

BYLAWS FOR SHARED GOVERNANCE

COLLEGE OF EDUCATION

THE UNIVERSITY OF ARIZONA

April 27, 2021

Approved by the Faculty of the College of Education, March 1992
Amended by the Faculty, November 1992
Revised by the College Council to conform with University policy, September 1994
Amended by the College Council, Spring 1997
Amendments Approved by College of Education Faculty, May 1997
Submitted to Provost for approval, January 1998
Amendment to include Faculty Salary Committee Approved by College of Education Faculty, April 1998
Amended by the Faculty, March 1999
Amended by the Faculty, May 2005
Amended by the Faculty, May 2012
Amended by the Faculty, May 2017
Amended by the Faculty, August 2018
Amended by the Faculty, October 2018
Amended by the Faculty, April 2021

**BYLAWS FOR SHARED GOVERNANCE
COLLEGE OF EDUCATION, UNIVERSITY OF ARIZONA**

PRINCIPLES FOR SHARED GOVERNANCE

- A. The College of Education governance operates within the framework of University of Arizona (UA) policies, rules, and procedures.
- B. Involvement in the governance of the College applies to issues of principle, policy, and process that affect personnel, curricula, and the mission of the College.
- C. The governance structure is designed to afford a voice to tenured and tenure-eligible faculty; career-track faculty, including professor of practice, research professor, and lecturer; University and classified staff; and graduate and undergraduate students while recognizing, responding to, and promoting the voices of intellectual, racial, ethnic, gender, cultural, linguistic, and other underrepresented groups.

ARTICLE I

MISSION

The mission of the College of Education is to advance the study and practice of education and to demonstrate relationships between study and practice. The College of Education accomplishes this mission by fulfilling, with the highest possible standards of excellence, four equally important and related functions.

- A. Prepare persons for professional roles in education and related fields.
- B. Conduct research and engage in scholarship directly and indirectly related to educational concerns, issues, and activities.
- C. Provide leadership in the conduct, advancement, study, and evaluation of the processes, policies, and organizations related to education at local, state, national, and international levels.
- D. Provide service and support to, and collaborate with, local, state, national, and international educational agencies.

ARTICLE II

DEFINITIONS

- A. Faculty shall mean those members of The University of Arizona faculty who are appointed to positions that are responsible for and whose performance evaluations are primarily based on the teaching, research and public service goals and objectives of the institution; and who have professor, associate professor, assistant professor, instructor or lecturer in their title. Faculty members may be tenured, tenure-eligible or nontenure-eligible.

- B. University and classified staff members shall mean those who serve in a variety of roles within departments including the Dean's Office in career streams including Manager & Leader, Professional Contributor, or Organizational Contributor.
- C. Graduate students include all degree-seeking masters, educational specialist, or doctoral students enrolled full time or part time in a recognized degree program in the College of Education.
- D. Undergraduate students include all pre-education majors, and students who are degree-seeking in a recognized education major or minor program either full time or part time in the College of Education.

ARTICLE III

MEMBERSHIP

A. Faculty

Each person (1) holding an appointment that is half-time or more with the University, (2) whose academic rank is in the College of Education and does not have voting privileges in another college, and either (3) holding a tenured or tenure-eligible appointment or (4) holding a career-track appointment is considered a voting member of the College of Education faculty and holds voting privileges for the duration of that appointment. Faculty who do not meet these criteria are nonvoting members of the College faculty except as noted in Article III.D.

B. Staff

University and classified staff members of the College of Education are encouraged to attend and participate in College meetings.

C. Students

All graduate and undergraduate students registered in programs affiliated with the College of Education are considered members of the College student body. Students are encouraged to attend and participate in College meetings.

D. Voting and Committee Membership

Members of the College community (tenured and tenure-eligible faculty, career-track faculty, staff, graduate, and undergraduate students) who have been elected or appointed to

a standing or ad hoc College committee hold voting privileges on that committee for the duration of their appointments on that committee unless prohibited by University policy.

1. With the exception of the Faculty Personnel and Salary Committee, Departments elect designated faculty representative(s)—tenured, tenure-eligible, or career-track—to serve on designated standing or ad hoc College committees. (See Article IV.G.2. for information on electing members of the Faculty Personnel and Salary Committee.)
2. A representative for career-track faculty is nominated by members of that group to serve on designated standing or ad hoc College committees. Career-track faculty also participate in the election of those representatives.
3. The Chair(s) of the Staff Advisory Council (SAC) or the Chair's designee represents staff to designated standing or ad hoc College committees.
4. Additional representatives for staff are elected by members of that group to serve on designated standing or ad hoc College committees.
5. A duly constituted graduate student group will designate representatives to serve on applicable standing or ad hoc College committees. If no such student group exists, the Dean may appoint a graduate student to those committees.
6. A duly constituted undergraduate student group will designate representatives to serve on applicable standing or ad hoc College committees. If no such student group exists, the Dean may appoint an undergraduate student to those committees.
7. Voting in any governing body or committee is in person or by ballot.
8. Elections to fill all standing committee vacancies are normally held between March 1 and 31 for the next academic year. Ad hoc committees may be constituted at any time.
9. Staggered terms for voting committee members are maintained on all standing committees to ensure participation of experienced members. For various reasons, e.g., resignations or retirements, staggered terms sometimes become unbalanced. If this occurs, some terms may be designated for one year rather than two when committee vacancies are filled.
10. Within the College, Department Heads and Deans are both faculty members and administrators; however, administrators may not participate as a member or Chair of any standing College committee except in an ad hoc, nonvoting

capacity or, under special circumstances, by a majority vote of members of the committee.

ARTICLE IV

GOVERNANCE

A. College Faculty

1. Department Assignments/Affiliations

- a. The Departments of the College of Education compose the faculty organizational structure of the College. New faculty are assigned by the Dean to one of the current instructional Departments subsequent to Department deliberations and recommendations.
- b. Faculty who seek to change their Departmental affiliation may do so with the support of simple majorities of the faculties in both the departing and receiving Departments and with the approval of the Dean. The same simple majority of faculty approval must be secured in the case of joint appointments to more than one Department.

2. Formal College Meetings

- a. **Frequency.** Two College-wide meetings are jointly convened by the Dean and the College Council each fall and each spring.
- b. **Meeting Chairs.** The Dean and the Chair of the College Council jointly chair formal College meetings.
- c. **Notice of Meetings.** Notice of formal College meetings is made at least seven calendar days in advance and distributed to faculty and staff. Such notice includes agenda items, proposals for action, and relevant background information.
- d. **Agendas.** The Chair of the College Council and the Dean jointly establish the agenda for formal College meetings.
- e. **Other Meetings.** College meetings that are not considered formal meetings may be called by the Dean of the College or the College Council.

B. Departments

1. Departments are the core units for the organization of the College. As much of the business of the College as appropriate should be conducted at the Department level. Department Heads are responsible for conducting the daily business of the Department, and they serve as representatives of their units in the administration of the College, ensuring there is strong representation of faculty concerns and sentiments in administrative matters.
2. As the primary units of education and administration within the College, Departments are established for the purpose of carrying on programs of instruction, research, and public service/outreach in particular fields of knowledge. Each Department formulates its own policies and criteria regarding Department Personnel Committees, including peer review committees (for annual performance evaluations) and faculty status (promotion and tenure) committees. These policies and procedures must conform to College and University guidelines and to the timeline established by the College of Education.

C. Department Faculty

1. Appointment. See Article IV.A.1.
2. Responsibilities. In addition to the duties and responsibilities delineated in the *University Handbook for Appointed Personnel (UHAP)*, §7.09,
 - a. Department faculty are responsible for developing governance structures for the Department in accordance with College and University policy.
 - b. Department faculty are responsible for deliberating on academic programs, strategic planning, and grievance or ethics issues.

D. Department Heads

1. Appointment. Department Heads are appointed by the Dean after consultation with Department faculty. Heads should normally hold faculty rank in the Department and the College. The decision to search within or outside of the College for a Head is made by the Dean in consultation with the faculty of the Department. The procedures for an external search are the same as those followed in searches for tenured/tenure-track faculty. If the Dean and the majority of Department faculty should disagree on the appropriateness of a particular person for Department Head, a meeting may be called on the initiative of either the Dean or the Department faculty, prior to a final decision, for additional consultation.
2. Term of Office. Department Heads are appointed for a one-year term of office consistent with *UHAP* and Arizona Board of Regents (ABOR) policies.

3. Responsibilities

- a. Department Heads are responsible for ensuring that Department policies and procedures are monitored systematically and for bringing any concerns about such policies and procedures to the attention of the Department faculty and/or the Dean.
- b. Department Heads represent, promote, and advocate the business and interests of the Department within and outside the Department.
- c. Department Heads' roles with regard to academic programs, resource allocations, and strategic planning are vested in and assigned to them by the Dean.
- d. Department Heads receive recommendations regarding personnel from the appropriate Department committee (e.g., a personnel committee or a search committee) and follow such procedures as are in effect in the University and the College.
- e. Department Heads are responsible for the day-to-day management of the Department and for the supervision and evaluation of faculty and staff according to University and College policies and procedures.

4. Interim Department Head. In the event that an Interim Head is appointed, the procedures for appointment noted herein (Article IV.D.1.) for Department Head apply.

E. Dean

1. Term of Office. The Dean serves a renewable year-to-year appointment.
2. Responsibilities
 - a. The Dean is responsible for the day-to-day management of the College.
 - (1) The Dean represents, promotes, and advocates the business and interests of the College among University officers and external communities with special regard to the College's mission as specified in Article I.
 - (2) The Dean's authority with regard to academic programs, resource allocations, and strategic planning is vested in and assigned to the Dean by virtue of Arizona Board of Regents' policy, the University of Arizona's President and Provost, and the Graduate College.

- b. The Dean, with advice and counsel from Department Heads, search committees, and the faculty, oversees processes to secure and fill authorized faculty positions.
- c. The Dean is responsible for ensuring that College policies and procedures are monitored systematically and for bringing any concerns about College policies and procedures to the attention of the faculty through the College Council. The Office of the Dean is also responsible for disseminating new or revised policies and procedures to appropriate College constituencies.

F. College Council

1. Membership

- a. The two departments with the most benefits eligible faculty will each appoint one tenure-track representative and one career-track representative to capture the diversity of the department. The other departments will appoint either a tenure- or career-track representative.
- b. The Dean of the College of Education is an ex officio, nonvoting member of the College Council. Therefore, the Department with which the Dean is affiliated should elect a voting Department representative(s).
- c. Elected Department representatives including staff are eligible to serve as Chair. The Chair serves a two-year term and is selected by College Council members.
- d. In addition to Department representatives, representatives of the following groups serve as voting members of the College Council: graduate students, undergraduate students and staff. (See Article III.D. for information regarding selection of these representatives.)

2. Term of Membership

- a. Department representatives of the College Council, regardless of whether they are tenured, tenure eligible, or career-track, are elected for two years on staggered terms (see Article III.D.8.). Should a member be unable to complete their term, a special election will be held within that department. Members may serve consecutive terms.
- b. Representatives of the staff are elected for two-year terms. Should a member be unable to complete their term, a special election is held by that constituent group. Members may serve consecutive terms.

- c. Graduate student representatives serve one-year terms. If a member is unable to complete their term, the student will be replaced by that student group. Graduate student representatives may serve consecutive terms.
- d. Undergraduate student representatives serve one-year terms. If a member is unable to complete their term, the student will be replaced by that student group. Undergraduate student representatives may serve consecutive terms.

3. Responsibilities

- a. The College Council serves as a public forum for systematic deliberation and consultation with the Dean about matters of concern to the College community. The Chair of the College Council acts as a liaison with the Dean to ensure ongoing interaction.
- b. The College Council shares with the Dean responsibility for ensuring that College policies and procedures are monitored systematically and that any concerns about College policies and procedures are addressed.
 - (1) The College Council periodically reviews Department and College criteria for annual performance reviews, third-year reviews, and promotion and/or tenure reviews for career-track, tenure-eligible, and tenured faculty, recommends additions or revisions, or charges another standing or ad hoc committee with reviewing these criteria and recommending additions or revisions. Significant modifications, as determined by the Dean and the College Council, must be broadly vetted by appropriate groups and supported by a majority of those in such groups.
- c. Matters judged by the College Council or the Dean to be of sufficient consequence and College-wide concern are included on the agenda of a formal College or faculty meeting.
- d. The College Council or a subcommittee of the College Council is responsible for spearheading the strategic planning process by generating College plans that are comprehensive directions for the future integrated across intellectual, resource, client, and mission issues.

4. Meetings

- a. Frequency. The College Council meets at least twice each semester during the academic year.

- b. Call for Meetings. The Chair of the College Council calls meetings of the Council.
- c. Notice of Meetings. Notice of College Council meetings is made at least seven calendar days in advance and distributed to faculty and staff. Notice includes an announcement of the 15-minute open forum at the beginning of each meeting.
- d. Quorum Requirements. A quorum is required for official votes. A quorum consists of 50% of all voting members.
- e. Agenda. The College Council as a body, or its Chair, and the Dean set the agendas for Council meetings.

G. Faculty Personnel and Salary Committee

1. Membership

- a. The Faculty Personnel and Salary Committee is made up of one elected tenured associate or full professor from each Department. Under certain circumstances (see Article IV.G.2.b.), a career-track associate or full professor is also elected.
- b. When special circumstances exist, e.g., the promotion of an administrator or a conflict of interest, a separate committee consisting of Department, College, and/or University members may be constituted by the Dean in consultation with the Department Head, as appropriate. Special committees must be approved in advance of committee deliberations by the Associate Provost for Faculty Affairs.
- c. The Chair of the Faculty Personnel and Salary Committee is selected by the tenured members of the Committee.

2. Election Procedures

- a. Tenured members of the Faculty Personnel and Salary Committee are nominated by Department faculty to the Dean's Office. Each Department with a vacancy is charged with forwarding the names of two nominees, at least one of whom is a full professor. The nomination and election of women and minority group members are explicitly encouraged. Tenured and tenure-eligible faculty in the College vote for one nominee from each Department. The candidate with the highest vote total in each Department is elected. If a member of the Personnel and Salary Committee is unable to serve for the entire promotion and tenure deliberation period (e.g., because of illness or ineligibility to deliberate on candidates for promotion based on rank), the other person nominated by that individual's Department serves as an alternate.

- (1) Each Department of the College formulates its own policies and procedures for nominating tenured candidates for election by voting faculty (as defined in Article III.A.) to the Faculty Personnel and Salary Committee. If only one candidate is nominated by a Department, College faculty members vote to approve or not approve the nominee. If the elected member of the Faculty Personnel and Salary Committee becomes unable to serve (e.g., because of illness or ineligibility to deliberate on candidates for promotion based on rank), an alternate is appointed by the Dean in consultation with the Department Head.
 - b. In years in which a career-track College faculty member is being reviewed for promotion, an associate or full career-track faculty member must serve on the Faculty Personnel and Salary Committee in addition to the elected tenured faculty members.
 - c. A call for nominations will be distributed to all career-track faculty by the Dean's Office. A career-track Committee representative may be nominated to the Dean's Office by any career-track faculty member. Career-track faculty may self-nominate. If at least one candidate is being reviewed for promotion to career-track full professor, a career-track full professor shall be among those career-track faculty members nominated to the Faculty Personnel and Salary Committee.
 - d. In a ballot distributed by the Dean's Office, all College faculty members (tenured, tenure-eligible, and career-track) vote for one career-track faculty member. The candidate for career-track representative to the College Faculty Personnel and Salary Committee with the highest vote total is elected. The elected career-track faculty member is eligible to deliberate and vote only on cases in which career-track faculty are being evaluated for promotion.
 - e. If the career-track member of the Faculty Personnel and Salary Committee is unable to serve for the entire promotion and tenure deliberation period (e.g., because of illness or ineligibility to deliberate on candidates for promotion based on rank), a career-track associate or full professor nominated by career-track faculty will serve as the alternate. In the case of deliberations for promotion of a career-track associate professor to career-track full professor, the alternate career-track member must be a full professor. If no full NTE career-track professor was nominated, the Dean in consultation with the College Council or the Department Head will appoint one career-track full professor to deliberate and vote on cases for promotion to career-track professor.
3. Terms of Membership

Members of the Faculty Personnel and Salary Committee serve two-year staggered terms (see Article III.D.8.).

4. Responsibilities

- a. The Faculty Personnel and Salary Committee is responsible for reviewing faculty for promotion and/or tenure and making recommendations to the Dean.
- b. In decisions not to reappoint a faculty member following a third-year retention review, the Faculty Personnel and Salary Committee must review the candidate and make recommendations to the Dean.
- c. The Committee is responsible for completing the annual post-tenure review.
- d. The Committee serves as the College Sabbatical Advisory Committee.
- e. The Committee reviews faculty salary policy as proposed by the Dean within the guidelines of the University and makes recommendations to the Dean.
- f. In all cases, the Committee is advisory to the Dean.

5. Procedures

Committee members, in consultation with the Dean, develop operating procedures annually. These procedures address issues of confidentiality and rigor, schedule of events, equity, and distinctions among Departments (if any).

6. Department Personnel Committees

- a. Department Personnel Committees, consisting of at least three tenured faculty members, are selected after the College Faculty Personnel and Salary Committee is elected.
 - (1) Each Department of the College formulates its own policies and procedures for nominating/selecting tenured and career-track candidates for election/appointment.
- b. If the size of the Department does not allow for the election of three eligible tenured members, a special committee is constituted (see IV.G.1.b.).

H. Academic Programs Committee

1. Membership. The Academic Programs Committee is constituted as follows:
 - a. Departments elect one tenured, tenure-eligible, or career-track faculty representatives.

- b. Career-track faculty members are nominated by faculty in that category.
- c. In a ballot distributed by the Dean's Office, all College faculty members (tenured, tenure-eligible, and career-track) vote for one career-track faculty member to represent the APC. The candidate for career-track representative to the Academic Programs Committee with the highest vote total is elected.
- d. An appropriate College administrator serves as a continuing, ex officio, nonvoting member of the Academic Programs Committee.
- e. The Chair of the Academic Programs Committee is selected by the voting members of the Committee each year.

2. Term of Membership

Members of the Academic Programs Committee serve two-year staggered terms (see Article III.D.8.). Should a Department representative be unable to complete her/his term, the unit affected holds an election to fill the vacant position for the balance of the term.

3. Responsibilities

- a. The Academic Programs Committee is responsible for formulating and forwarding to the Dean general policies and procedures and recommendations regarding undergraduate and graduate education in the College. These policies are subject to periodic review by the College Council and/or the Dean.
- b. The Academic Programs Committee reviews, from the perspective of impact on the College, all Department and cross-Department proposals for new degree programs and for any major changes in existing programs. Special attention is given to any program changes that involve College-level requirements. Program proposals are provided by the proposer(s) to the Academic Programs Committee one week prior to its scheduled meeting. The Committee's recommendations concerning programs are forwarded to the Dean and shared with appropriate faculty.
- c. The Academic Programs Committee reviews, from the perspective of impact on the College, all Department and cross-Department proposals for new (experimental and permanent) courses. All such proposals are announced by the proposer(s) to the Committee one week prior to its scheduled meeting. The Committee's recommendations concerning courses are forwarded to the Dean and announced to appropriate faculty.

- d. All program and course proposals must have prior approval from a faculty committee at the Department level and the Department Head.
- e. In cases of disagreements that cannot be resolved, issues are taken to the Dean and the appropriate Department Head for discussion and decisions.

4. Procedures

Operating procedures consistent with College and University policy are developed each year by the members of the Academic Programs Committee.

I. Diversity Committee

1. Membership. The Diversity Committee is constituted as follows:

- a. Department Heads appoint one or two tenured, tenure-eligible, or career-track faculty representatives.
- b. In addition to Department representatives, representatives of the following groups serve as members of the Diversity Committee: two graduate students, two undergraduate students, and two or three University or classified staff. These representatives are self-nominated or nominated by their colleagues in each category. If there are more nominations than openings on the committee, a ballot will be provided to the constituent group for voting.
- c. An appropriate College administrator serves as a continuing, ex officio, member of the Diversity Committee.
- d. The Chair of the Diversity Committee is selected by the members of the Committee each year. In consultation with committee members, a meeting schedule will be developed for each academic year. The committee will meet a minimum of twice each semester.

2. Term of Membership

Faculty members are appointed for a two-year or a three-year term. Half of the appointed members are renewed annually. Students and staff members serve a two-year term. There are no term limits.

3. Responsibilities

- a. The Diversity Committee is responsible for formulating and forwarding to the Dean recommendations regarding diversity in the College of Education. Such recommendations might relate to creating educational or professional development programming related to diversity, recruiting and retaining diverse faculty, staff, and students, publicizing diversity related events, making recommendations for student orientations, etc. The Committee might also recommend a process for members of the college community to express diversity-related concerns. These recommendations will be reviewed by the College Council and the Dean and feedback will be provided to the committee.
- b. The Diversity Committee will be responsible for reviewing the College's Diversity Action Plan annually to ensure the College is continuing its effort to implement its recommendations.
- c. Should activities related to diversity broadly defined be mandated by the University, the Diversity Committee will be responsible for executing these activities.

4. Procedures

The Chair of the Diversity Committee will be responsible for keeping a record of the recommendations put forth by the committee.

5. Committee members develop operating procedures annually. These procedures address issues of diversity in the College.

J. Ad Hoc Committees

Ad hoc committees, all of whose members have voting privileges, may be convened by the Dean and/or by the College Council when issues arise that are outside of the responsibilities of the standing committees.

ARTICLE V

AMENDMENTS

Changes in the College Bylaws require advance notification of at least one week and the use of ballot procedures. The Bylaws of the College of Education can be amended when at least 50% of eligible faculty vote, and two-thirds of those voting agree to amend. For the purposes of Article V, *eligible faculty* are those faculty who satisfy the criteria noted in Article III.A.