documentation of faculty performance, particularly when the departmental vote is split or against tenure. Although tenure evaluation will focus primarily on departmental criteria and procedures, college or university-wide expectations or research, teaching, and service may also provide a context for the evaluation.

The committee’s advice to the Dean regarding promotion recommendations will be based upon evaluation of documented faculty performance with respect to the standards for teaching, research, and service appropriate for the rank, as defined in Section 4 of the UND Faculty Handbook.

#### 6. **Teacher Education Committee**

1. The Teacher Education Committee serves as the representative body for programs which lead to educator licensure, endorsement, or credentials at UND. It approves policies which pertain to all teacher education programs, oversees preparation for unit\* accreditation and/or program

approval, and fosters collaboration with faculty on teacher education program issues which cross colleges or departments.

2. Faculty members of the Committee shall be appointed by the chairs of the departments or deans of the colleges they represent and shall include one representative of the Department of Educational Foundations & Research, the Department of Educational Leadership, the Department of Physical Education and Exercise Science, the Department of Counseling, the College of Business and Public Administration; two representatives of the College of Arts and Sciences, and three representatives of the Department of Teaching and Learning. It shall also include as ex officio members, the Director of Teacher Education, the Chairperson of the Department of Teaching and Learning, the Director of Student Teaching and Field Experiences, the Dean of the College of Education and Human Development, and a representative of professional development schools. One graduate school representative from a teacher education program will be elected by graduate students of the College, and two undergraduate students representing different programs will be elected by students of the Department of Teaching and Learning.

3. Minutes of the Committee will be distributed to all university faculty associated with Teacher Education programs and posted on official Education department bulletin boards.

4. Committee members shall be elected by the end of the thirteenth week of the spring semester for the following academic year.

5. Each committee shall elect its own chairperson and recording secretary.

6. Committee members shall be elected to serve two-year terms which are staggered within each department.

7. As appropriate, minutes of the committees will be distributed to all College faculty.

\* As defined by the National Council for the Accreditation of Teacher Education and the North Dakota Education Standards and Practices Board, the "professional education unit" at UND would include all programs that prepare professional educators. This includes the three education departments, Counseling (for school counselors), Communication Sciences, Physical Education, Music, Art, BVED, and all the departments in which secondary preservice students may major (Biology, Chemistry, Communication, English, Geography, Geology, Industrial Technology, Languages (French, German, Spanish), Mathematics, and Physics).

## 7. **College Research Council**

The College Research Council (CRC) shall consist of one faculty member representative from each department. Department Chairs will submit a list of potential representatives to the Associate Dean for Research and Graduate Education, who will then appoint members to the CRC for rotating 2-year terms. The Associate Dean for Research, Grants and Contracts officer and BESAR director will serve as ex-officio members of the CRC.

Additionally, a student member will sit as a non-voting member of the CRC. Each year department chairs will submit nominations for a graduate student member of the CRC. These nominations will be submitted to the CRC chair and subsequently voted on by the CRC.

The purpose of the CRC is: 1) to strengthen and engage the research culture and scholarly initiatives within the College, 2) to review internal competitive grant applications, (including but not limited to EHD mini-grants for travel, summer professorships as well as the Danley Professorship awarded on a two year basis). 3) to review nominations for research and mentoring awards within the College, to be awarded at the final all-College meeting each Spring, and 4) to serve in an advisory role to the Dean by contributing to decisions related to expenditures of the College's research support funds (including but not limited to Foundation funded research grants and awards).

Finally, on an annual basis, a budget for internal grant funding through the CRC will be established by the Dean of Education and Human Development. This budget will be managed by an administrative assistant designated by the Dean. Additionally, this administrative assistant will maintain all CRC records. Through these duties the administrative assistant will provide a level of context consistency between incoming and outgoing CRC members.

#### ***VIII. Procedures for Amending the Bylaws***

1. Should these policies not be in accord with University Policy, University Policy will take precedence.
2. These bylaws may be amended by a two-thirds majority vote of those faculty voting in person or by proxy at a meeting of the faculty called as specified under section 1.3. Fifty percent of eligible voting members shall constitute a quorum.
3. Any proposed amendment shall be circulated to each member of the College faculty at least ten days prior to the vote.

(Approved 8/26/96)

(Amended 1/7/97)

(Amended 8/23/01)

(Amended 5/2/05)

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