

BYLAWS
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES THE UNIVERSITY OF
MICHIGAN-DEARBORN

ARTICLE I. COLLEGE AND MISSION

The College of Education, Health, and Human Services (hereafter the CEHHS or the College) is the academic unit in the University of Michigan-Dearborn (UM-Dearborn) charged by the Provost and Vice Chancellor for Academic Affairs (hereafter the Provost), by the authority of the Chancellor, the President, and the Board of Regents, with the responsibility of educating, preparing, and sustaining exemplary practitioners and administrators in the interrelated fields of education, health, and human services. The emphasis is on scholarship, diverse learning experiences, and practice in effective service delivery.

The College draws broadly upon multiple institutional resources of the University of Michigan system. Additionally, local school districts, health-related organizations, and other public and private agencies regularly provide students with a spectrum of rich field experiences.

The College contributes to the UM-Dearborn's identity as a dynamic metropolitan university where teaching and research interact to develop leaders and new knowledge for the betterment of, and service to, the communities in which our students live.

ARTICLE II. FACULTY

Section 1. College Faculty

The CEHHS faculty shall consist of all instructional, research, and clinical staff.

Section 2. Governing and Voting Faculty

The regular governing faculty of the College shall include those tenured and tenure-track faculty who are professors, associate professors, and assistant professors, and who hold instructional appointments of one-half time or more.

The associated governing faculty of the College shall include those tenured and tenure track faculty who are professors, associate professors, and assistant professors, and who hold instructional appointments of less than one-half time but greater than one-quarter time.

The voting faculty shall include all the regular governing faculty of the College and the associated governing faculty of the College who are given the right to vote by the regular governing faculty. The voting faculty also include members of the following classes of faculty who hold at least one-half-time appointments: research faculty, clinical faculty, and instructors. The voting faculty may also include lecturers III or IV who hold at least one-half-time appointments and who are given the right to vote by the regular governing faculty.

Section 2. Sabbaticals

Faculty are entitled to apply for a sabbatical in accordance with SPG 201.30-2. In coordination with the Department Chairs, the Dean's Administrative Assistant will calculate sabbatical eligibility at the start of each fall semester. Eligible faculty will be contacted by the end of September by the Dean's Administrative Assistant and invited to request a sabbatical. All sabbatical request materials must be submitted to the Dean's Administrative Assistant by November 15th so that the request can be included on the agenda of the Executive Committee's December meeting.

ARTICLE III. DEAN OF THE COLLEGE

The Dean, assisted by the CEHHS Executive Committee (see Article IV), shall act as the executive officer of the College. The Dean, assisted by the Administrative Council (see Article V), shall act as the administrative officer of the College.

Section 1. Duties

The Dean is responsible to the governing faculty of the College and the Provost for the overall educational leadership and the general administration of the College. The Dean is to conduct the operation of the College and is to supervise all plans, in association with the Executive Committee and the Administrative Council, for the most effective development of the College's programs, teaching, research, and service. The Dean is also responsible for the College budget and for enforcing College academic rules and regulations with the assistance of the Executive Committee. The Dean is responsible for the coordination of all activities within the College as well as between the College and other administrative offices and academic units. The Dean shall represent the College in professional circles outside the UM-Dearborn.

Section 2. Selection and Appointment

There shall be a search committee for the selection of a new Dean. The CEHHS Executive Committee shall advise the Provost in regard to the composition and formation of the search committee.

The Dean of the College shall be appointed normally to a five-year term by the Board of Regents on the recommendation of the Provost, who shall be guided by the recommendation of the search committee and the guidance of the CEHHS Executive Committee.

Section 3. Procedures for Review

When one year remains in the term of office for a current dean who is eligible for reappointment, the CEHHS Executive Committee shall initiate and conduct a performance review of the Dean with primary input from the governing faculty as well as input from other appropriate stakeholders. Based on such consultations, the Executive Committee shall submit a report on the current state of the Dean position to the Provost and governing faculty. This report shall review the current state of the Dean position and include the governing faculty's recommendation for or against reappointment.

When the term of office of the sitting Dean is nearing expiration or when the Dean permanently vacates the office for any reason, the CEHHS Executive Committee shall consult with the governing faculty members of all departments and, based on these consultations, shall draw up a statement on the current status and the anticipated challenges and opportunities in the CEHHS, to aid the Provost and the Chancellor in filling the position of Dean of the CEHHS for the next term of office.

Section 4. Associate and Assistant Deans

To assist in the administration of the College, the Dean of the College, in consultation with the Executive Committee, may recommend to the Provost one or more tenured faculty within the College for appointment as Associate Dean. A term of appointment or reappointment for an Associate Dean shall not exceed three years.

The Dean, in consultation with the Executive Committee and with the concurrence of the Provost, may appoint or reappoint one or more Assistant Deans, with or without faculty status. A term of appointment or reappointment for an Assistant Dean shall not exceed three years.

Section 5. Temporary Absence

In the case of the Dean's absence for more than two weeks, they shall designate an Associate Dean as the College's acting Dean.

ARTICLE IV. CEHHS EXECUTIVE COMMITTEE

The CEHHS Executive Committee shall be charged with the duties of investigating and formulating educational and instructional policies for consideration by the faculty of the College and shall act for the faculty in matters of budgets, promotions, and appointments. It shall make periodic reviews of all academic and administrative policies of the College and formulate either modification of existing policies or new policies. All educational and academic policy decisions of the Executive Committee are subject to review by the Governing Faculty.

Section 1. Membership

The CEHHS Executive Committee shall be led by the Dean, who serves ex officio without a vote (except to break a tie), and two members from each department (see Article VII) to be appointed for three-year terms by the Board of Regents on recommendation of the Provost, the Chancellor, and the President, who shall in turn be directed by the results of the faculty election system described in Section 3.

The committee shall divide itself into two classes representing each department, with the terms of the committee members of the first class staggered with the terms of the second.

Section 2. Office-Holding Limitations

No temporary or permanent department chair or faculty member holding a salaried administrative appointment shall be allowed to serve concurrently on the Executive Committee. In addition, non-tenured faculty shall not be eligible to serve, and no member shall be eligible for reappointment to the Executive Committee until after the lapse of one year except upon waiver of the one-year lapse by two-thirds of the governing faculty of the department concerned, or as prescribed in Section 4 of this Article.

Section 3. Election

Election of members of the Executive Committee and one alternate from each department shall be accomplished by way of the voting procedure each department establishes within its own bylaws. Faculty members approved by each department to be the Executive Committee representatives shall be recommended by the Provost, the Chancellor, and the President to the Board of Regents for appointment. Whenever the regular member from a department cannot attend any meeting of the CEHHS Executive Committee, the alternate will attend as a fully voting member during the time of the service. Normally, alternates shall not replace a regular member for more than two consecutive months. For longer absences (in the case of a sabbatical, illness, or a leave), a department election shall be held to choose a regular member for a specified interim or to complete the unexpired portion of the term of office.

Section 4. Temporary Election of an Executive Committee Member

In the early stages of forming a department, when there are not two or more eligible faculty members from a department as described in Section 1, there shall be a departmental election of one or more temporary member(s) to represent the interests of that department. Once the department has two or more eligible faculty members, the selection process for a regular Executive Committee member shall take place as described in Section 3 above. The requirement that no member shall be eligible for reappointment until after the lapse of one year is waived for members of a newly formed department until the department has three or more eligible faculty. (Refer to Section 4 for election specifics in these cases.)

Section 5. Electronic Voting Procedures

In order to conduct business between meetings, the following procedures for electronic voting will be used:

- A. The Dean or designee can submit a proposal to the official UM-Dearborn email addresses of all Executive Committee members for electronic voting. In addition, any Executive Committee member can submit a proposal for electronic voting to the Dean.
- B. The Dean or designee poses the proposal to the Executive Committee membership and gives a time limit for initial comment and/or amendments (not less than three business days).
- C. At the close of the time limit, the Dean or designee shall either recast or call for votes on the proposed amendments with new time limits for responses (not less than two business days). The electronic voting options are Yes/No/Abstention. A proposal is accepted if a majority of the Executive Committee members vote "Yes."
- D. Once all amendments have been voted on, the Dean or designee shall call for a final vote on the proposal and give a time limit for voting (not less than three business days).
- E. Upon resolution of an electronic vote, the Dean or designee will announce the result of the vote to the committee members. The proposal and vote will be recorded at the next Executive Committee meeting as Old Business Conducted in the Interim.

Section 6. CEHHS Promotion and Tenure Deliberations

The CEHHS Executive Committee shall provide guidelines to the departments on the process for assembling casebooks for promotion and tenure of candidates. Its members may vote only on faculty whose rank is lower than their own. If any member is ineligible to vote on certain recommendations, the Committee must be reconstituted. For promotions to full professor, any member of the Committee who is not a full professor must be replaced by a full professor from their respective department. If there are not enough eligible full professors in the respective department, the Committee can be reconstituted with full professors from another department in the college.

Voting at all levels shall be by secret, written or electronic ballot. The CEHHS Executive Committee shall otherwise establish its own rules and procedures for carrying out its promotion and tenure responsibilities in alignment with the Casebook Guidelines issued by the Office of the Provost.

Section 7. Intra-Campus Promotion and Tenure Deliberations

When a tenured or tenure-track faculty member has a joint academic appointment (hereafter joint appointee) to the CEHHS and another college, there shall be a memorandum of understanding (MOU) written and signed by the deans of the colleges, chairs of the departments, and the joint appointee. The MOU shall detail the following: the participating colleges and departments, the workload distribution between the colleges and departments, and the home college and department that shall have the responsibility of assisting in the administration of the casebook and other materials for a joint appointee.

The following committees and procedures shall be used to make promotion and/or tenure decisions for any joint appointee:

- A. A Joint Casebook Committee, consisting of two tenured faculty from each department designated in the MOU, shall be established for each joint appointee created by the CEHHS and another college. The Casebook Committee shall have the responsibility for the collection of materials supporting promotion and/or tenure and the writing of promotion documents.
- B. The Joint Casebook Committee shall also elect its own chair and appoint two of its members, one from each department, as co-advocates for the purpose of representing the joint appointee before the Joint College Committee (see Subsection C below) and the Faculty Senate Committee.
- C. The Joint Casebook Committee shall solicit external reviews of the candidate's scholarly works, normally at the end of the fifth year of service. Upon incorporating the external review letters, the Joint Casebook Committee shall forward the candidate's casebook to the Joint Department Committee (see Subsection B below).
- D. The Joint Department Committee, consisting of all tenured faculty from each department designated in the MOU, shall have the responsibility for considering the casebook for joint appointees and making promotion and/or tenure recommendations to the Joint College Committee (see Subsection C below). The chair from the home department designated in the MOU shall head the Joint Department Committee. Recommendations for promotion and/or tenure, along with all relevant documents and a record of the vote, shall be forwarded by the department chairs to the Joint College Committee.
- E. The Joint College Committee, consisting of all executive committee members from the CEHHS and the other college in which the joint appointment is held, shall make promotion and/or tenure recommendations to the Provost. Both college deans shall co-chair the Joint College Committee and neither will have a vote. Recommendations for promotion and/or tenure, along with all relevant documents and a record of the vote of the Joint Department Committee and Joint College Committee, shall be forwarded by the deans to the Provost.

Voting at all levels shall be by secret, written or electronic ballot. Faculty members serving on the committees established in this section shall be of a higher rank than the faculty member being considered for promotion and/or tenure. The joint committees shall otherwise establish their own rules and procedures for carrying out their promotion and tenure responsibilities in alignment with the Casebook Guidelines issued by the Office of the Provost.

Section 8. Meetings, Quorum, and other Procedures

The Dean or designee, in consultation with the members of the Executive Committee, shall create a schedule for meetings to be distributed to the College faculty. One Executive Committee member from each department along with the Dean or designee shall constitute a quorum for the purposes of transacting business. The Executive Committee shall provide minutes of its meetings to be distributed to the College faculty. In all other matters, the Executive Committee is responsible for establishing its own rules and procedures for conducting business.

ARTICLE V. CEHHS ADMINISTRATIVE COUNCIL

The CEHHS Administrative Council shall consist of the Dean, Associate Dean(s), Assistant Dean(s), and the department chairs as well as others designated by the Dean. The Council shall assist the Dean in making administrative decisions and in carrying out the business of the College. The Administrative Council is not empowered to create policy. The Council shall provide minutes of its meetings to be distributed to the College faculty.

ARTICLE VI. CEHHS GRIEVANCE COMMITTEE

There shall be within the College a committee titled the CEHHS Grievance Committee (hereafter the Grievance Committee) whose sole purpose is to receive, conduct inquiries, and make recommendations to the Dean concerning faculty grievances appealed from the departments of the College. It is not empowered to create policy.

Section 1. Membership

The Executive Committee shall at the beginning of each academic year choose from among its members three tenured faculty, excluding the Dean, to serve on the Grievance Committee. The Associate Dean(s) and Assistant Dean(s) shall also be excluded from membership on the Grievance Committee.

Section 2. Procedures

If either the grievant or respondent is unwilling to accept the recommendation of the Grievance Committee, they may appeal to the Faculty Senate. All other procedures used by the Grievance Committee shall be promulgated by the Executive Committee.

ARTICLE VII. CEHHS CURRICULUM COMMITTEE

There shall be within the College a Curriculum Committee whose purpose is to review curricular changes and to make pertinent recommendations to the Executive Committee regarding the approval of curricular changes. This includes the creation of new courses or programs, proposed changes to established courses or programs, and revisions to program requirements to ensure the integrity of the College's curriculum. The chair shall notify faculty and the Executive Committee of the decisions and these shall be posted along with other minutes from the meeting in a designated area for faculty review. Actions taken by the Curriculum Committee are subject to review by the Executive Committee.

Section 1. Membership

The Curriculum Committee shall be led by an Associate Dean, who serves ex officio without a vote (except to break a tie), and one member from each department (see Article VII) to be appointed for

three-year terms by a vote of the governing faculty. The Director of Advising shall also serve as an ex officio member without a vote and will attend meetings to provide expertise and insight as needed.

ARTICLE VIII. CEHHS PROFESSIONAL STANDARDS COMMITTEE

There shall be within the College a committee titled the Professional Standards Committee (PSC) whose purpose is to consider student petitions for exceptions to plans of study, program/degree requirements, and other pertinent college or departmental academic policies.

Section 1. Membership

The PSC shall be led by an Associate Dean, who serves ex officio without a vote except to break a tie, and one member from each department (see Article VII) to be appointed for three-year terms by a vote of the governing faculty. The Director of Advising shall also serve as an ex officio member without a vote to provide expertise and insight as needed.

Section 2. Procedures

If the petitioner is unwilling to accept the decision of the PSC, the petitioner may appeal to the CEHHS Executive Committee. The Executive Committee's ruling on appeals is final.

ARTICLE IX. DEPARTMENTS

There shall be at least two departments and such others as shall be designated. Recommended designations and discipline composition can come from the Executive Committee, an existing department, or any member of the College governing faculty.

For a proposal creating a new department that does not take resources from an existing department, a two-thirds vote of the College's governing faculty, at a regularly scheduled College faculty meeting, shall be required.

For a proposal creating a new department from an existing department that will take faculty lines or other departmental resources, a two-thirds vote of the affected department's governing faculty and a two-thirds vote of the College's governing faculty, at their regularly scheduled department and College faculty meetings, shall be required.

The term "affected department" means a department whose designation or discipline composition will be changed by a restructuring of the College's department structure existing at the time of the recommended restructuring.

Department designations shall be subject to the approval of the Dean, the Executive Committee, the Provost and the Chancellor of the UM-Dearborn, the President, and the Board of Regents.

Section 1. Assignment of Faculty to the Departments

Faculty members shall be assigned by the Dean, upon recommendation of the Executive Committee, to a home department appropriate to their field of study and expertise.

Although a faculty member may have, by the agreement of the departments concerned, a vote in the internal affairs of more than one department, that faculty member shall vote only in the home department on matters concerning the College as a whole (e.g., selection of members of the

CEHHS Executive Committee).

Section 2. Department Chairs

Each department in the CEHHS shall have a chair, which must be a tenured, governing faculty member of the College. The department chairs shall exercise leadership and hold administrative responsibility for matters relating to the curriculum, scheduling, the budget, and the appointment and promotion of faculty members within the department.

The term of office of a department chair shall be three years. No chair shall serve more than two terms consecutively unless two-thirds of the governing faculty of the department concerned, voting by secret ballot at a regularly scheduled faculty meeting, a quorum being present, requests that the department chair be granted an exemption in order to stand as one of the departmental candidates to be recommended to the Dean.

When a department chair is to be chosen, the governing faculty of the department shall submit a list of at least two but not more than three names to the Dean of the College. No nominations shall be passed on to the Provost, the Chancellor, the President, and the Board of Regents without the concurrence of both the Dean and a majority of the governing faculty of the department concerned. The Department Chair must hold an appointment in the CEHHS, must normally be engaged in instructional activity, and must be tenured at the UM-Dearborn when their appointment commences.

In the event of the Department Chair's absence for a period of more than two weeks but less than a full semester, the Department Chair shall designate a voting member of that department as acting chair with the consent of the Dean of the College. The department faculty shall be informed of the designation.

In the event of an anticipated absence for a semester or longer, including Summer terms or a vacancy, the department shall submit nominations for an acting chair in accordance with the procedures for appointing a chair. The acting chair shall serve for the period of the vacancy.

Section 3. Temporary Appointment of Department Chair

In the early stages of forming a department, when there are no eligible faculty members to serve as chair as described in Section 2, the Dean shall appoint a tenured faculty member of the College as temporary chair. Once a department has eligible faculty members, the selection process for a regular department chair shall take place as described in Section 2 above.

Section 4. Department Grievance Committees

At the beginning of each academic year, each department within the College shall choose from among its members three tenured faculty, excluding the Department Chair to serve on the Department Grievance Committee, whose sole purpose is to receive concerns, conduct inquiries, and make recommendations concerning faculty grievances. The Department Grievance Committee is not empowered to create policy.

If either the grievant or respondent is unwilling to accept the Department Grievance Committee's recommendation, they may appeal to the CEHHS Grievance Committee. All other procedures used by the Department Grievance Committee shall be established within departmental bylaws and approved by the governing faculty at a regular department meeting, a quorum being present.

Section 5. Internal Voting Faculty

Absent approved departmental bylaws, the voting faculty of a department shall consist of the governing faculty of the College assigned to the department, subject to the provisions of Section 1 above. Instructors and Lecturers III or IV, research faculty, and clinical faculty assigned to a department may be granted voting privileges on internal department matters by a simple majority of the voting faculty of the department at a regularly scheduled department meeting. Extension of internal voting privileges shall be reviewed by the department at least every three years. Departments may establish additional standards of eligibility for the granting of voting privileges on internal affairs.

ARTICLE X. CEHHS FACULTY SECRETARY

To assist the Dean and the College, there shall be a CEHHS Faculty Secretary. The Secretary shall be responsible for the preparation and distribution of calls for all CEHHS faculty meetings, shall solicit items for the agendas of the College meetings, and shall prepare and distribute the agendas and the minutes of such meetings. The Secretary shall also conduct all of the College elections. The Secretary, who must be a tenured member of the governing faculty, shall serve a term of two years and shall be elected by a simple majority vote of the governing faculty at a regularly scheduled faculty meeting, a quorum being present.

ARTICLE XI. COLLEGE FACULTY MEETINGS

A College faculty meeting shall be understood to be a plenary meeting of the faculty of the CEHHS.

Section 1. Voting Members

Voting members shall be the CEHHS governing faculty (see Article II, Section 2).

Section 2. Authority to Call Meetings

The CEHHS Dean shall call meetings of the faculty at least once during each fall and winter semester. In the absence of the Dean, authority to call meetings shall be vested in the Acting Dean. Faculty meetings may also be called by a petition to the duly elected CEHHS Faculty Secretary of at least ten percent (10%) of the governing faculty of the College.

In the event that a meeting is called during the summer session (May through August), no issue of substance may be acted upon without an absolute majority of the CEHHS faculty being present to constitute a quorum.

Section 3. Quorum

Twenty percent (20%) of the governing faculty of the College at any regularly scheduled faculty meeting shall be regarded as a quorum for the purposes of discussing, debating, formulating and amending proposals, and calling for a ballot, but not for the purpose of final voting on proposals.

Thirty-three percent (33%) of the governing faculty of the College at any regularly scheduled faculty meeting shall be regarded as a quorum for the purpose of final voting on proposals, except that an absolute majority shall be required at meetings during the summer session (May through August).

Section 4. Voting Procedures

Voting can be conducted during the faculty meeting, in person, or by proxy. Any governing faculty member is entitled to vote by proxy so long as it is done in written or electronic form, and states the motion on which the proxy vote is being cast. The said proxy vote must be submitted to the CEHHS Faculty Secretary by noon Friday prior to the meeting.

A majority of the governing faculty at a regular meeting, a quorum being present, may decide to conduct electronic voting on a given proposal. The Faculty Secretary shall conduct such a vote within two weeks after the regular meeting and voting shall be open for not less than three and no more than five business days. The Faculty Secretary will announce the results of the vote to the College faculty immediately following completion of the voting. The proposal and vote will be recorded at the next faculty meeting as Old Business Conducted in the Interim. Quorum needs to be maintained for electronic voting as in Section 3 above.

Section 5. Agenda

The CEHHS Faculty Secretary is responsible for preparing the agenda for all meetings of the College Faculty. Faculty members who wish to present business to the meeting should notify the Secretary ten business days prior to the Faculty meeting so that it may be considered for inclusion in the agenda that shall be distributed seven business days before the meeting.

Section 6. CEHHS Parliamentarian

Upon the initial appointment or the vacancy of the position, the College governing faculty shall elect a tenured faculty member from their ranks as a College Parliamentarian to serve a three- year term. The College Parliamentarian shall rule on all points or questions of order that arise at meetings of the College Faculty.

ARTICLE XII. PARLIAMENTARY PROCEDURE

In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in the latest edition of *Robert's Rules of Order* shall be followed by the College and its committees, boards, and other deliberative bodies.

ARTICLE XIII. AMENDMENT PROCEDURE

Any member of the governing faculty of the College may propose an amendment to the bylaws. Such proposals shall be submitted to the duly elected CEHHS Faculty Secretary in written or electronic form at least 15 business days prior to the College faculty meeting at which it is to be considered. The Secretary shall in turn provide each member of the faculty with a copy of the proposed amendment at least ten business days prior to the meeting.

To be adopted, a proposed amendment must be discussed and voted upon at a regularly scheduled faculty meeting of the College, a quorum being present. Alternatively, a vote for the proposed amendment may be conducted electronically following the electronic voting procedure stipulated in Article IX, Section 5.

ARTICLE XIV. REVIEW AND RE-APPROVAL

The governing faculty, headed by the CEHHS Parliamentarian, shall initiate periodic reviews of

the bylaws of the College, allowing not more than four years between such reviews. The governing faculty within each department shall also conduct a review of their department bylaws two years after their initial approval, and periodically thereafter at a period not to exceed four years between reviews.

After completing the review, the College governing faculty shall hold a vote to re-approve—with or without revisions—the CEHHS Bylaws. The governing faculty within each department shall also re-approve—with or without revisions—their department bylaws. The College and departmental re-approval process shall require majority votes of the respective governing faculty bodies, quorum for conducting business having been achieved as stipulated in the respective bylaws of the College and departments.