

BY-LAWS OF THE FACULTY OF THE COLLEGE OF EDUCATION

(Amendments adopted May 15, 2003; amendments adopted August 2006, December 2009, May 2010)

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BY-LAWS OF THE FACULTY OF THE COLLEGE OF EDUCATION

Article I. Name, Mission, Functions and Authority.

Section 1. Name. The name of this constituent faculty of the University shall be the faculty of the College of Education (COE), hereinafter designated the “education faculty”.

Section 2. Vision. The College of Education envisions being a leading, diverse, nationally recognized educational community that

- prepares professionals through integrated programs grounded in research;
- generates and evaluates knowledge through disciplinary and interdisciplinary scholarship ; and
- informs professional practice and community life through the exchange and utilization of knowledge.

The college community achieves this vision through a culture of openness, innovation, and collaboration. (adopted October 11, 2007)

2.1 Mission. The College of Education enriches lives by advancing excellence in research and practice in education, leadership, and applied human arts and sciences. (adopted January 27, 2005)

Section 3. Functions. The functions of the education faculty shall be to:

- 3.1 serve as the official teacher education unit of the University of Idaho which prepares personnel for professional service as teachers, counselors, psychologists, administrators, and other specialists for P-12 schools, post-secondary schools and higher education;
- 3.2 prepare personnel for service, training, coordinating, managerial and leadership roles for agencies and organizations;
- 3.3 promote faculty and student research and dissemination of results;
- 3.4 meet the continuing education needs of personnel in schools, institutions, agencies and the private sector;
- 3.5 provide consultation to public and private educational agencies and organizations; and
- 3.6 provide leadership in consideration of educational and related issues.

Section 4. Authority. The education faculty of the COE is the policy-making body for this college. As provided in the Constitution of the University Faculty, Article I, Section 4, Clause A, the constituent faculty of each college or similar unit, meeting regularly and in accordance with By-Laws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Article II. Membership, Responsibilities, and Privileges

Section 1. Education Faculty. The education faculty shall be constituted of the dean of the college, the associate dean, and other members of the faculty of the university in teaching, research, administrative, supervisory or consultative positions who qualify under the Article II, Section I, of the Constitution of the University Faculty (see appendix 1), holding appointments in the college or who retain academic rank in the college. Members on full-time, State Board of Education, appointment in the university who qualify under this section shall have the

responsibility and privilege of participation, with vote, in meetings of the education faculty and when members thereof, the meetings of the appropriate constituent faculty of departments of the college. This responsibility and privilege includes:

- 1.1 Establish minimum standards for admission to the COE and establish standards to be maintained for progress in professional programs.
- 1.2 Determine courses of instruction, curricula, degrees to be offered, and requirements for graduation from the COE.
- 1.3 Recommend general principles in regard to privileges such as scholarships, honors, and awards from the COE.
- 1.4 Establish policies relating to the professional conduct of students and faculty.
- 1.5 Provide guidelines for student involvement in professional matters.
- 1.6 Participate in the selection of department chairs and in the selection of the dean and associate dean (adopted May 12, 2006) of the COE.
- 1.7 Participate in the election of the representatives to the University Graduate Council, Research Council and Faculty Council.
- 1.8 Establish policies relating to faculty administrative relationships.
- 1.9 Establish a faculty affairs committee for the COE which shall conduct a continuing study of salaries, professional problems, welfare, options and benefits, and working conditions of faculty members and make recommendations to the dean.
- 2.0 Participate in budgetary matters on the departmental and college level by: submitting budget items at the department level, being apprized of how departmental and college monies are allotted and establishing representative departmental and college budget committees to examine and make recommendations concerning budget matters.
- 2.1 Establish and maintain committees to carry out the immediate responsibilities of the COE. Consideration will be given to include representation from each department in the COE. The dean may also appoint ad hoc committees of a fact-finding nature or committees composed of administrators for advice and assistance.
- 2.2 Be subject to the responsibilities and privileges of members of the University of Idaho faculty as provided by Article IV of the Constitution of the University Faculty.

Section 2. Faculty Members Emeriti. Members of the education faculty who have retired from the university and have been granted emeritus rank shall continue to have the privilege of participation, without vote, in meetings of the COE faculty and the appropriate constituent faculties of departments of the college. Faculty members' emeriti may be appointed to serve with vote on college and/or department committees

Section 3. Associated Faculties. The adjunct faculty and affiliate faculty are associated faculties. Adjunct and affiliate faculty classification may be granted, by majority vote of the appropriate constituent faculties of departments of the college. Adjunct and affiliate faculty have the privilege of participation, without vote, in the meetings of the education faculty and the appropriate department faculties.

Article III. Administrative Officers

Section 1. Dean.

- 1.1 Selection. The COE is administered by a dean who is appointed by the regents on recommendation of the president. Such recommendation is formulated through procedures that (a) solicit advice and include active participation of faculty members and students in the college and (b) are consistent with the By-Laws of the education faculty (see FSH 1520 IV-7). When a vacancy in the position of dean occurs, the president convenes a search committee to advise in the selection of a new dean (see FSH 1420 D-1.b.; 1520 I-4-A).
- 1.2 Responsibilities. This statement of responsibilities allows for different procedures and different degrees of delegation of authority and responsibility within colleges (see FSH 1420 D).

- 1.2.1 The dean is the chair of the education faculty in the development of policies and priorities governing the academic program of the college. The dean is responsible both for the exercise of leadership in these matters and for the development of the leadership roles of other faculty members in the college decision-making process.
- 1.2.2 The dean is the chief executive officer of the college in the implementation of policies defined by the college or university faculty and approved by appropriate authority. As such, it is the dean's responsibility to:
- 1.2.2.1 Foster academic excellence in the college and each of its departments.
 - 1.2.2.2 Operate a system of academic advising and counseling for students.
 - 1.2.2.3 Present to the Faculty Council or its committees matters that have been proposed by the education faculty and require approval by the Faculty Council.
 - 1.2.2.4 Present to the Council of Academic Deans or to other bodies problems of policy implementation that need university-wide attention, including the implementation of interdisciplinary programs.
 - 1.2.2.5 Develop budget proposals.
 - 1.2.2.6 Control expenditures from approved budgets.
 - 1.2.2.7 Develop recommendations concerning appointments, promotions, tenure, salaries, layoffs, and terminations of college personnel.
 - 1.2.2.8 Assign duties to the faculty.
 - 1.2.2.9 Define job responsibilities, assign duties, and supervise the activities of non-faculty personnel.
 - 1.2.2.10 Maintain contacts with the professions for which the college prepares graduates.
 - 1.2.2.11 Supervise the use, maintenance, and security of property entrusted to the college (responsibility for security is shared with Facilities Management and Campus Security).
 - 1.2.2.12 Allocate space assigned to the college within limitations imposed by the Space Allocation Committee.
 - 1.2.2.13 Develop college strategies to increase revenue through funding in development, grants and contracts, and customized professional development contracts.
- 1.2.3 The dean, individually and as a member of the Council of Academic Deans, advises the president on university-wide matters.
- 1.2.4 The dean is encouraged to organize his or her activities so as to provide time for personal involvement in teaching, research, or equivalent professional endeavors.
- 1.3 Tenure. The dean may be granted tenure in an academic discipline in accordance with the regular UI procedures for tenure, but may not be granted tenure as an administrator.
- 1.4 Evaluation. The dean serves in his or her administrative position at the pleasure of the president and regents, and the regents receive annual recommendations from the president concerning the dean's status. Opportunity is provided for an annual performance evaluation of the dean by the education faculty (see FSH 3320 C-1). Faculty members submit their evaluations directly to the provost and confidentiality is preserved.
- 1.5 Vote of Confidence. A vote of confidence by secret ballot may be called upon written request to the dean by 50 percent of the faculty within the college.

Section 2. Associate Dean.

- 2.1 Selection. A faculty committee representing the education faculty shall make recommendations to the dean in the selection of an associate dean from within the full-time education faculty ranks.
- 2.1.1 Selection of a permanent associate dean. The responsibility for recommendation of an associate dean shall be shared between the voting faculty members of the college and the dean. A search committee will include equal number from each department. The dean will select the committee (adopted May 12, 2006).
- 2.1.2 Appointment of an Acting (or Temporary) associate dean. When a vacancy occurs, the college

dean shall consult with the voting faculty members of the college and recommend to the provost and president a member of the college faculty, acceptable to both the dean and the majority of the college faculty to serve as its acting associate dean until a permanent associate dean is selected (adopted May 12, 2006).

2.2 Responsibilities. The associate dean of the COE assists the dean and acts in the absence of the dean.

2.2.1 Responsibilities of the associate dean include, but are not limited to:

2.2.1.1 Provides oversight of internal operations, including personnel, fiscal, and student policies and practices.

2.2.1.2 Promotes a community of teaching, scholarly activity and service.

2.2.1.3 Acts as a liaison to faculty committees as assigned by the dean.

2.2.1.4 Assists the COE in the development of undergraduate and graduate program initiatives.

2.2.1.5 Works with the COE department chairs in fostering a system of off-campus and distance delivery of instruction and services.

2.2.1.6 Represents the COE on various statewide committees.

2.2.1.7 Serves as the liaison to the university committees and offices and to the Associate Dean's group.

2.2.1.8 Assists the dean with the allocation, safety and security of facilities.

2.2.1.9 Fosters multicultural, diverse, and global programs of excellence within the COE.

2.2.1.10 Leads special projects/programs assigned to the dean's office.

2.2.2 The associate dean is encouraged to organize his or her activities so as to provide time for personal involvement in teaching, research, or equivalent professional endeavors.

2.3 Tenure and Evaluation.

2.3.1 Opportunities are provided for annual, five-year, and additional performance evaluations.

2.3.2 Annual Evaluation. Opportunity is provided for an annual performance evaluation of the associate dean by the education faculty. Faculty members submit their evaluations to the dean and the dean furnishes the associate dean with a summary of the evaluations in such a way that the confidentiality of individual evaluations is preserved (see FSH 3320 C-2).

2.3.3 Five-Year Review. In addition, the associate dean shall be reviewed at least every five years by the dean and the faculty of the college in accordance with the following procedures:

2.3.3.1 Opportunity for all faculty and staff of the COE to participate in the review.

2.3.3.2 A review committee that, in addition to college membership, includes at least one UI faculty member from outside the college.

2.3.3.3 Solicitation of input by the committee from appropriate constituencies of the COE. Confidentiality of all individual evaluations will be ensured.

2.3.3.4 Opportunity for the associate dean to prepare a portfolio summarizing his or her administrative achievements for the preceding period for consideration by those individuals conducting the review.

2.3.3.5 Preparation of a written report summarizing the findings and recommendations of the review, which will be forwarded to the dean and the associate dean.

2.3.3.6 The dean will submit the written report along with any additional comments and recommendations to the provost and provide appropriate feedback to the college faculty and staff.

2.3.4 Additional Review. The dean may initiate a review at any time he or she judges such review is needed. Likewise, the faculty of the college initiate, by majority vote, such a review.

2.4 Vote of Confidence. A vote of confidence by secret ballot may be called upon written request to the dean by 50 percent of the faculty within the college.

Article IV. College Meetings

Section 1. Chairing of College Faculty Meetings. The dean of the college shall serve as chairperson and presiding officer during meetings of the education faculty. The dean shall appoint one of the staff to serve as secretary of this body. In the absence of the dean, the associate dean shall assume the duties and responsibilities of the chairperson. In the absence of both the dean and the associate dean, a member of the education faculty designated by the dean, shall serve as chairperson and presiding officer.

Section 2. College Meetings. Meetings of the education faculty may be called at the discretion of the dean, or in the absence of the dean, by the chairperson as provided in Section 1. Meetings also shall be called upon written request of 25 percent of the members of the education faculty. Minutes of each meeting shall be distributed to each faculty member.

Section 3. Quorum. A quorum shall consist of 50 percent of the members of the education faculty as defined in these By-Laws, Article II, Section 1 (see appendix 1). When a quorum is not met at a faculty meeting and policy decisions are needed which affect the COE, an e-mail vote will be held. This e-mail vote will require participation of at least 50 percent of the members of the education faculty.

Section 4. Agenda. The dean of the college, or in the dean's absence the alternate chairperson, shall be responsible for and shall issue the agenda at least one week prior to each meeting of the education faculty. The agenda shall list all subjects, other than routine matters, to be voted on by the education faculty. A faculty member may submit an item for the master agenda. If the item is not taken up for consideration in the faculty meeting, it may be called for at that meeting by a 25 percent vote of the faculty present.

Section 5. Voting Procedures. Major policies to be voted upon by faculty must be presented in writing at a faculty meeting, or published in full with the agenda, at least one week prior to voting. A simple majority of the quorum is needed to approve an item. Voting shall be by secret ballot upon the request of one faculty member. Opportunity will be given to the faculty to vote by absentee ballot. Absentee ballots shall be given to the secretary prior to the meeting. Full-time Faculty who are State Board of Education appointed shall have voting privileges.

Section 6. Administrative Veto Power. The dean or administrative head of the COE has the power to veto any item passed by the education faculty. Once vetoed, the item may be placed on the next meeting agenda at the request of the faculty and, if a quorum is met, the veto may be overridden by a two-thirds majority vote of the faculty present.

Section 7. Minutes of COE Faculty Meetings. Minutes of all COE faculty meetings will be compiled and filed in the Dean's administrative office and posted on the web within two weeks of the meeting. The minutes will be distributed along with the agenda prior to the next faculty meeting. Minutes will be approved at the next meeting (adopted May 12, 2006).

Article V. Faculties of Departments

Section 1. General Responsibilities. The faculties of departments within the college have the responsibility and are guaranteed the right to participate in the governance of their respective units, as provided in the Constitution of the University Faculty.

Section 2. Specific Responsibilities. The faculties of departments within the college have the constitutional authority to participate in the decisions with respect to the responsibilities as defined in these By-Laws, Article II, Section 1.

Section 3. Department Executives

3.1 Title. The official title of the executive officer of each department shall be chair.

3.2 Selection.

3.2.1 Selection of Permanent Chair. The responsibility for recommending department chairs shall be shared between the voting faculty members of the department and the COE dean (see FSH 1420, E-4).

3.2.2 Appointment of an Acting (or Temporary) Chair. When a vacancy occurs, the college dean shall assemble and consult with the voting faculty members of the department and recommend to the provost and president a member of the department's faculty, acceptable to both the dean and the majority of the department's faculty, to serve as its acting chair until a permanent chair is selected (see FSH 1420 E-5).

3.3 Responsibilities. The department chair is responsible for interpreting university and college objectives and policies for the faculty of the department and, through leadership, ensuring faculty participation in formulating and carrying out the department's policies within the framework of the objectives and policies of the college and university. It is understood that the general responsibility for leadership includes:

3.3.1 assisting higher education administration in the assignment and evaluation of the services of each member of the department's faculty and staff;

3.3.2 promoting effective leadership of personnel and management of department resources;

3.3.3 providing leadership in the development and implementation of department plans;

3.3.4 providing for open communication with faculty and staff;

3.3.5 fostering excellence in teaching, scholarship, and outreach for faculty, students, and staff in the department;

3.3.6 effectively representing all constituents of the department; and

3.3.7 continuing personal professional development in areas of leadership.

3.4 Tenure. Department chairs must hold academic rank in a discipline. Tenure, in the academic rank only, may be granted under the usual procedures; tenure is not granted in the administrative capacity (see FSH 3520 F-3.)

3.5 Review and Evaluation as a Faculty Member. The review and evaluation of department chairs require consideration of their responsibilities as faculty members and as department chairs as defined by percentage allocations in the Annual Position Description. Department chairs are entitled to review and evaluation in conjunction with their responsibilities as faculty members.

3.5.1 Annual Evaluation. The annual evaluation shall be conducted by the dean in accordance with the provisions of the FSH 3320 A.

3.5.2 Third-Year Review. If the department chair is untenured, there shall be a third-year review in accordance with procedures outlined in the FSH 3520 H-3.

3.5.3 Five-Year Review. If the department chair is tenured, there shall be a performance evaluation completed in accordance with the provisions of the FSH 3320 C.

3.6 Review and Evaluation as Department Chair. Department chairs are entitled to review and evaluation in conjunction with their responsibilities as department chairs.

3.6.1 Annual Evaluation. The annual evaluation shall be conducted by the dean in accordance with the chair's achievement of the responsibilities specified in the FSH 1420 E-1.

3.6.2 Periodic Review. Each department chair is formally reviewed at least six months before the end of each appointment term, or if there is not a fixed appointment term, at least every five years (see FSH 1420 E-6.2.b). The mechanisms of formal review include:

3.6.2.1 Opportunity for all faculty and staff of the department to participate in the review.

3.6.2.2 A review committee that, in addition to department membership, includes at least one UI faculty member from outside the department.

3.6.2.3 Solicitation of input by the committee from appropriate constituencies of the department. Confidentiality of all individual evaluations will be ensured.

3.6.2.4 Opportunity for the department chair to prepare a portfolio summarizing his or her administrative achievements for the preceding period for consideration by those individuals conducting the review.

3.6.2.5 Preparation of a written report summarizing the findings and recommendations of the review, which will be forwarded to the dean and the department chair.

3.6.2.6 The dean will submit the written report along with any additional comments and recommendations to the provost and provide appropriate feedback to the faculty and staff.

3.6.3 Additional Review. The dean may initiate a review at any time he or she judges such a review is needed. Likewise, the faculty of a particular department may initiate, by majority vote, such a review.

3.7 Vote of Confidence. A vote of confidence by secret ballot may be called upon written request to the dean by 50 percent of the faculty within the department.

Section 4. Department Meetings

4.1 Meetings. Meetings of each department faculty may be called at the discretion of the department chair, or in the absence of the department chair, by a member of the constituent faculty appointed by the department chair, or upon written petition of not less than 25 percent of the constituent faculty. Minutes of each meeting shall be distributed to each faculty member.

4.2 Chairing Meetings. The department chair, or a member of the constituent faculty designated by the department chair, shall serve as chairperson and presiding officer during department meetings.

4.3 Quorum. A quorum shall consist of 50 percent of the full-time board appointed department faculty.

4.4 Agenda. The department chair, or the appointed member of the constituent faculty, shall be responsible for and shall issue the agenda at least one day prior to each meeting of the constituent faculty. The agenda shall list all subjects, other than routine matters, to be voted on by the constituent faculty. A faculty member may submit an item for the master agenda. If the item is not taken up for consideration in the department meeting, it may be called for at that meeting by a 25 percent vote of the faculty present.

4.5 Voting Procedure. Major policies to be voted upon by faculty must be presented at a faculty meeting at least one week prior to voting. A simple majority (of the quorum) is needed to approve an item. Voting shall be by secret ballot upon the request of one faculty member. Opportunity will be given to faculty to vote by absentee ballot. Absentee ballot shall be given to the secretary prior to the meeting.

4.6 Administrative Veto Power. The chair has power to veto any item passed by the department faculty. Once vetoed, the item may be placed on the agenda at the request of the faculty and the veto may be overridden by a two-thirds vote of the department faculty.

Article VI. University-Level Councils and Committees

Section 1. Faculty Council.

1.1 Membership and Selection. Elected faculty members of the council serve for three years, taking office each year on September 1 or on the official opening date of the academic year, whichever is earlier. In the COE, the dean or dean's designee, invites nominations and conducts the election. Faculty may self-nominate or be nominated by others. Every member of the education faculty, as defined in these By-Laws, Article II, Section 1, shall be eligible to be a candidate for the Faculty Council. Elections are held before April 15 of each year in which an election is to be held. All elections for members of the council are by secret ballot.

1.2 Function. The Faculty Council is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The council is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the council.

Section 2. Graduate Council.

2.1 Membership and Selection. The council consists of one member elected by and from the constituent graduate faculty of each college that offers programs leading to graduate degree, four members of the graduate faculty appointed by the president of the university, two graduate students, and the dean and assistant or associate dean of the college. The regularly elected and appointed faculty members of the council serve for three years. Regular elections for college representatives on the council are held before the end of the spring semester in each year in which the college is to hold an election. The constituent graduate faculty of each college establishes procedures for nominating its representatives and submits to the council's Election Committee the names of two nominees. In the COE, the dean, or dean's designee, invites nominations. Faculty may self-nominate or be nominated by others. Every voting member of the graduate faculty is eligible to serve on the council. The Graduate Council Election Committee prepares ballots and distributes them to voting members of the graduate faculty of the college concerned.

2.2 Function. The Graduate Council is the representative body of and is empowered to act for the graduate faculty, to which the constitution of the university faculty delegates those responsibilities stated in the By-Laws of the Faculty of the College of Graduate Studies, Article I, Section 3—this constituent faculty is authorized to establish and effect its educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents. The council is responsible for and reports to the graduate faculty, which retains the authority to review actions of the council.

Section 3. Research Council.

3.1 Membership and Selection. Three faculty members from the College of Letters and Science, one faculty member from each of the other colleges except Graduate Studies, two members appointed by the president to ensure adequate representation from faculty constituencies that are most active in research, and (without vote) vice president for research and graduate studies and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research and graduate studies serves as chair of the Research Council. In the COE, the dean, or dean's designee, conducts the election. Faculty may self-nominate or be nominated by others.

3.2 Function. The Research Council is the faculty's standing committee that oversees the implementation of research policies (see FSH 5100 and 5200) and resolves disagreement about the interpretation or implementation of those policies. The Human Assurances Committee (HAC) is a standing subcommittee of the Research Council.

Section 4. Teacher Education Coordinating Committee.

4.1 Membership and Selection. Faculty members nominated by the College of Education from each of the following groups: (1) two from the Department of Curriculum & Instruction; (2) one from the Department of Adult, Career, and Technology Education; (3) one from the Department of Health, Physical Education, Recreation, and Dance, and (4) one from the Department of Counseling & School Psychology, Special Education and Educational Leadership; one faculty member (*in consultation with other colleges*) from each of the following groups: (1) communication, (2) humanities, (3) social sciences, (4) mathematics, and (5) natural sciences; three students, one graduate level student in education and two junior or senior level students in education; three P-12 school personnel; and Dean of the College of Education or designee (without vote), who serves as chair.

4.2 Function. This university standing committee: (a) conducts a continuing review of teacher-education policies and promotes quality teacher preparation, (b) acts on and submits to the University Curriculum Committee proposed changes in teacher education majors and minors, and (c) functions as a standing committee of the university faculty and as a subcommittee of the University Curriculum Committee.

Article VII. College Committees

When considering college committee membership, every effort will be made to balance off campus faculty representation with main campus faculty representation when appropriate. (adopted December 17, 2009)

Section 1. Faculty Affairs Committee.

1.1 Membership and Selection. (To be determined)

1.2 Function. Committee members: a) conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits, and working conditions of faculty members, b) call attention of the dean, as appropriate, to matters concerning faculty affairs in any department the committee believes should be of concern, and c) serve as a “court of first instance” in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.

Section 2. Dean’s Advisory Council.

2.1 Membership and Selection. This committee is made up of two full-time board appointed faculty representatives from each department in the college, across all campuses. Department representatives are elected by the faculty in each department and serve an unspecified term. The dean serves as chair of the Council.

2.2 Function. Council members advise the dean on a variety of issues related to college programs and activities. Meeting agendas are typically set by the dean around topical issues about which he or she is seeking input from the faculty perspective.

Section 3. Admission, Petition, and Retention Committee.

3.1 Membership and Selection. This committee is made up of one full-time board appointed faculty representative from each department. Department faculty is elected within departments and serve three-year staggered terms. A member cannot serve an additional consecutive term (adopted May 12, 2006). The chair is appointed (from among its members) by the dean. The dean and the dean’s management assistant serve as liaison; in addition, the management assistant serves as recorder.

3.2 Function. Review student applications to teacher education and disapprove or approve based upon college criteria. Hear petitions for: a) admission requests when prospective students do not meet college criteria, and b) substitutions and waivers of courses required by the college. The retention function of the committee is to address issues related to student retention per NCATE and Idaho MOST standards and dispositions.

Section 4. College Coordinating Committee.

4.1 Membership and Selection. The committee shall consist of: a) the dean (as chair), b) the associate dean, (ex officio, without vote), c) the college’s representative to the Faculty Council, d) the elected representative to the Graduate Council, e) the representative to the Research Council, f) the representative to the University Curriculum Committee, g) the four department chairs and h) additional representatives from each department as needed to assure that at least two persons represent each department on the committee. Each department will have two voting members. Terms of office for elected faculty members shall be one year. (Additional terms are allowed.) (adopted May 12, 2006).

4.2 Function. This committee represents the administration and the faculty of the COE in reviewing and implementing policy matters. Complete minutes of the College Coordinating committee shall be mailed (snail mail or e-mail) to every voting member of the COE faculty within two weeks of each meeting. Minutes will be distributed and approved at each ensuing meeting (adopted May 12, 2006).

Section 5. Graduate Research and Policy Committee.

5.1 Membership and Selection. This committee is made up of two graduate faculty members, other than a department chair, from each department; the dean, or his/her representative (without vote); the Graduate

Council representative (without vote); the Research Council representative (without vote); and one doctoral student from the College of Education (without vote). Department faculty is elected within departments and serve three-year staggered terms. The student member is selected annually by the committee members, from a pool of nominees solicited by the voting committee members from their respective department faculty. Student member will be directed to not attend when necessary. The chair is elected annually (from among its members) by the membership of the committee. The associate dean serves as liaison.

5.2 Function. This committee: a) ensures that the COE graduate program policies are followed; b) acts as a standing committee to review and update existing policy; c) drafts new policy proposals and recommends procedures related to issues as they arise; d) assesses course and program quality within various program areas, subject only to the limits of academic freedom; e) acts as an appeals board for contested graduate issues; and f) writes quality indicators for courses and programs.

Section 6. Scholarship Committee.

6.1 Membership and Selection. This committee is made up of the four department chairs and the dean who serves as chair.

6.2 Function. The committee is responsible for coordinating the process for scholarship awards for the college. This includes developing parameters for the selection of students for scholarships available to students from more than one department, establishing the time frame for submission of nominations consistent with the Office of Financial Aid and donor criteria, and facilitating the re-award process as scholarships become available during the award year. Nominations for scholarships that are specific to a department are governed by department operating guidelines and practices, consistent with the university scholarship award process.

Section 7. Faculty Awards Committee.

7.1 Membership and Selection. This committee is made up of one full-time board appointed faculty representative from each department. Department faculty is elected within departments and serve three-year staggered terms. Members can serve consecutive terms (adopted May 12, 2006). The committee members elect their chair (from among its members). The dean serves as liaison.

7.2 Function. This committee is responsible for inviting nominations and selecting recipients for three college awards: a) Faculty Teaching Award, b) Faculty Scholarship Award, and c) Faculty Service Award. Committee members collaborate with the Staff and Non-faculty Awards Committee and the dean's office in planning and organizing the COE Awards banquet, during which the awards are presented.

Section 8. Staff Awards Committee.

8.1 Membership and Selection. This committee is made up of award recipients from the previous two years. The committee members elect their chair (from among its members). The dean serves as liaison.

8.2 Function. This committee is responsible for inviting nominations and selecting recipients for two college awards: a) Outstanding Classified Staff Award, and b) Outstanding Non-Faculty Exempt Staff Award. Committee members collaborate with the Faculty Awards Committee and the dean's office in planning and organizing the COE Awards banquet, during which the awards are presented.

Section 9. Mentoring Committees. A mentoring committee will be established in each department to provide first appointment tenure-track faculty with support, guidance and progress evaluations in their quest to become tenured and promoted. Membership, responsibilities, and procedures are defined by department By-Laws.

Section 10. Tenure and Promotion Committee.

10.1 Membership.

10.1.1 The tenure and promotion committee shall be composed of eight members that include seven voting faculty members who do not hold administrative appointments and the dean (or appointee)

who serves as chair, without vote. Tenured faculty is to serve three years on a staggered basis, the order to be determined by the dean of the COE. All efforts should be made to ensure rank and gender equity. Non-tenured faculty will serve a one-year term. They are to be selected by the College Coordinating Committee in the following manner: a) two members (one male and one female, with appropriate rank representation where possible) and one substitute shall be selected by lot from the tenured faculty in each department, excluding the dean and the department chairs. b) one member and one substitute shall be selected by lot from among the non-tenured faculty of the department currently in rotation. This position will rotate annually through the four departments.

10.1.2 A faculty member under consideration by the committee has the right to challenge two of the committee members without cause (one from within their department and one from without) (adopted May 12, 2006). Said challenge must be exercised in writing, delivered to the chair at least three (3) working days prior to the hearing. A member of the committee who is challenged shall be replaced by the next substitute.

10.1.3 A member of the committee who is under consideration for tenure or promotion shall be replaced for that year.

10.2 Duties of the Committee.

10.2.1 The committee reviews evidence, holds hearings, and deliberates about the tenure and/or promotion of each faculty member under consideration with specific reference to the criteria established by the COE and the department of the faculty member concerned and reflected in the faculty member's position description. This review involves full consideration of the material that was used in making the recommendation at the department level.

10.2.2 Tenure and promotion are to be considered separately.

10.2.3 In the event that the provost determines that further review of a member's performance is required (see FSH 3320 B-2.2), this committee shall operate as a Performance Review Committee (FSH 3320 B-4).

10.2.4 All reviews, hearings and meetings, and deliberations are to be kept confidential.

10.3 Notice of Convening of Committee.

10.3.1 The chair shall specify the times and locations of all committee hearings and meetings. Notices will be posted in every department office and the COE office and in every on- and off-campus building housing COE faculty. All faculty will be notified by mail.

10.3.2 Notice of hearings and meetings of the committee shall be given in writing at least ten (10) working days before that day of the hearing or meeting to all members of the committee and to all faculty who will be under consideration at such hearing or meeting. Said notice shall be sufficient if (a) duly mailed by United States mail to the faculty member's last known address, (b) placed on the faculty member's desk, or (c) placed in the appropriate faculty mail box.

10.3.3 Anyone (including the committee) offering data against a faculty member under consideration must provide pertinent data to the chair at least six (6) working days prior to the scheduled hearing. This data must include, but not be limited to, the name of each witness and the nature of the opposing data which will be presented by each witness. The faculty member under consideration shall be notified of opposing data within five (5) working days of the scheduled hearing and has this interval period prior to the meeting to provide pertinent information relating to data presented against him/her.

10.3.4 The chair shall determine what opposing data is admissible. Hearsay data shall be excluded.

10.4 Hearings.

10.4.1 The committee shall hold a hearing for the taking of data with respect to each faculty member under consideration. Discussions will be summarized in writing by a designee of the chair.

10.4.2 The department chairs will be requested to provide the appropriate information required by the Faculty-Staff Handbook for each faculty member under review. (See also the Professional Portfolio description in the FSH Section 1565 B). Mentor committee data, in addition, will be

provided for first appointment tenure-track faculty.

10.4.3 Each faculty member shall be considered on an individual basis, never collectively. The hearings shall be closed unless the faculty member then under consideration desires that it be open. If the faculty member desires that said hearing be open, such desire must be made known to the Committee Chair, in writing, at least three (3) working days prior to the date of such hearing. However, the chair may close a hearing to all persons except members of the committee and the faculty member then under consideration if said chair deems such action necessary to maintain order.

10.4.4 A faculty member shall have the right to personally question each opposing witness.

10.4.5 A member of the committee or faculty member then under consideration may offer, or object to, data.

10.4.6 The chair shall rule conclusively for the committee on all procedural points.

10.5 Meetings.

10.5.1 Once the hearings have been concluded, a meeting will be convened for action by the committee. Discussions will be summarized in writing by a designee of the chair.

10.5.2 The chair shall preside over all meetings without vote. The meetings of the committee shall be closed.

10.5.3 The chair will conduct voting on candidates by closed ballot. Each committee member shall decide confidentially whether to recommend the granting of tenure and/or promotion.

10.5.4 The chair shall record the vote of each member. The record of votes and the written summary of the discussion shall be delivered to the dean of the college.

10.5.5 The deliberations of the committee are to be kept confidential.

10.6 Delay or Withdrawal of Process.

10.6.1 A candidate may delay the tenure process no later than the 7th full year of service (FSH 3520 G1). A candidate may stop the promotion process at any time without prejudice.

10.7 College of Education Policy.

10.7.1 The College of Education has adopted guidelines and criteria for promotion and tenure in line with those established for the university (Faculty-Staff Handbook Sections 1565 Academic Ranks and Responsibilities, 3520 Faculty Tenure and 3560 Faculty Promotions). Each department could, in addition, specify criteria for its faculty.

10.7.2 The College of Education Guidelines for Tenure and Promotion and Annual Performance Evaluation was adopted December 1999. This document becomes effective as of 2002.

Section 11. College Assessment Committee.

11.1 Membership and Selection. This committee is made up of two faculty representatives from each department. The department representatives should represent undergraduate and graduate programs and teacher preparation and non-teacher preparation programs in the department, as appropriate. These members are elected by the department and serve two-year, staggered terms. The committee is also made up of staff with relevant assessment data record-keeping responsibilities. These members are appointed by the dean and serve a term that is specified by the dean. The members of the committee will annually elect a chairperson from among the committee members.

11.2 Function. The purpose of this committee is to implement and refine the assessment systems for continuous improvement of the programs in the College of Education (adopted March 30, 2004).

Section 12. College Safety Committee.

12.1 Membership and Selection. The committee shall consist of one faculty representative from each academic department, TRIO, and CDHD; the University Safety Committee representative (without vote); and the dean, or his/her representative (without vote). The safety representatives will be appointed by the department chairs, in concert with the dean, to assure representation across departments, buildings, and delivery sites. Members are appointed for three year staggered terms. Members may serve consecutive terms. The members of the committee will annually

elect a chairperson from among the committee members. The associate dean serves as liaison.

12.2 Function. The purpose of this committee is to increase the health and safety in the programs and facilities administered by the College of Education. The committee will assist the unit administrators of the college in implementation of the unit safety program.

Section 13. Ad Hoc Committees. The dean, or dean's designee, may establish ad hoc committees to provide assistance and advice on specific areas of emphasis. Membership, selection and function of ad hoc committees will be determined by the dean, or dean's designee.

Article VIII. College Advisory Council

Section 1. Membership. The council shall consist of the dean, a faculty member appointed by the dean and persons external to the college who represent groups important to the college.

Section 2. Function. The College Advisory Council provides advice to the dean and education faculty on issues relating to its programs.

Article IX. Rules of Order

Section 1. Robert's Rules of Order. *Robert's Rules of Order*, newly revised edition, shall govern all meetings of the education faculty in all cases where they are applicable and in which they are not in conflict with the Constitution of the University Faculty, these By-Laws, or any rules subsequently adopted by majority vote of the education faculty for the conduct of their respective meetings.

Article X. Amendments

Section 1. Amendments. These college By-Laws may be amended by a majority vote of the members of the education faculty, as defined in Article II, Section 1, in attendance at a regular meeting, a quorum being present. No amendment may be proposed or adopted which would conflict with any provision of the Constitution of the University Faculty. Proposed amendments must have been published in full with the agenda at least one week prior to the meeting of the education faculty, or presented in writing at the meeting previous to the one in which the vote is to be taken. No provision of this Article X may be suspended.

Appendix

Appendix 1.

1520 ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty is constituted of the president, provost, vice presidents, deans, professors, associate professors, assistant professors, senior instructors, instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, or visiting designations, e.g., "assistant research professor" and "visiting associate professor"), and lecturers who have served at least four semesters on more than half-time appointment [see [1565 K-1](#)]. Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties. [ed. 7-99, 7-01]

Section 2. Emeriti. Faculty member's emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also [1565 H.](#)] *[ed. 7-00]*

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see [1565 I](#)] and the affiliate faculty [see [1565 J](#)] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents. *[ed. 7-00]*

Clause B. Members of associated faculties have the privilege of participation without vote in meetings of the university faculty. They have the privilege of participation with vote in meetings of their associated faculties and on faculty committees. When the bylaws of the constituent faculty concerned so provide, members of the associated faculties have the privilege of participation with vote in meetings of their respective constituencies of the university faculty; however, when they are authorized to vote, they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty's representation on the Faculty Council.

1565

ACADEMIC RANKS AND RESPONSIBILITIES

I. ADJUNCT FACULTY. *[renumbered 7-98]*

I-1. GENERAL. The adjunct faculty is an associated faculty [see [1520 II-3](#)] consisting of professional personnel who serve academic departments in a supporting capacity. Appointment to adjunct-faculty status constitutes a recognition of the appointee's scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in A-4, and authorizes assignment of service functions as described in subsection b below. It is also a means of encouraging greater cooperation between and among academic departments and other units. *[ed. 7-00]*

a. Employment Status. An adjunct faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has adjunct-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has adjunct-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency's units or programs that is officially associated with the university.

b. Distinction Between Affiliate and Adjunct Faculties. Members of the adjunct faculty have a more direct relationship with UI than do members of the affiliate faculty [see [1565 J](#)]. Members of the affiliate faculty are not UI employees. An affiliate faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An adjunct faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or

she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the adjunct faculty membership. [ed. 7-00]

c. Academic Rank. An adjunct faculty member holds one of the following non-tenure-track ranks [see [3520 C](#)] in an appropriate academic discipline: adjunct instructor, adjunct assistant professor, adjunct associate professor, or adjunct professor.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see [3160](#)] are extended to members of the adjunct faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of the university faculty and of constituent faculties is limited in accordance with the provisions of [1520 II-3-B](#). (Those who, in addition to their adjunct-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

I-2. FUNCTIONS. Adjunct faculty members perform administrative, analytical, and research functions that complement UI's mission in teaching, research, and service.

a. Adjunct faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students' supervisory committees (with approval by the vice president for research and graduate studies), or act as expert advisers to faculty members or groups.

b. The nature and extent of the services to be rendered are determined jointly by the adjunct faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned.

I-3. QUALIFICATIONS. Members of the adjunct faculty possess academic degrees or knowledge and experience comparable to what is expected of members of the university faculty. Initial assignment of and promotion in adjunct-faculty rank are based on educational background, scholarly contributions to a branch of learning, and professional accomplishments [see [1565-A](#)]. [ed. 7-00]

I-4. APPOINTMENT.

a. Appointments to the adjunct faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the General Catalog. No appointment should be continued unless the adjunct faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university.

b. A recommendation for appointment to the adjunct faculty normally originates in the appropriate academic department and requires the concurrence of the nominee's immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents.

c. An appointment, termination, or other change in adjunct-faculty status is made official by means of a "Personnel Action" form.

I-5. PROMOTION.

a. Consideration for promotion in adjunct-faculty rank is initiated by the departmental administrator in consultation with the adjunct faculty member's immediate supervisor.

b. The procedures and schedule of consideration for promotion are as described in [3560](#).

I-6. BENEFITS. As members of an associated faculty, adjunct faculty members have access to the library and other UI facilities. They also qualify for the faculty-staff educational privilege [see [3740](#)]. They are not eligible for sabbatical leave.

J. AFFILIATE FACULTY. *[renumbered 7-98]*

J-1. GENERAL.

a. The affiliate faculty is an associated faculty [see [1520 II-3](#)]. It includes highly qualified persons who are not employed by UI but are closely associated with its programs. [For the distinction between the affiliate and the adjunct faculty categories, see [1565 I-1-b.](#)] *[ed. 7-00]*

b. A member of the affiliate faculty holds one of the following non-tenure-track ranks [see [3520 D](#)] in an appropriate academic discipline: affiliate instructor, affiliate assistant professor, affiliate associate professor, or affiliate professor.

c. Members of the affiliate faculty have the same academic freedom and responsibility as do members of the university faculty, except that they do not vote in meetings of the university faculty or of constituent faculties.

J-2. RESPONSIBILITIES. Affiliate faculty members may be assigned to advise students on their academic or professional programs at any level; to work in cooperative research projects; to serve on committees, including graduate students' supervisory committees; to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning.

J-3. QUALIFICATIONS. Affiliate faculty members must be highly qualified in their fields of specialization and should have exhibited positive interest in UI programs in the field of their appointment. Their qualifications should ordinarily be equivalent to those required of regular members of the faculty in the area and at the level of the affiliate faculty member's responsibility.

J-4. APPOINTMENT.

a. Appointments to the affiliate faculty may be made at any time.

b. Appointments are for an indefinite period, but are to be reviewed by the dean of the college before publication of each issue of the General Catalog. No appointments should be continued unless the affiliate faculty member is actively engaged in the responsibilities for which he or she was appointed.

c. Recommendations for appointment to the affiliate faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, individuals may also be affiliated with the degree programs upon the approval of the program faculty and of the program director. Appointments must be approved by the dean of the college, the provost, the president, and the regents.

d. Before formal appointment procedures are begun, the prospective affiliate faculty member must agree to serve under the provisions herein described. When necessary, the consent of the nominee's employer, if any, will be requested and recorded.

e. Appointment information is recorded on the regular "Personnel Action" form.

f. The appointment of affiliate faculty members to graduate students' supervisory committees requires approval by the dean of the College of Graduate Studies.

J-5. STATUS AND BENEFITS.

a. Affiliate faculty members are generally appointed without remuneration.

b. As members of an associated faculty, affiliate faculty members have access to the library and other UI facilities.

c. Reimbursement for travel or for services to UI is subject to mutual and official arrangements that are to be recorded in the appointment dossier.

K. OTHER ACADEMIC TITLES.

K-1. Lecturer. A teaching title that may be used at any level, i.e., it carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half-time and (b) has been on such appointment for at least four semesters. *[rev. 7-01]*

K-2. Visiting Faculty. A designation that, when used with a professorial title, customarily indicates that the appointee holds a regular teaching or research position at another institution. A visiting appointee who does not hold a professorial rank elsewhere may be designated as a lecturer. Appointees with visiting academic ranks (e.g., visiting associate professor, visiting professor) are considered temporary members of the university faculty. Those on full-time appointment have the privilege of voting in meetings of the university faculty and of the appropriate constituent faculties.

K-3. Acting. Persons who are judged competent to perform particular duties may be appointed for temporary service as acting members of the faculty. An acting appointment may also be used to establish a probationary period for an initial appointment of a person who, while being considered for a regular position on the faculty, is completing the required credentials for a permanent appointment. Persons on acting status are not voting members of the university faculty or of constituent faculties.

K-4. Associate. A title for a non-student with limited credentials who is assigned to a specialized teaching, research, or extension position. Associates are exempt staff and are not members of the university faculty or of constituent faculties.

K-5. Postdoctoral Fellow. Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of "temporary or special" employees recognized by the regents. [See also [3710 B-4.](#)] Postdoctoral fellows are not members of the faculty. *[ed. 7-00, rev. 1-06]*

