

**BYLAWS  
OF THE COLLEGE OF EDUCATION  
TEMPLE UNIVERSITY**

**Article I. Prevailing Authority of University Policies**

The term “University Policies” shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within the President’s authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.<sup>1</sup> In the event of any conflict or contradiction between these bylaws or any action taken by the College under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provisions of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.

**Article II. Dean of the College of Education**

- A.** The President of the University appoints the Dean of the College in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- B.** The Dean of the College of Education is appointed by the President, shall report to and be accountable to the President or their designee, and shall serve at the pleasure of the President.
- C.** The Dean of the College is the chief executive officer and the chief academic officer of the College and the Teacher Certification Officer for the institution. The Dean’s duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean’s Position Description that shall be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- D.** The Dean of the College shall exercise such authority as may be delegated by University Policies. The Dean of the College of Education shall be responsible for the administration of the school/college budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

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<sup>1</sup> University Policies as defined here shall include collective bargaining agreements that have been approved by the Board of Trustees or by the President when he/she/they has been delegated to do so by the Board of Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract as well as policies and guidelines issued by the Provost, President, or offices under their authority.

- E. Except as otherwise specified in these bylaws, the Dean of the College (or their designee) shall be an *ex officio* member without vote of all College-wide committees.

### **Article III. College Organization**

#### **A. College Administration and Staff**

The Dean shall, subject to applicable University Policies and within the College's authorized budget, appoint associate deans, assistant deans, department chairs, program coordinators, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the College administration, pursuant to University Policies.

#### **B. Departments**

1. Under the leadership of the department chair and in accordance with all relevant University Policies, departments have the responsibility for
  - a. Maximizing the quality and efficiency of all programs.
  - b. Fostering collaboration among programs both within and outside the department.
  - c. Supporting the development and providing the evaluation of tenure-track (TT) and non-tenure track (NTT) faculty.
  - d. Developing and maintaining bylaws that address the following: (1) establishment and conduct of a Departmental Personnel Committee (2) nominating departmental representatives to college and departmental committees, and (3) scheduling and record keeping for departmental faculty meetings.

#### **C. College of Education Committees and Advisory Bodies**

##### **1. Overview**

Committees in the College of Education exist to consider and study matters of importance to the College of Education and to make recommendations to the Dean and the Faculty. There are three separate categories of Committees and Advisory Bodies: (1) Faculty Committees and Advisory Bodies, (2) Distributed Leadership Committees and Advisory Bodies, and (3) Mandatory Committees.

##### **2. Committee Membership**

Committee election and appointment procedures differ based on the category under which a committee falls (Faculty, Distributed Leadership, or Mandatory Committees). Committee members who are on sabbatical leave or leave of absence shall be considered on leave from their committees, with the exception of tenure and promotion committees on which faculty may choose to continue to serve. In the event that a collegial committee member takes a

leave of absence, a sabbatical, or is otherwise unavailable to complete their duties, the Dean, in consultation with the department chair and/or the collegial assembly chair, will appoint a replacement until the committee member is able to return or until their term expires (if they are unable to return).

### **3. Voting**

All proposals put forward by either a Faculty or Distributed Leadership Committee must be put to an anonymous vote by the faculty (i.e., all full-time faculty members without administrative appointments). For Faculty Committees, votes are organized by the chair of the collegial assembly. For Distributed Leadership Committees, votes are organized by a Dean's Advisory Council (see III.E.1) member appointed by the Dean. Curriculum is voted on both at the department and College levels. Voting for all other proposals occurs only at the level of a full-faculty vote. For most matters, a proposal will be deemed to be endorsed by the faculty with a 51% vote. However, see Article V for an exception.

## **D. The College of Education Collegial Assembly**

### **1. Function**

The function of the collegial assembly of the College of Education is to serve as one of the primary mechanisms for taking advisory votes on program and policy recommendations made to the Dean on matters related to faculty professional life. The collegial assembly shall elect all representative senators for the Faculty Senate and the Faculty Senate Steering Committee, as well as alternates to these positions.

### **2. Membership**

- a. Every full-time faculty member of the College who does not hold an administrative appointment shall be a voting member of the collegial assembly. Full-time faculty who hold joint appointments in the College and with other schools/colleges of the University shall be voting members of the collegial assembly.
- b. Individuals with administrative appointments, courtesy or honorary appointments, staff, and part-time faculty in the College of Education may participate in the collegial assembly but do so without voting privileges.
- c. The collegial assembly chair must be a full-time faculty member and voting member of the collegial assembly. The collegial assembly chair shall be elected by the faculty and shall serve a two-year term (with the option for reelection). The collegial assembly is encouraged to develop formal procedures for appointing or electing other officers, such as a vice

chair or parliamentarian, and to submit these procedures as a recommendation to the Dean.

### **3. Collegial Assembly Meetings**

- a. The chair of the collegial assembly shall convene at least two meetings of the collegial assembly each semester.
- b. The chair of the collegial assembly will prepare and distribute, at least two (2) working days in advance, agendas for all meetings of the collegial assembly. College faculty shall be notified of election ballots at least seven business days in advance of any vote. Agendas, minutes, and the results of any votes (proposals for votes must be taken through a College Committee) must be disseminated to the Dean as soon as possible but no later than seven days following the meeting.
- c. Additional meetings of the collegial assembly may be called through a petition addressed to the chair by twenty-five (25) percent of the members of the collegial assembly. Collegial assembly meetings must be announced at least one week before being held. The Dean, in consultation with the chair of the collegial assembly, may call an emergency meeting upon 48 hours' notice.
- d. The meetings of the collegial assembly shall be conducted according to the rules of parliamentary procedure as set forth in Robert's Rules of Order (latest edition) except where those rules contradict this document and/or University Policy.
- e. All meetings of the collegial assembly are open to all full-time faculty and staff.

### **4. Standing Committees and Working groups under the Collegial Assembly**

- a. Four standing committees shall be operated by the collegial assembly: Budget Committee, Faculty Affairs Committee, Faculty Research and Development Committee, and Program Improvement and Evaluation Committee.
  - i. *Budget Committee*: This committee is responsible for generating ideas and recommendations related to revenue generation and fiscal responsibility and helping the Dean to promote transparency in the College's budget.
  - ii. *Faculty Affairs Committee*: The committee supports faculty in accessing University resources (e.g., facilitating the sharing of experiences and feedback with seed grants, sabbatical applications), as well as managing the nomination process for University and College awards.
  - iii. *Faculty Research and Development Committee*: This committee seeks opportunities to bring the faculty together as a learning community. In an effort to bridge the gap between the University and schools and to

ensure that faculty remain well informed about new trends, techniques, and findings, the committee organizes professional learning primarily around research and teaching. It also supports faculty in gaining new skills and competencies and sharing that new knowledge with colleagues.

- iv. *Program Improvement and Evaluation Committee*: This committee's responsibility is to plan/oversee program evaluations, initiate and review internal College research, and make recommendations to the Dean's Advisory Council and collegial assembly about responses to those evaluations and research.
- b. The collegial assembly shall have the right to convene working groups as needed to perform its duties. Recommendations or proposals emanating from any working groups, Faculty Committees, and advisory bodies in the collegial assembly must flow through a designated, standing College Committee and also meet the criteria for proposal development as indicated herein.
- c. All standing committees under the collegial assembly may seek independent administrative consultation with a designated representative from the Dean's office prior to initiating the development of any proposal. Requests must be submitted in writing to the Dean's office.

## **E. Distributed Leadership Committees and Advisory Bodies**

### **1. The Dean's Advisory Council (DAC)**

- a. The DAC is comprised of the Dean, all College program coordinators (faculty members), and department chairs (administrators). Assistant or associate deans may also be appointed or invited to the DAC by the Dean as needed. The DAC serves as the primary faculty advisory committee to the Dean through exercise of its authority of (a) consultation, (b) review, and (c) recommendation. The DAC is not a voting body. The Dean shall actively obtain the advice and guidance of the DAC on the formulation and improvement of policies and programs. The Dean shall also communicate the status of the budget and budget priorities to the DAC and such other matters as the Dean may regard as important to academic excellence in the College.
- b. The DAC serves to advise the Dean who will initiate action on any policies or procedures related to the College's academic offerings. These actions may include any decisions that affect the students, faculty, or programs of the College. The DAC may exercise its responsibility and right of primary advisement through either consultation or review, whether at the initiation of the administration of the College or University or at its own initiative.

## **2. The College Curriculum Committee**

The College Curriculum Committee reviews any new or significantly revised program, course, or procedure directly related to the College's academic offerings. The Curriculum Committee will be comprised of one faculty representative selected by each program (who may or may not be the program coordinator) as well as designee selected by the Dean who may be faculty or an administrator.

## **F. Mandatory Committees**

In accordance with University and College policy, Mandatory Committees are established by and report to the Dean.

### **1. Student Appeal and Grievance Committee**

- a. This committee shall hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.
- b. The student appeal and grievance committee shall follow all University and all school/college policies and procedures for student appeals and grievances.
- c. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.
- d. Unless precluded by University or school/college policies, the committee shall assure a student a full opportunity to present their appeal or grievance, including reasonable evidence in support of their claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for their decision.
- e. The student appeal and grievance committee shall make recommendations to the Dean on each appeal or grievance. The student appeal and grievance committee shall follow all University and all school/college policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or school/college policies, the committee shall assure a student a full opportunity to present their appeal or grievance, including reasonable evidence in support of their claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a

decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for their decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

## **2. Faculty Responsibility Committee**

- a. The Dean, in consultation with the Dean's Advisory Council, shall appoint an ad hoc Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee.
- b. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation.
- c. Not more than one member of the Faculty Responsibility Committee should be appointed from the same program or department as the faculty member who is subject to investigation.
- d. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.
- e. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support their assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct.
- f. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard.
- g. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.
- h. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence—oral, written, or tangible—submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be

provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible.

- i. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions, and recommendations, and to the extent reasonably possible, should include as attachments any written statements, any documents, and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and their recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or their designee.

#### **Article IV. The Decanal Decision-Making Cycle**

- A.** All College ballots or advisory votes shall be subject to a College schedule that will be issued annually by the Dean's office, taking into account other University Board of Trustees, President, or Provost timelines.
- B.** All proposals or recommendations emanating from the Curriculum Committee or any standing committee of the collegial assembly must first be sent to a College-wide faculty vote before being forwarded to the Dean for final disposition as indicated below.
- C.** Voting on any matter, no matter the form and whether at the College, departmental, or programmatic levels, shall not constitute final acceptance or approval of the matter. All votes and committee recommendations are advisory to the Dean.
- D.** Within 45 business days, the Dean will respond (e.g., concurrence, concurrence with amendments, rejection, or tabling) to all recommendations sent to the Dean after a faculty-wide vote. If the Dean chooses to reject, table, or amend a proposal, the Dean will, ordinarily, provide an explanation to the chair of the respective committee. However, there may be instances when the Dean cannot provide the faculty with a rationale for reasons that may be legal, policy-oriented, or personnel related. Thus, the Dean reserves the right to refrain from providing an explanation about the response at their discretion for the aforementioned or other reasons. Following receipt and review of the recommendation and voting record, the Dean shall issue a final and binding decision and proceed as follows:
  - 1.** Decanal Concurrence: in which case the matter shall move forward as presented, for implementation or upward recommendation.
  - 2.** Decanal Concurrence with Amendment: in which case the matter shall move forward with necessary amendments, for implementation or upward recommendation.



3. Decanal Rejection: in which case the matter shall be returned to the originator(s), with or without feedback.
4. Decanal Tabling: in which case the matter shall either be sent back for further discussion with the originator(s) or reviewed by another College entity for further study.

**Article V. Revisions or Amendments to Bylaws**

- A. A proposal to revise or amend the bylaws may be put forth by any standing Faculty Committee. After discussion in the department meetings and collegial assembly, revisions or amendments can be put forward to a full-faculty anonymous vote. Amendments will be voted on at the collegial assembly meeting immediately subsequent to the meeting at which they were proposed. This second meeting may not be called until at least seven (7) days and not more than 35 days have elapsed. Recommended amendments can only be voted on if a quorum is present. Recommended amendments require a vote of two-thirds of those present. Recommended amendments will be forwarded to the Dean as recommendations (See Article III.D.4.b and c) for the processes for handling recommendations from the faculty.)
- B. Revisions or amendments to these bylaws may be recommended by the Dean, at any time, after consultation with the collegial assembly or the Dean's Advisory Committee. Recommended revisions shall be forwarded to the President or the President's designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University Policies.
- C. The Dean shall review the bylaws of the College at least every five years and, after consultation with the collegial assembly and the Dean's Advisory Council, may recommend revisions or amendments to the bylaws.

In all cases, the final proposals to amend the bylaws will be forwarded, only after Decanal Concurrence, to University Counsel, to assure conformity to University Policies. After review by University Counsel, the President or the President's designee may approve revisions or amendments and set the date upon which they will become effective.