

**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 his/her 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.¹ 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the other hand, then the pertinent provision or provision of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.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 shall report to and be accountable to the President or his/her 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.

¹ 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 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.

- D. The Dean of the College shall exercise such authority as may be delegated to him/her by University Policies. The Dean shall be responsible for the administration of the 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.
- E. The Dean may appoint ad hoc committees and advisory bodies as the occasion dictates.
- F. Except as otherwise specified in these bylaws, the Dean of the College (or his/her 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

Under the leadership of the 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 nontenure-track (NTT) faculty.
- d. Developing and maintaining by-laws 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.

Composition. Each faculty member will have a primary home department in which they will hold their faculty appointment along with a primary program affiliation that will be assigned by the Dean in consultation with the faculty member. Each department will be comprised of a number of programs, assigned to that department by the Dean. Programs are defined as a unit that offers at least one distinct degree. In accordance with applicable University policy, faculty

members may be given a secondary affiliation with another program/department by making a written request that must be approved by the secondary program, department chair, and the Dean.

C. College of Education Collegial Assembly

(1) Mission

The Collegial Assembly shall be the primary mechanism for taking advisory votes on program and policy recommendations made to the Dean of the College of Education. The Collegial Assembly shall also make recommendations for all College and University awards.

(2) Membership

Every full-time faculty member of the College who does not have a full-time administrative appointment shall be a voting member of the Collegial Assembly. Faculty shall include tenure-track faculty appointments and nontenure-track faculty appointments. Full-time faculty who hold joint appointments in the College and with other schools/colleges of the University shall be members of the Collegial Assembly.

(3) Officers

There shall be two officers of the Collegial Assembly: a Chairperson who shall also serve as Chairperson of the Dean's Advisory Council and a Vice-Chair. The Chairperson shall be elected by the faculty for a two-year term. The Chairperson must be a tenured/tenure-track faculty member. The Vice-Chair, who must also be a tenured/tenure-track faculty member, will be appointed by the Dean's Advisory Council for no more than a one year term to preside in the event that the Chairperson cannot complete his or her duties or term of office. In the event that a Chairperson cannot complete his or her term of office, a new Chairperson will be elected by the faculty at the end of the academic year in which the Chairperson's duties began.

(4) Meetings

- a. The Chairperson of the Collegial Assembly shall convene at least two meetings of the Collegial Assembly each semester.
- b. The Chairperson of the Collegial Assembly will prepare and distribute, at least two (2) working days in advance, agendas for all meetings of the Collegial Assembly and the Dean's Advisory Council.
- c. Additional meetings of the Collegial Assembly may be called through a petition addressed to the Chairperson by twenty-five (25) percent of the members of the Collegial Assembly, by the request of a majority of the Dean's Advisory Council, or by the request of the Dean. Collegial Assembly meetings must be announced at

least one week before being held. The Dean, in consultation with the Chairperson of the Collegial Assembly, may call an emergency meeting upon 48 hours' notice.

- d. For the purposes of voting at a Collegial Assembly meeting, a quorum shall consist of forty (40) percent of its voting membership. However, discussion may take place without a quorum.
- e. The meetings of the Collegial Assembly and the Dean's Advisory Council shall be conducted according to the rules of parliamentary procedure as set forth in Robert's Rules of Order (latest edition).
- f. In the absence of the Chairperson, the Vice-chair shall preside at meetings of the Collegial Assembly or the Dean's Advisory Council.
- g. All meetings of the Collegial Assembly are open to all full-time faculty and staff except in cases where confidential personnel matters are under discussion.

(5) Sub-committees

The Collegial Assembly shall have the right to convene subcommittees as needed to perform its duties.

D. College Committees

In the spirit of shared governance, the College shall have five committees, each comprised of both faculty and administration/administrative staff with faculty having a majority of members in each. One of these committees, the College Curriculum Committee, will be comprised of one faculty representative from each program and two members appointed by the Dean from the administration and/or the administrative staff. The other four committees will each be comprised of one full-time faculty member from each department elected by the faculty at large and two members appointed by the Dean from the administration and/or the administrative staff. Prior to an election, each college department shall forward the names of at least two faculty members who are willing to stand for college-wide election. In the event that the College is comprised of fewer than three departments, at large faculty representatives will be elected by the Collegial Assembly to ensure that faculty maintain a majority of seats on each committee.

With the approval of the Dean and being mindful of distributing leadership across departments to the extent possible, the Chair of the Collegial Assembly shall appoint a faculty member to serve as Chair of each committee. If a faculty member is not willing to serve, the Dean will designate one of the appointed members from the administration and/or the administrative staff to serve as chair until such time as a faculty member is willing to serve.

1. **College Curriculum Committee** reviews any new or significantly revised program, course, or procedure directly related to the College's academic offerings.
2. **The Budget Committee** advises the Dean on such issues as: the allocation of resources; strategic financial planning; revenue enhancement; the budgetary implications of various decisions; staffing levels and allocations of non-faculty personnel. Other matters may be brought before the committee at the discretion of the Dean.
3. **The Faculty Policy Advisory Committee** is responsible for developing any policies that affect faculty (e.g., merit; reappointment, promotion and tenure).
4. **The Faculty Research and Development Committee** is responsible for improving the research and teaching climate of the College in general and for considering all issues related to research, teaching and collegiality relevant to faculty not including nominating faculty for awards.
5. **The Program Improvement and Evaluation Committee** is responsible for planning/overseeing program evaluations, initiating and reviewing internal College research, and making recommendations to the Dean's Advisory Council and Collegial Assembly about responses to those evaluations and that research.

Committees shall have the right to convene working groups as needed to perform their duties.

E. Dean's Advisory Council

The Dean's Advisory Council (DAC) is comprised of the Dean, the chairperson of the Collegial Assembly, the chairs of each college committee, and one at large member nominated by each department and elected by the faculty at large. 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 Dean shall actively obtain the advice and guidance of DAC on the formulation and improvement of academic 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. The DAC shall have specific responsibility for:

1. Serving as a planning group, in consultation with the Dean, to develop and monitor a comprehensive strategic plan for the College and to report that strategic planning work to the Collegial Assembly annually. 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. Initiating advice to the administration of the College or University on any matter or policy decision or program which affects the College, faculty, or students.
3. Establishing a communication network and providing coordination for all program and policy development work undertaken in the College.
4. Developing specific charges for each of the committees on an annual basis and determining which committee is responsible for which specific actions or proposals should any questions occur.
5. Appointing a vice-chair of the Collegial Assembly.

F. Path of approvals.

Proposals beginning at the faculty or program level will be voted on by the program, the department, the relevant college committee, and then the Collegial Assembly. Proposals beginning at the College Committee level will be voted on at the committee level and then by the Collegial Assembly. If an initiative has been approved by the Collegial Assembly and requires revision/development in order to be enacted by the University, the Dean, in consultation with the Chair of the Collegial Assembly, shall determine whether the revision/development requires an additional Collegial Assembly vote. Such cases shall be reported for informational purposes only to the Collegial Assembly at its next meeting.

G. Mandatory Committees

1. Student Appeal and Grievance Committee

Following the procedures set forth for establishing and appointing a Dean's Advisory Committee, the Dean shall constitute a student appeal and grievance committee to 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. 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 his/her appeal or grievance, including reasonable evidence in support of his/her 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 his/her 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. Ad Hoc Faculty Responsibility Committee

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. 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. In schools/colleges with several programs or departments, 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. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.

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 his/her 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. 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. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complaint 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.

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.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusion 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 his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.

Article IV. Promotion, Tenure, and Reappointment

Reappointment, promotion and tenure decisions of non-tenure track and tenure track faculty shall be made in accordance with applicable University Policies.

Article V. Revisions or Amendments to Bylaws

- A. Amendments to these Bylaws may be proposed by any member of the Collegial Assembly. 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.
- B. Recommended amendments will be forwarded to the Dean and, if approved, the Dean will forward them to the President or his/her designee. Recommended amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.
- C. The Dean shall review the bylaws of the College at least every five years and, after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws. The bylaws shall be resubmitted for approval by the President, after review by University Counsel, on or before the expiration of the five year period.