



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI®

COLLEGE OF EDUCATION
AND PSYCHOLOGY

BYLAWS
2011-2012

**BYLAWS
OF THE COLLEGE OF EDUCATION AND PSYCHOLOGY
OF THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

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BYLAWS
OF THE COLLEGE OF EDUCATION AND PSYCHOLOGY
OF THE UNIVERSITY OF SOUTHERN

PREAMBLE

The College of Education and Psychology is a degree-granting college at The University of Southern Mississippi with members and programs distributed across the University's campuses and teaching sites. These Bylaws shall constitute the rules under which the College and its members conduct business.

ARTICLE I

Name

Section 1. Name. The name of this administrative unit shall be the College of Education and Psychology within The University of Southern Mississippi. In this document the word "College" refers to the "College of Education and Psychology."

ARTICLE II

Mission

The College of Education and Psychology is dedicated to the delivery of high quality academic programs in the areas of professional education, psychology, educational technology, library and information science, and child and family studies. Students develop knowledge and skills through exposure to exemplary teaching, research, and professional service.

ARTICLE III

Members

Section 1. Faculty. Membership in the regular faculty is by virtue of appointment to the Corps of Instruction of The University of Southern Mississippi in one of the departments/schools within the College.

The Board of Trustees defines the faculty of Mississippi's public universities as those employees holding appointment within the Corps of Instruction. The University Corps of Instruction consists of full-time employees holding the ranks of Professor, Associate Professor, Assistant Professor, and Instructor, but the Board may approve other teaching personnel. Full-time extension and research personnel and librarians may be appointed by the President to the Corps of Instruction on the basis of comparable education and training. All other employees are neither members nor ex officio members of the Corps of Instruction, do not qualify for a status of continuing employment within a state institution of higher learning, are expressly excluded from the privileges conferred by faculty status, and may not vote in institutional elections or personnel proceedings. (Faculty Handbook, 3.3.1)

III.1.1. *Voting Members*: Individuals holding a full-time, tenure-track appointment within the College who are not otherwise designated as a non-voting member. Voting members have voting privileges and may serve on College committees according to criteria established in Article V of these bylaws.

III.1.2. *Qualified-Voting Members*: Individuals holding full-time appointments as instructors are members of the Corps of Instruction and have qualified voting privileges for Departmental Personnel Committee Options (Faculty Handbook 8.3.1) and vote in Faculty Senate Elections (Faculty Senate, Art 1, Sec 130).

III.1.3. *Non-voting Members*: Individuals holding appointments within the College who do not meet criteria for voting or qualified-voting membership may serve on College committees in an advisory capacity according to criteria established in Article V of these bylaws. Non-voting members include the following (Faculty Handbook 3.3):

- a) Adjunct Faculty
- b) Emeritus Faculty
- c) Non-tenure Track Appointments (exception: Qualified-Voting Members)
- d) Ex officio members of Corps of Instruction

Section 2. Staff. Membership is by virtue of appointment to full-time, non-academic positions within the College. Staff are non-voting members of the College except when serving as a member of the Recruitment, Retention and Public Relations Committee.

Section 3. Students. Membership includes undergraduate and graduate students currently enrolled in a program within the College. Students are non-voting members of the College.

ARTICLE IV Organization

Section 1. Academic Units. The College is organized by academic units and includes structures that provide oversight of professional education programs across the university.

IV.1.1. *Departments*

- a) Child and Family Studies
- b) Curriculum, Instruction, and Special Education
- c) Educational Leadership and School Counseling
- d) Educational Studies and Research
- e) Psychology

IV.1.2. *Schools*

- a) Library and Information Science

Section 2. Officers. The administrative officers of the College include the Dean, Associate/Assistant Dean(s), and Department Chairs/School Directors. The following descriptions apply to fulltime and interim positions.

IV.2.1. *Dean.* The Dean is the chief administrative officer of the College and serves as chair of the faculty of the College.

As executive officers, the college deans provide overall leadership for their respective colleges. The deans are responsible for establishing a vision for their colleges, for creating strategic plans, and for evaluating their colleges' overall effectiveness in achieving the goals and objectives of both their colleges and the University. The deans are responsible for developing and supervising the academic schedule and curricula of their colleges, consistent with the goals of the University. The deans administer and supervise the policies and regulations of the University within their colleges. The deans are responsible for planning, implementing and managing their college budgets, and supervising the administration of all programs within their college. The deans assign academic and professional responsibilities to department chairs, evaluate their performance, and make final recommendations to the Provost regarding appointment, reappointment, salaries, promotions, tenure, and other personnel matters. (Faculty Handbook 2.9)

Additionally, the Dean is the designated University official charged with the responsibility for and authority to provide direction and leadership to the Professional Education Unit at The University of Southern Mississippi. (Faculty Handbook, 2.11.7)

IV.2.2. *Associate/Assistant Dean(s).* Associate/Assistant Dean(s) may be appointed by the Dean for the purpose of assisting the Dean as needed. Duties assigned to the Associate Dean(s) may include, but are not limited to, program accreditation issues, chairing the College Curriculum Committee, coordinating external funding and grants, maintaining a College web presence, managing facilities, and assisting with management of the budget. The Associate Dean(s) shall preside in the absence of the Dean or at the request of the Dean. An Assistant Dean(s) may be appointed as needed to fulfill a specific function(s) designated by the Dean.

IV.2.3. *Department Chair(s).* The administrative officer for each academic department is the department chair. Where the academic unit is defined as a "school" this individual carries the title "director." In this document the term "department chair" is inclusive of the school director. Department chairs are appointed by the Dean, approved by the Provost, and report directly to the Dean.

The department chairs are both faculty members and administrators, being integral members of the administration. Reporting to the dean, the department

chairs are the chief administrative officers of their departments, responsible for the general direction and supervision of their departments. The department chairs are also responsible for the preparation and administration of the department budgets and for making appropriate recommendations to the deans regarding personnel needs. The department chairs are involved in determining educational policy and implementing institutional policies. This includes establishing curricula, schedules, departmental majors, and graduation requirements. The department chairs encourage excellence in teaching and engage the faculty in the evaluation of teaching. The chairs are directly responsible for developing department faculty, encouraging research, establishing standards of instruction, evaluating instruction, and making recommendations to the deans regarding salaries, promotions, tenure, and retention. (Faculty Handbook 2.10)

IV.2.4. *College Council.* Department Chairs in the College shall comprise the College Council, to be presided over by the Dean, or in the Dean's absence, by an Associate Dean. The Dean may also elect to appoint to the College Council non-voting, ex-officio members—representatives who may or may not be part of the corps of instruction—to assist the College with its administrative functions. The Dean (or designated Associate Dean) votes ONLY as prescribed in Robert's Rules of Order.

Section 3. Support Structures. The College includes various structures to support its mission.

IV.3.1. *Professional Education Council (PEC).* The PEC serves as the advising body for the Professional Education Unit and for the College Dean who serves as head of the PEC. Faculty representatives on the PEC are appointed from departments within the College and from other colleges housing professional education programs.

IV.3.2. *The National Council for Accreditation of Teacher Education (NCATE) Office.* The NCATE Office provides support for all professional education programs across the university. The NCATE Office provides support for the preparation of reports due to Specialized Professional Associations (SPAs), compliance with requirements identified by the Mississippi Department of Education, and a commitment to accreditation standards outlined by NCATE. Primarily, the NCATE Office assists professional education programs to regularly and systematically collect, summarize, analyze and report data for the purpose of improving program quality.

IV.3.3. *Educational Field Experiences (EFE).* EFE provides interns and teacher candidates with placements in schools. EFE is administered by a director(s) appointed by the Dean. The director(s) report(s) to the Dean.

IV.3.4. *Academic Support Services.* The College is also supported by a variety of academic support services and staff appointed by the Dean to fulfill the mission of

the College. Such staff may include a degree auditor, certification specialist, development officer, and other administrative assistants.

ARTICLE V Committees

Section 1. College Advisory Committee (CAC). (*Faculty Handbook 2.11.2*)

V.1.1. *Purpose.* The purpose of the CAC shall be to advise the Dean on personnel matters. As such, the CAC shall review all departmental personnel matters related to pre-tenure review (third-year review), promotion, and tenure.

V.1.2. *Membership.* The CAC shall be composed of tenured Associate Professors and tenured Professors elected by secret ballot by the full time, tenure-track faculties of the respective academic units. Each unit within the College shall have one (1) representative on the CAC. University administrative officers serving as President, as Provost, as Vice President, or as Department Chair within a college may not serve as members, may not vote in elections, and may not sit as ex officio members of the CAC. Members of the CAC shall be elected for terms of three (3) years, and terms must be staggered so as to assure a turnover not exceeding fifty (50) percent in any given year.

The proceedings of the CAC are strictly confidential and are subject to the same policies that govern the proceedings of the Departmental Personnel Committees. Strict policies of recusal shall govern the deliberations of the CAC. These policies apply when:

- a) the member of the CAC is related (as per Board and University Nepotism Policy) to the party(ies) being reviewed. In no event shall the member vote or offer advice, either directly or indirectly, to other committee members;
- b) the member of CAC is from the same unit as the party(ies) being reviewed. CAC members review and vote on Departmental Personnel Evaluations or make recommendations at their unit level and may not vote at the CAC level regarding those evaluations or recommendations; however, said member may fully participate in CAC deliberations; and/or when
- c) the member of the CAC is an Associate Professor and the personnel proceedings involve the promotion of a party(ies) from the rank of Associate Professor to the rank of Professor. Associate Professors do not participate in voting or deliberations in these cases.

V.1.3. The chair of the CAC shall be elected by a majority vote of the members of the respective committee during its initial organizational meeting. The CAC Chair shall also serve as the representative of the College on the University Advisory Committee.

V.1.4. The CAC advises the Dean on personnel matters. The regular functions of the CAC, however, are:

- a) to review all departmental/school recommendations regarding pre-tenure review (third year review), promotion, and tenure, ensuring that both the substantive and procedural policies of the respective unit and the College have been followed;
- b) to review the merits of recommendations for pre-tenure review, promotion, and tenure, and submitting personnel decisions to the Dean;
- c) to advise the Dean on grievances from academic staff members regarding unit evaluations, tenure reviews, and personnel recommendations; and
- d) to monitor unit guidelines for promotion and tenure to ensure they are in harmony with college policies and that means of evaluation are consistent throughout the College; and
- e) to perform such other duties within the committee's authority as may be required in the personnel documents of the College including requesting additional information when needed to help clarify cases before the CAC.

V.1.5. *Meetings.* The Chair of the CAC shall call meetings after consulting with the membership and reviewing the personnel tasks at hand. Proxies are disallowed at the CAC.

Section 2. College Curriculum Committee.

V.2.1. *Purpose.* The purpose of the College Curriculum Committee shall be to review proposed changes in the curriculum developed by faculty committees at the unit level and recommend improvements to academic programs in the College. The College Curriculum Committee shall only consider proposals approved in writing by the Department Chair of the respective academic unit.

V.2.2. *Membership.* Membership of the College Curriculum Committee shall be composed of two full time tenure-track faculty representatives from each unit selected by their unit annually. Department Chairs are eligible to serve. These representatives should be able to address undergraduate and graduate curriculum issues. The Dean may appoint other non-voting members to help fulfill the mission of the College Curriculum Committee.

V.2.3. *Chair.* The Associate Dean of the College, whose designated responsibilities include curriculum, shall serve as chair of the College Curriculum Committee.

V.2.4. *Duties.* The College Curriculum Committee advises the Dean, who reserves the right to consult with other interested parties, such as other units or committees in or outside the College, and/or the Deans of Undergraduate Studies, Graduate Studies or other colleges. The College Curriculum Committee is authorized to:

- a) recommend improvements to all undergraduate and graduate programs in the College;
- b) review and either endorse or reject proposed changes in the undergraduate and graduate curriculum;
- c) report its decisions to the Dean for transmittance to the Academic Council, Graduate Council, and/or Professional Education Council. The Dean shall report both his/her and the College Curriculum Committee's recommendations to the appropriate councils for all curriculum matters; and
- d) appoint subcommittees to help carry out its duties.

V.2.5. *Meetings.* The Chair of the Committee shall call meetings after consulting with the membership. Meetings shall normally be held twice a month.

Section 3. Bylaws Committee.

V.3.1. *Purpose.* The purpose of the Bylaws Committee shall be to meet regularly to review the College Bylaws. Bylaws revisions shall be forwarded to and voted on by the tenure-track faculty of the College prior to being adopted.

V.3.2. *Membership.* Membership of the Bylaws Committee shall be composed of one tenured faculty member (or a tenure-track faculty member with a minimum of 3 years experience at the university) from each unit selected by their unit annually. Department Chairs are eligible to serve. The Dean may appoint other non-voting members to help fulfill the mission of the Bylaws Committee. Members of the Bylaws Committee shall serve for terms of three (3) years, and terms must be staggered so as to assure a turnover not exceeding fifty (50) percent in any given year.

V.3.3. The chair of the Bylaws Committee shall be elected by a majority vote of the respective committee members at the beginning of each academic year during its initial organizational meeting.

V.3.4. *Duties and responsibilities.* The Bylaws Committee is charged as follows:

- a) to review existing Bylaws on a regular basis;
- b) to review the Faculty Handbook and ensure College Bylaws remain consistent with university policies;
- c) to recommend additions or deletions from current Bylaws; and
- d) to interpret the Bylaws upon request of an administrator or a faculty member when an item is submitted in writing and states in detail the specific area of concern.

V.3.5. The Bylaws Committee shall meet at least once a year to review the College Bylaws and make necessary recommendations. An organizational meeting shall be held at the beginning of each academic year.

Section 4. College Research Committee (CRC).

V.4.1. *Purpose.* The purpose of the College Research Committee shall be to promote research, creativity, and scholarship among faculty and students in the College.

V.4.2. *Membership.* Membership of the College Research Committee shall be composed of tenure-track faculty members appointed by the Dean, the College's two representatives to the University Research Council (URC) (elected per guidelines outlined in the URC Bylaws), and one or more non-voting student representatives selected by the CRC annually. Faculty members serve 3-year terms and Department Chairs are eligible to serve. The Dean shall appoint faculty representatives that ensure representation from each unit on the CRC. The Dean may also appoint other non-voting members to help fulfill the mission of the CRC.

V.4.3. *Chair.* The chair of the College Research Committee shall be elected by a majority vote of the CRC's voting members during its initial organizational meeting.

V.4.4. *Duties.* The College Research Committee provides leadership to support research efforts and has duties and responsibilities that include:

- a) *reviewing, ranking, and forwarding recommendations for the Summer Faculty Research Grants during each fall semester;*
- b) *communicating research concerns of the College to the Council (URC Bylaws IIIc);*
- c) assisting the Dean and the Associate Dean(s) in the promotion of research and external funding;
- d) encouraging and promoting scholarly activities throughout the College; and
- e) coordinating workshops and events as needed.

V.4.5. *Meetings.* The Associate Dean of the College who has the designated responsibility for research shall convene the committee at the beginning of each semester. The chair of the committee shall call meetings. Meetings shall be held at least once each semester.

Section 5. Scholarship and Awards Committee.

V.5.1. *Purpose.* The purpose of the Scholarship and Awards Committee shall be to solicit and review College-level scholarship and awards among faculty and students in the College.

V.5.2. *Membership.* Membership of the Scholarship and Awards Committee shall be composed of one tenure-track faculty member and one or more non-voting student representatives selected by the SAC annually. Department Chairs are eligible to serve. Student members must have a good academic standing to serve. The Dean may appoint other non-voting members to help fulfill the mission of the Scholarship and Awards Committee.

V.5.3. *Chair.* The chair of the Scholarship and Awards Committee shall be elected by a majority vote of faculty members on the committee during its initial organizational meeting.

V.5.4. *Duties.* The Scholarship and Awards Committee oversees College-level scholarship and awards activities in the College and fulfill duties to:

- a) identify external resources for scholarship and awards from professional associations and various foundations;
- b) establish and nominate scholarship and awards throughout the College; and
- c) review faculty and students' applications for awards and scholarship in the College.

V.5.5. *Meetings.* The Associate Dean of the College who has the designated responsibility for scholarship and awards shall convene the committee each semester. The chair of the committee shall call meetings each spring semester for the upcoming year's scholarship and awards. Special meetings may be called if needed to fulfill the purpose of the committee.

Section 6: Student Success Committee

V.6.1. *Purpose.* The purpose of the Student Success Committee shall be to develop, implement and evaluate effective strategies that strategically increase enrollment and promote student success for all CoEP students.

V.6.2. *Membership.* Membership of the Student Success Committee shall consist of one faculty member (tenure or non-tenure track) selected from each department in the College and other members appointed by the Dean.

V.6.3. *Chair.* The CoEP Associate Dean charged with recruitment and retention efforts for the college shall be appointed by the Dean to chair this committee.

V.6.4. *Duties.* The Student Success Committee's duties and responsibilities include, but are not limited to:

- a) Assisting with the development, implementation and evaluation of an effective College-level undergraduate recruitment plan
- b) Assisting with the development, implementation and evaluation of effective program-level graduate recruitment plans

- c) Expanding pre-professional /professional development opportunities for undergraduate and graduate students
- d) Supporting student engagement by strengthening the connection between student organizations and the CoEP Student Advisement and Support Center and the faculty
- e) Develop, promote, implement and evaluate effective advisement practices
- f) Oversee and evaluate all efforts to promote student success with at-risk students

V.6.5. *Meetings*: The Associate Dean who has the designated responsibility shall convene the committee at the beginning of each academic year. The Student Success committee shall meet monthly, or more frequently as needed throughout the academic year.

Section 7. Ad Hoc Committees. Ad hoc committees may be appointed by the Dean as needed to fulfill the mission of the College.

ARTICLE VI Meetings

Section 1. College Meetings.

VI.1.1. *Meetings*. The faculty of the College shall meet at least once each fall and spring semester during the academic year. Special meetings may also be called by the Dean, and may be called upon written request to the Dean by twenty percent of the members of the faculty of the College.

VI.1.2. *Quorum*. A quorum shall consist of not less than a simple majority of the voting members of the College faculty as defined in these Bylaws, Article III. No business shall be conducted if less than a majority of voting members is present.

VI.1.3. *Proxy*. For business conducted at the College meeting, faculty may designate a proxy. Written notification of proxy must be sent to the Dean's office prior to the College meeting. Only a voting member of the College may serve as a proxy for another member. No member can hold more than one proxy at a time.

VI.1.4. *Voting*. College-wide elections shall be held by secret ballot. Voting may be conducted at the unit level. Uniform ballots and voting guidelines shall be provided through the Dean's Office. No votes shall be cast by absentee ballot.

Section 2. Standing Committees' Meeting

VI.2.1. *Quorum*. A quorum shall consist of not less than a simple majority of the voting members of the committee. No meeting shall be held if less than a majority of voting members is present.

VI.2.2. *Proxy*. For business conducted at standing committee meetings, except the College Advisory Committee, faculty may designate a proxy. Written notification of proxy must be sent to the committee chair prior to the committee meeting.

Only a voting member of the respective committee may serve as a proxy for another member. No member can hold more than one proxy at a time.

VI.2.3. *Voting*. No votes shall be cast by absentee ballot.

ARTICLE VII Authority

Section 1. Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the College may adopt.

Section 2. Governance Authority. In the event any provision(s) of these Bylaws should conflict or be inconsistent with the Faculty Handbook, or any other University policy or regulation, the Faculty Handbook and/or University policies or regulations shall be controlling.

ARTICLE VIII Amendment of Bylaws

Section 1. Adoption of Bylaws. These Bylaws and subsequent amendments shall become effective immediately after their adoption by a majority of the voting members of the College faculty and approval of the Dean, Provost(s) and President. Voting shall be by secret ballot.

Section 2. Amendments. These Bylaws can be amended or repealed, in part or whole, through a College-wide election by a two-thirds majority those voting, provided that the amendment(s) have been disseminated to each faculty member of the College at least two weeks in advance of the vote. Changes to these Bylaws that do not require a vote include:

- a) Edits to correct inconsistencies with authority: These include changes needed to remain consistent with the Faculty Handbook and other university policies (see Article VII) or organizational changes approved by the IHL Board.
- b) Edits to correct typographical or grammatical errors: These include errors such as spelling, punctuation, grammar, or numbering.

