

# BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT GEORGIA STATE UNIVERSITY

## ARTICLE I PURPOSES

Section 1. These *Bylaws* shall serve to provide rules for governing the composition, organization, and procedures of the faculty of the College of Education and Human Development of Georgia State University.

Section 2. These *Bylaws* shall guide the faculty of the College of Education and Human Development in the exercise of authority granted by the *Statutes of Georgia State University* (Article IX, Section 2 as adopted by the faculty of the university on October 15, 1976, and approved by the Board of Regents on January 12, 1977) and by the *Policies of the Board of Regents, University System of Georgia*.<sup>1</sup>

## ARTICLE II ADMINISTRATIVE OFFICERS

Section 1 Powers and Duties. The powers and duties of the administrative officers of the College of Education and Human Development are defined in Article VIII of the *Statutes of Georgia State University*.

## ARTICLE III THE FACULTY

Section 1 Membership. For the purpose of governance the voting faculty of the College of Education and Human Development shall consist of the dean of the college and all Tenured, Tenure-Track, and Clinical faculty members who hold the rank of professor, associate professor, assistant professor, or instructor. The President and the Provost and Vice President for Academic Affairs of Georgia State University shall be ex officio members of the faculty of the College of Education and Human Development. Faculty members holding emeritus status, adjunct faculty members, part-time faculty members, visiting faculty members, temporary faculty members and ex officio members may be privileged to attend all faculty meetings and shall have the right to be heard but not to vote. The dean may invite guests, including faculty members whose appointments are in other colleges of the university and administrators without faculty status in the college, for special purposes pertaining to their responsibilities. They may be granted the right to be heard, but not to vote.

Section 2 Powers. Subject to the *Policies of the Board of Regents, University System of*

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Revised bylaws approved by COE faculty on 4/27/07; Revised bylaws approved by COE faculty on 4/23/10; Revised bylaws approved by COE faculty on 12/10/10; Revised bylaws approved by COE faculty on 8/19/11; Revised bylaws approved by COE faculty on 4/27/12; Revised bylaws approved by COE faculty 8/22/14; Revised bylaws change of college name 7/1/15. Revised bylaws approved by CEHD faculty 4/21/17. Revised bylaws change in department names 07/01/18. Revised bylaws change approved by CEHD faculty 4/26/19.

*Georgia, the Statutes of Georgia State University (Article IX, Section 2), and the Bylaws of the University Senate, Georgia State University and subject to minimum requirements established by Georgia State University, the powers of the faculty of the College of Education and Human Development shall be:*

- A. To set up rules governing its own procedures and to adopt bylaws and regulations for matters within its jurisdiction.
- B. To determine entrance requirements for its students; to prescribe and define courses of study for them; to set up requirements for degrees and certificates; to enact and enforce rules for the guidance and government of the students; and, in general, to exercise jurisdiction over all educational matters within the college.
- C. To adopt resolutions on matters of concern to the college and/or the university.
- D. To initiate proposals on matters relevant to the general welfare of the college and its staff and to make recommendations on such proposals as may be initiated by relevant administrative officers.
- E. To elect representatives to committees of the university as appropriate.
- F. To carry out functioning committees. Regardless of their origin, resolutions must be provided to the faculty of the college at least seven (7) working days in advance of the meeting at which action is to be taken.

### Section 3 Meetings.

A. A regular meeting of the faculty of the college shall be held at least once each semester throughout the academic year. The Dean of the College of Education and Human Development shall be the presiding officer at the meetings of the College of Education and Human Development faculty. The following order of business shall be used for meetings of the faculty of the College of Education and Human Development:

- Call to order
- Announcements
- Reading, correcting, approving, or disposing of the minutes of the previous Meeting Reports of standing committees
- Unfinished business
- New business
- Adjournment

An agenda of all official matters to be considered at faculty meetings shall be provided at least seven (7) working days in advance of the meeting. Each faculty

member shall have the right to vote as specified in Article III, Section 1 above. There will be no voting by proxy. A quorum shall be thirty (30) percent of the faculty of the College of Education and Human Development as certified by the secretary of the College of Education and Human Development. In the absence of a quorum, any business transacted (except to fix the time to adjourn, recess, or take measures to obtain a quorum) is null and void. At the beginning of each academic year, the dean shall provide the total number/list of faculty members eligible to vote and the number constituting a quorum.

B. The Dean of the College of Education and Human Development may call special meetings as deemed necessary and must call such meetings when requested to do so by thirty (30) percent of the faculty. At least three (3) working days advance notice shall be given of any special faculty meeting. The business for a special meeting shall consist only of that designated in the notice. The statement of business to be considered must be specified. If action is to be taken at the meeting, this fact must be stated in the notice.

Section 4 Officers. The Dean of the College of Education and Human Development shall be the presiding officer at meetings of the faculty of the College of Education and Human Development. In the dean's absence, the presiding officer shall be a person designated by the dean. The dean of the College of Education and Human Development shall appointment a parliamentarian, who shall serve a one-year term. The dean's office shall keep minutes of meetings, circulate agenda and minutes to the faculty, and perform such other functions as may be assigned by the dean or the faculty. The parliamentarian shall interpret the rules of order governing the faculty at its regular and/or special meetings.

## **ARTICLE IV COMMITTEES**

Section 1 Committee Structure. The committees of the College of Education and Human Development shall consist of the Committee on Faculty Affairs, the Committee on Academic Affairs, the Committee on Research and Scholarship, the Committee on Student Affairs, and the Committee on Diversity of the College Community.

### A. Committee on Faculty Affairs

1. The domain of the Faculty Affairs Committee is the welfare of the faculty. Issues within this domain include but are not restricted to grievances, appeals, petitions, promotion and tenure policies, evaluation of faculty merit, compensation, "fringe" benefits, recruitment, dismissal, faculty development, faculty rights and responsibilities, working conditions, and faculty self-governance.

2. The committee shall design and/or approve and then present to the faculty:

- a. College policies and procedures for receiving problems and questions from the faculty concerning possible grievances or appeals, for advising faculty members about the means and pathways for recourse, for supervising and assisting the hearing of such grievances or appeals when hearings are requested and when the committee deems a hearing to be appropriate, and for forwarding the judgment(s) of the hearing committee(s) to appropriate other persons and officers, including in every case in which a formal hearing and judgment have been completed to the dean of the college. In carrying out these duties, the committee and any persons or groups appointed by the committee to such duties shall maintain the highest regard for the security and the reputation of all persons involved in such informal and formal grievances or appeals, holding the individuals comprising the committee and any groups appointed by the committee to such duties as safe harbors for the discharge of information potentially harmful either to the bearer or to other persons. The grievances or appeals contemplated here are those involving a member or members of the faculty regarding other faculty members, whether such members occupy administrative or non-administrative positions;
  - b. Faculty policies and procedures for peer review of promotional merit and of the suitability for tenure of faculty members.
  - c. Faculty policies and procedures for the evaluation of the merits of faculty members by the faculty and of the faculty by the administration.
3. As required the committee shall convene panels of the faculty to hear grievances brought by members of the faculty. Panels shall be selected by the following procedures:

Appeals panels for faculty grievances will consist of five full-time tenured faculty members except in the case of a grievance by a clinical faculty member, in which case the five-member panel will include three full-time clinical faculty members who have held their appointments for at least three years. Panel members will be selected randomly by the use of a computer program under the direction of the College of Education director of human resources. The selection process will exclude the department or departments of the faculty members who are the appellants and respondents in the grievance process. The chair of the Faculty Affairs Committee will convene the first meeting of the appeals panel so that the panel members can elect a chair and begin the appeal process in accordance with the document, College of Education Human Development, Faculty Grievance Procedures.

Those faculty members selected will be notified by e-mail, as will

the chairs of their departments. If there is a scheduling conflict, the faculty member and his or her department chair will provide a substitute member from that department; the substitute member must meet the criteria for selection described in the preceding paragraph. The substitution must be made and the name forwarded to the chair of the Faculty Affairs Committee within five working days of the notification of selection.

5. In addition to these policies and procedures the committee shall:
  - a. Provide the faculty with timely reports of its activities.
  - b. Advise the faculty as to the interpretation of these *Bylaws*.
  - c. Resolve all issues concerning the domain of standing committees.
  - d. Advise the faculty as to appropriate procedures in the event of conflict between faculty actions and administrative responses, and/or between administrative actions and faculty interests.
  - e. Constitute a sub-committee to implement policy and procedures for peer review of promotional merit and of the suitability for tenure of faculty members.
  - f. Design and/or approve and then present to the faculty such rules, guidelines, or further statements of policy and/or procedure as may appear necessary and useful to the welfare of the faculty.
  - g. Ensure that all policies, procedures, rules, and guidelines in the domain of the committee are carried out in a manner consistent with those policies, procedures, rules, and guidelines and in a timely manner.
  
6. The committee membership may consist of one representative elected from each department and division.

#### B. Committee on Academic Affairs

1. The domain of the Academic Affairs Committee is that which relates to non-certification courses and programs at the undergraduate, masters, and specialist degree levels. The committee shall concern itself with issues including, but not restricted to, course and/or program review and approval.
  
2. The committee shall design and/or approve and then present to the faculty:
  - a. College policies and procedures for non-certification course and/or program review. A list of non-certification courses and program will be published by the Office of the Dean on a periodical basis.
  - b. College policies and procedures for approval of proposed non-certification course and/or programs; and deactivation of non-certification courses and/or programs.

- c. College policies and procedures for non-certification admission, retention, and graduation requirements.
  - d. College policies and procedures for the structure and common requirements of master's degree and specialist degree programs.
  - e. College policies and procedures for guiding administrative units formed to expedite faculty efforts in the domain of academic affairs.
3. In addition, the committee shall:
    - a. Provide the faculty with timely reports on its activities.
    - b. Constitute a sub-committee to design and/or approve and then present to the faculty policies and procedures for doctoral degree programming to include policies and procedures for doctoral course and/or program review; policies and procedures for approval of proposed doctoral courses and/or programs; and deactivation of doctoral courses and/or programs; and policies and procedures for doctoral admission, retention, and graduation requirements, to include doctoral core course requirements and dissertation requirements. Subcommittee membership shall consist of those members of the Academic Affairs Committee who hold Graduate Faculty status, and members who hold Graduate Faculty status elected from any department whose representative on Academic Affairs does not hold Graduate Faculty status.
    - d. Design and/or approve and then present to the faculty such rules, guidelines, or further statements of policy and/or procedure as may appear necessary and useful in the domain of academic affairs.
    - e. Ensure that all policies, procedures, rules, and guidelines in the domain of the committee are carried out in a manner consistent with those policies, procedures, rules and guidelines and in a timely manner.
  4. The committee membership may consist of one representative elected from each department and division.

### C. Committee on Research and Scholarship

1. The domain of the Research and Scholarship Committee will be that which facilitates the generation and application of knowledge through research and scholarship.
2. The committee shall design and/or approve and then present to the faculty:
  - a. College policies and procedures to assure as needed, alignment with the University's Institutional Review Board for the conduct of research.

- b. College policies and procedures, and advice to the dean, concerning the mission and operations of the College of Education and Human Development Educational Research Bureau.
  - c. College policies and procedures that encourage and facilitate faculty and faculty-student research efforts and scholarship efforts.
  - d. College policies and procedures for distributing in-house research, graduate assistant, and public service funds.
  - e. College policies and procedures concerning the pay and working conditions of graduate teaching and research assistants.
  - f. College policies and procedures concerning the granting and renewal of Graduate Faculty Status.
  - g. College policies and procedures for guiding administrative units formed to expedite faculty efforts in the domain of research and scholarship.
  - h. College policies and procedures for reviewing applications for Graduate Faculty Status
3. In addition, the committee shall:
    - a. Provide the faculty with timely reports on its activities.
    - b. Provide the faculty and the dean with biannual reports concerning the sufficiency of the infrastructure that supports the conduct of research by members of the College community.
    - c. Design and/or approve and then present to the faculty such rules, guidelines, or further statements of policy and/or procedure as may appear necessary and useful in the domain of research and scholarship.
    - d. Insure that all policies, procedures, rules, and guidelines in the domain of the committee are carried out in a manner consistent with those policies, procedures, rules and guidelines and in a timely manner.
  4. The committee membership may consist of one representative holding Graduate Research Faculty Status or Graduate Professional Faculty Status elected from each department and division.

#### D. Committee on Student Affairs

1. The domain of the Student Affairs Committee is the welfare of the students in the College of Education and Human Development. In general, this committee shall determine and implement methods for aiding students in whatever ways possible to gain from the resources of the college and the university. Issues within this domain include, but are not restricted to, student evaluation of the faculty and the administration, student self-governance, aid for students with problems in enrolling in courses in other colleges of the

university, and the improvement of student life.

2. The committee shall design and/or approve and then present to the faculty:

- a. College policies and procedures for both formal and informal student-related grievances or appeals by students, former students, and prospective students arising from problems with other students, with faculty members, with college policies and procedures, or with the administration.
- b. College policies and procedures for increasing the quantity and quality of formal and informal interactions among students across departments.
- c. College policies and procedures for increasing the quantity and quality of formal and informal interactions between students and faculty across departments.
- d. College policies and procedures for coordinating publicity for speakers brought by departments or other units within and beyond the college.
- e. College policies and procedures for encouraging student involvement in non-course related college and university activities.

3. As required the committee shall convene panels to hear grievances and appeals by students, former students, and prospective students arising from problems with other students, with faculty members, with college policies and procedures, or with the administration. Panels shall be selected by the following procedures:

Appeals panels for student grievances will consist of four full-time faculty members and one student. Faculty members of the panel will be selected randomly by the use of a computer program under the direction of the Dean's Office Administrator. The selection process will exclude the department of the faculty member who is the respondent in the grievance process. The Dean's Office Administrator will contact the chairs of the departments for suggestions for a student panel member. The selection process will exclude the department of the student who is the appellant in the grievance process.

Selected faculty members and student member will be notified by e-mail. If there is a scheduling conflict, additional faculty and student members will be selected at random. Details of the hearing will be given to the panel once it is confirmed.

4. In addition to these policies and procedures, the committee shall:

- a. Provide the faculty with timely reports on its activities.

- b. Provide oversight to disbursement of the student activity fee.
  - c. Design and/or publish and then present to the faculty such rules, guidelines, or further statements of policy and/or procedures as may appear necessary and useful to the welfare of the students.
  - d. Ensure that all policies, procedures, rules, and guidelines in the domain of the committee, are carried out in a manner consistent with those policies, procedures, rules, and guidelines and in a timely manner.
5. The committee membership shall consist of one representative elected from each department, and one undergraduate student and one graduate student selected from departments in a rotating basis in alphabetical order. Student members will serve one-year terms.

E. Committee on Equity and Inclusion

1. The domain of the Committee on Equity and Inclusion includes monitoring current recruitment and retention efforts for underrepresented students and faculty members, and conducting a yearly evaluation of these efforts. Underrepresented students and faculty will herein include but not be limited to those groups identified in the University Senate policies. The committee will submit to the dean and the faculty of the College an annual report that will include a summary of yearly activities and recommendations for the upcoming year.
2. The committee shall design and/or approve and then present to the faculty:
  - a. College policies and procedures regarding recruitment and retention of underrepresented students.
  - b. College policies and procedures regarding recruitment and retention of underrepresented faculty members.
3. In addition to the policies and procedures the committee shall:
  - a. Provide the faculty with timely reports of its activities.
  - b. Advise the faculty as to the interpretation of the aforementioned policies and procedures.
  - c. Monitor recruitment and retention efforts in the College for underrepresented students and faculty.
4. The committee membership may consist of one representative elected from each department and division; and one student representing a department and division selected on a rotating basis in alphabetical order. Student members will serve one-year terms.

Section 2: Committee Procedures. Unless provided for separately, each of the standing committees of the College of Education and Human Development shall be guided by the following procedures:

A. Departmental and division elections shall be held no later than April 1 or the nearest work day. Persons elected shall assume committee responsibilities at the start of the following fall semester. The dean, associate deans, assistant deans, directors, department chairs, and division chairs are not eligible for elected committee membership. The dean may appoint a representative to serve as an ex officio member to standing committees.

B. In order to provide continuity of membership, members of elected standing committees and subcommittees will serve a three-year term, with two members rotating off the committee each year. In the event a committee member resigns or is otherwise unable to complete the term of service, that member's department or division shall elect an eligible replacement to serve the remainder of the term.

C. Members of the Advisory Committee on Faculty Promotion and Tenure and the Committee on Cumulative Review of Tenured Faculty may not serve consecutive terms or parts thereof.

B. Committee Organization.

1. Each standing committee of the college shall develop its own procedures to execute the functions designated to it within these *Bylaws*.

2. Each committee shall elect a chair and a secretary annually. Ideally, the chair should have served at least the previous year. The chair shall be responsible for the duties of the office, including such responsibilities as calling meetings, presiding over meetings, preparing agendas, and reporting to the faculty. The secretary shall be responsible for the duties of the office, including such responsibilities as preparing and distributing minutes of each meeting to the members of the committee.

3. Each committee shall provide a suitable accessible archive to the office of the dean for the maintenance of the records, minutes, and proceedings of the standing committee and of each of its sub-committees. A copy of the minutes of each meeting will be delivered to the dean following each committee meeting.

### C. Committee Activities.

1. Each standing committee shall consider issues within its domain. These issues must be initiated by the committee or by any faculty member(s).
2. Each committee shall make periodic reports to the faculty of its activities, achievements, and established policies and procedures. Departmental and division representatives shall be responsible for informing their departmental faculties of committee activities.
3. Each standing committee shall be responsible for the coordination of its efforts with the appropriate committee(s) of the Senate of the university, and other relevant organizations and/or administrative units in the university.
4. Meetings of the standing committees shall be open to all faculty members. Only members have the privilege of voting, unless a committee member who cannot attend a meeting designates a proxy who shall be granted full member privileges including voting. Proxy designation will be duly noted in official minutes of the meeting. The minutes of such meetings shall be open to inspection by the faculty, except that both meetings and minutes are closed to non-members of the relevant standing committees in cases in which confidential information about individual(s) would be revealed. The responsibility for determination of confidentiality shall rest with the committee. The committee shall secure the consent of the individual(s) involved before opening a meeting or making such information available in the minutes. Actions by a committee or subcommittee may be taken by electronic voting. Motions should be sent to the official university email address of record of each committee member, and the committee chair must afford the committee members a reasonable amount of time, and no less than two business days, to respond to a request to vote by email. At least a majority of the entire committee membership must participate before an electronic vote can be considered valid. At least a majority of those responding must vote affirmatively for a motion to pass. Non-responses will not count as either affirmative or negative votes or as abstentions. If a committee member objects to using electronic voting for a particular motion at the time of the vote, voting on the motion must be delayed to an official meeting of the committee. The results of an electronic vote must be reported at the minutes of the next meeting.
5. To the various ends of investigating, reporting, judging, and presenting approved policies and procedures so designated as committee functions, each standing committee shall be empowered to create subcommittees.

Section 3. No action affecting policies, procedures, courses, and/or programs taken by any

committee of the College of Education and Human Development will take effect until such action has been presented to the faculty and affirmatively supported by a majority vote at its next regularly scheduled meeting. Committee actions may be reported to the faculty in a single report or presented individually at the discretion of the committee chair.

Actions affecting courses and/or programs may be taken by electronic voting. Motions should be sent to the official university email address of record of each eligible College of Education and Human Development faculty member. Faculty must be afforded a reasonable amount of time, and no less than five business days, to respond to a request to vote by email. At least a majority of the College of Education and Human Development faculty must participate before an electronic vote can be considered valid. At least a majority of those responding must vote affirmatively for a motion to pass. Non-responses will not count as neither affirmative nor negative votes or as abstentions. If a faculty member objects to using electronic voting for a particular motion at the time of the vote, voting on the motion must be delayed to a College of Education and Human Development Faculty meeting. The results of an electronic vote must be reported at the minutes of the next meeting.

## **ARTICLE V DEPARTMENTS**

Section 1 Definition. A department and a division are administrative units of the College of Education and Human Development organized for the purpose of conducting programs on instruction, research, and service. The faculty of the department shall consist of the members defined in Article V, Section 1 of the *Statutes of Georgia State University*.

Section 2 Department and Division Chairs. (See Article X, Section 3 of the *Statutes of Georgia State University*).

### Section 3 Faculty.

A. Responsibility. The faculty of a department or a division, subject to the direction of the faculty of the College of Education and Human Development or of the Professional Education Faculty, shall be responsible for its curriculum and shall have power to determine matters of administration internal to the department and division.

B. Meetings. The faculty of a department or a division shall meet at least once each semester except for the Summer Semester. At all meetings of the departmental or division faculty, the chair of the department or division shall be the presiding officer. Minutes shall be maintained, and copies shall be transmitted formally to the dean of the college.

Section 4 Departmental or Division Organization. The teaching function of the college shall be organized on the basis of disciplines into departments and divisions. Departments and division currently include:

Department of Communication Sciences and Disorders  
 Department of Counseling and Psychological Services  
 Department of Early Childhood and Elementary Education  
 Department of Educational Policy Studies  
 Department of Kinesiology and Health  
 Department of Learning Sciences  
 Department of Middle and Secondary Education

Section 5 Departmental and Division Policies and Procedures. Each department or division within the College of Education and Human Development shall develop policies and procedures covering matters of its internal administration, such as course offerings, academic programs, faculty appointments and reappointments, granting of tenure, promotion, appeals, dismissal, faculty evaluation, and departmental budget review, subject to Article 1, Section 2 and Article III, Section 2 above.

## **ARTICLE VI**

### **PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings of each faculty meeting. A favorable vote by a simple majority of the faculty present and voting shall constitute approval, provided a quorum is present.

## **ARTICLE VII**

### **AMENDING**

These *Bylaws* may be amended at any regular meeting of the College of Education and Human Development faculty by a two-thirds vote, provided that the amendment has been submitted in writing at a previous meeting.

## **ARTICLE VIII**

### **INTERPRETATION**

Section 1. All questions of interpretation, meaning, and intent of these *Bylaws* shall be decided by the Faculty Affairs Committee by a majority vote.

Section 2. Questions of interpretation may be brought to the Faculty Affairs Committee by any voting member of the college. All such questions must be presented in writing to the committee chair.

Section 3. All interpretations of these *Bylaws* must be provided, in writing, to all members of the college.

## **ARTICLE X IMPLEMENTATION**

Section 1. The Policies of the Board of Regents, University System of Georgia, the Statutes of Georgia State University, and the Bylaws of the University Senate prevail and take precedence over these Bylaws. Provisions of the Policies of the Board of Regents, University System of Georgia, the Statutes of Georgia State University, and the Bylaws of the University Senate applicable to the faculty of the college, to the college administration, to departments and to departmental faculty and administration, are applicable to the College of Education and Human Development.

These Bylaws, including the attached glossary, shall become effective upon their adoption by the College of Education and Human Development faculty and subsequently their approval by the Dean of the College of Education and Human Development, the Vice President of Academic Affairs, and the President of the University

## GLOSSARY

These definitions apply to the interpretation of these *Bylaws* and were approved by the College of Education and Human Development Faculty on May 15, 1991.

Appeal - A request for review of an action taken or decision made concerning any petition which action or decision is believed by the student or appellant to have been arbitrary, capricious, or discriminatory. An appeal is heard and judged by the appropriate standing committee.

Grievance - The most general form of complaint. A grievance may involve (A) situations where, due to some special or unique circumstances, unfairness or inequity has ensued or would ensue from the implementation of established academic policies, procedures, rules, or guidelines or (B) academic treatment thought by the student or grievant to be injurious, unjust, or wrong.

Petition - A request for remedy of a grievance. There are two kinds of petitions: (A) Petitions of Waiver or Variance are requests for exceptions to established academic policies and procedures and (B) Petitions for Resolution are requests for redress of academic treatment that students or petitioners believe to be injurious, unjust, or wrong. Petitions are received and acted upon by designated individuals, departments, and/or committees.

Resolution - A motion of particular complexity, especially a motion that seeks to create policy and/or procedure for the assembly, and thus should be presented in written form.