

CONSTITUTION OF THE FACULTY OF THE COLLEGE OF EDUCATION TABLE OF CONTENTS

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PREAMBLE

This Constitution is written to compliment and be consistent with the University of Houston Constitution of the Faculty Senate, Texas Higher Education Coordinating Board, and the Board of Regents. In matters that conflict, the University of Houston Constitution of the Faculty Senate and the policies and procedures of the Texas Higher Education Coordinating Board and the Board of Regents are the ruling documents.

Principles. Shared governance is a collective commitment of the faculty, administration, students, and staff of the College of Education to work cooperatively, together with other University constituencies, to achieve a common vision of excellence for the College. Successful shared governance requires an active partnership at all levels of the enterprise, from individual programs to the overall College, to provide a basis for joint participation in developing priorities and formulating policy recommendations. Effective enactment of shared governance depends on mutual trust, shared confidence, and on-going communication between faculty, administration, students, and staff, informed by an appreciation of their interdependent roles and responsibilities.

Faculty Role in Shared Governance. The faculty provides excellence in research, teaching, service, and community engagement that determines the quality and reputation of the University. The faculty has a major role in developing recommendations for academic policies, establishing performance standards, and in protecting academic freedom. Therefore, the faculty has a primary responsibility to develop degree programs and monitor curricular matters. Recommendations about appointments, promotion, tenure, and post-tenure review are a central faculty responsibility. Accordingly, the faculty has significant input in the formulation of budget priorities, including compensation policies. The faculty has a major role in the selection and review of administrators at all levels of the University. The faculty assists in setting goals to improve the quality of campus life, the surrounding community and the national academic standing of the institution.

ARTICLE I. NAME OF THE ORGANIZATION: "THE FACULTY OF THE COLLEGE OF EDUCATION"

By act of the administration of the University of Houston and the Board of Regents of the University of Houston System, and by registry with the Texas Higher Education Coordinating Board, this academic unit is known as the "College of Education."

ARTICLE II. MISSION

The mission of the faculty of the College of Education is to contribute to and support the mission of the College of Education. This mission is posted in the permanent record of the college accessible to all faculty members.

In the spirit of shared governance and consistent with the rights and responsibilities of the faculty the COE Faculty should have substantial input into the mission statement including having a majority vote of the faculty to approve the mission.

ARTICLE III. AUTHORITY, RIGHTS, AND RESPONSIBILITIES

Section 3.1. The Constitution of the faculty of the College of Education is hereby established in order to facilitate a productive intellectual community; cultivate collaborative and cooperative relations among faculty, administration, and students; affirm and assure academic freedom; and promote the general welfare and rights of individuals. As such, the faculty of the College of Education are critical to shaping and executing the mission of the College of Education and, therefore, have rights and responsibilities to engage in governance as described in this document.

Section 3.2. Information Sharing and Coordination.

All faculty members shall have access to the secure permanent record of the College. All College Committees shall post minutes of their meetings to the secure permanent record of the College. The Faculty representatives of committees shall communicate information from their respective committees to their respective departments. Likewise, faculty representatives shall represent their respective departments and bring issues related to programs, policy initiatives, activities, and general matters to their respective committees. Committee chairs, in consultation with the Faculty Executive Committee, can make requests to other committees or associated groups for consideration of matters. The Faculty Executive Committee shall communicate and coordinate with the Dean regarding constitutionally specified activities.

Section 3.3 Authority of the Faculty

- The faculty will engage in shared governance and decision making with the Dean and College Administration on matters of the organization, administration, and policy, and related budget of the College.
- The faculty shall have the authority to advise and make recommendations on matters of educational policy, to enact constitutional provisions as it may deem

desirable to promote or enforce these policies, and to make recommendations on curricula and proposed courses of study;

- Eligible faculty members may vote and hold elected office in the College of Education, Faculty Senate, and other appropriate governance groups. (Refer to where definition of eligible faculty is found).

Section 3.4. Academic Freedom

Academic freedom shall be interpreted according to the most recently affirmed policy of the Texas Higher Education Coordinating Board and subsequently approved policy statements of the Board of Regents of the University of Houston System.

Section 3.5. Representation on University Bodies

In electing representatives to the Faculty Senate and University Committees, the University of Houston Faculty Senate bylaws define eligibility to vote and to serve. According to the bylaws at the time of writing of this constitution, “An eligible faculty member is a full-time, tenured or tenure-track faculty member or a full-time Library faculty member or a full-time non-tenure track faculty member with at least three years of continuous service at the University of Houston. For the purposes of these Bylaws, a non-tenure track faculty member is defined as instructional, research, or clinical with the rank of Professor, Associate Professor, or Assistant Professor. Some committees have additional requirements.”

Section 3.6 Faculty Right to Information about how their work is evaluated.

Faculty members have the right to know what is required of them in their work and how that work is judged. All principles and procedures on which decisions on tenure, promotion, salaries and increases and evaluations are made, and all results of those decisions shall be made known to the individual faculty member. Faculty members have the right to appeal such decisions in accordance with University procedures. In addition, faculty members shall have access to a summary statement showing the distribution of evaluation results, salary increases, and tenure and promotion decisions. Faculty members shall have access to individual and group evaluation data (e.g., performance rankings) as provided by law and University and College procedures.

The Secretary of the FEC shall post the most up-to-date College and Departmental Bylaws, Policies and Procedures, and other pertinent documents (e.g., promotion and tenure criteria) and other relevant information (e.g., meeting minutes) on the secure permanent record of the College of Education faculty.

ARTICLE IV: Faculty Membership

- An eligible faculty member is a full-time, tenured, tenure-track, or non-tenure track faculty member.
- For the purposes of this Constitution, a non-tenure track faculty member is defined as instructional, research, or clinical with the rank of Professor, Associate Professor, or Assistant Professor.
- Additionally, a full-time visiting faculty member who has at least three years of continuous service at the University of Houston is also an eligible member.
- The Nominations and Elections committee will maintain a current list of eligible faculty members.

Section 4.1. Voting

All eligible faculty may nominate and vote on membership for all standing committees with the exception of the Promotion and Tenure Committee and the Research Committee. Eligible tenure and tenure-track faculty may nominate and vote for the Promotion and Tenure Committee and Research Committee.

ARTICLE V. OFFICERS OF THE FACULTY

Section 5.1. Faculty Officers

The officers of the Faculty Executive Committee shall consist of the Chair, Chair-elect, Secretary, and Secretary-elect. Each of these officers shall be full-time tenured faculty members.

Section 5.2. Duties

The Chair of the Faculty Executive Committee (FEC) shall convene and chair meetings of the Faculty and the FEC. The Chair shall be responsible for preparing the agenda of Faculty meetings in consultation with the FEC and the Dean. The Chair shall serve as a member of the Administrative Cabinet.

The Chair-elect of the FEC shall assume the duties of the Chair in his/her absence. The Chair-elect shall also serve as the Parliamentarian of the Faculty and as a member of the Administrative Cabinet.

The Secretary shall keep the minutes of the Faculty and the FEC meetings, shall submit them for approval to the Faculty and FEC, as appropriate, and shall maintain a secure permanent record that is accessible to all faculty members.

All officers of the Faculty shall serve as members of the Faculty Executive Committee, with additional representation to the faculty executive committee as specified in section Article VII.

Section 5.3. Nomination and Election of Officers

The officers of the Faculty shall be elected by a majority vote of all eligible faculty members who cast ballots in the confidential election.

ARTICLE VI. MEETINGS OF THE FACULTY

Section 6.1. Regular Meetings

The Faculty of the College shall have a formal meeting at least once each academic semester (fall and spring) for the entire faculty of the College of Education. The Chair shall announce the regular faculty meetings within thirty (30) working days after the start of classes each semester, fall and spring. The Chair of the FEC shall distribute the agenda for a regular meeting at least ten (10) working days before the meeting. Agendas will include notice of any issues to be voted on during the meeting.

Section 6.2. Special and Emergency Meetings

The Chair of the FEC may call a special meeting of the Faculty on his/her own accord, at the request of the Dean, or upon petition of ten (10) or more members of the Faculty. Written notice of a special meeting shall be distributed at least five (5) working days before the meeting, with an agenda distributed at least two (2) working days before the meeting.

An emergency meeting of the Faculty may be called by the Dean or by three (3) or more members of the Faculty Executive Committee. Written notice of an emergency meeting shall be distributed to the Faculty at least one (1) working day (twenty-four hours) before the meeting. The notice shall include the agenda for the meeting. Discussion and action taken at an emergency meeting shall be limited to the agenda accompanying the notice for the meeting.

Section 6.3. Attendance and Voting Privileges at Faculty Meetings

Unless otherwise specified in the call of the meeting, a regular meeting of the Faculty may be attended by members of the Faculty, by staff, and by students who are members of standing and ad hoc committees, and by one representative of each College of Education student organization officially recognized by the University. Faculty advisors of student organizations will provide the secretary of the FEC with a list of representatives who should be invited to faculty meetings. Voting privileges at meetings of the Faculty are specified in Article IV (Membership).

Section 6.4. Definition of "Working Days"

For the purpose of notification of faculty meetings and for all other references in the Constitution, "working days" are defined as days during which classes or examinations are scheduled, excluding Saturdays and Sundays. In most cases, faculty meetings, committee meetings, and related work will take place during the fall and spring semesters. Faculty who are asked to work outside of a 9-month contract should be compensated for their time.

Section 6.5. Rules of Procedure

Faculty meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order, Newly Revised, in the absence of rules of procedure in the Constitution and Bylaws to the contrary. The Chair Elect of the FEC will serve as the parliamentarian at faculty meetings.

Section 6.6. Quorum

Forty (40) percent of the Faculty who are eligible is required for a vote of the faculty to be recorded. The Chair of the Nominating Committee will be responsible for certifying a quorum. If the Chair of the Nominating Committee is not present, the Chair-elect of the Faculty Executive Committee will be responsible for certifying a quorum.

All ballots cast in electronic voting (i.e., yes, no, and abstentions) count toward the quorum.

Section 6.7. Voting Procedures

Each faculty member will have one vote. No proxy votes will be recognized.

Except where the constitution provides otherwise, all elections and matters voted upon shall be determined by a majority of those voting.

Written or electronic ballots shall be used for elections. Other matters may be determined by a show of hands. Confidential ballots may be requested for a particular vote by a request made to the Faculty Executive Committee chair at least 5 days prior to the meeting.

If the majority of votes cast are abstentions, then the vote will be considered invalid.

Only yes or no votes are counted in calculating the proportion of affirmative votes (i.e., the numerator is the total number of yes votes and the denominator is the total number of yes votes plus the total number of no votes).

ARTICLE VII. FACULTY EXECUTIVE COMMITTEE

Section 7.1. Membership

The Faculty Executive Committee (FEC) shall consist of the following eligible members of the Faculty:

- Chair of the Faculty;
- Chair-elect of the Faculty;
- Secretary of the Faculty;
- Secretary-elect of the Faculty;
- One representative from each department; and
- One at-large member representing non-tenure track faculty.

The officers of the FEC will be tenured faculty members. Faculty in administrative positions are ineligible to serve on the Faculty Executive Committee, including Deans, associate deans, chairs, and associate chairs.

Section 7.2. Election of Members

The Chair-elect, Secretary-elect, and at-large member shall be nominated and elected from the College at-large according to the procedures in Article VIII. The Chair and Secretary shall succeed to their positions from the positions of Chair-elect and Secretary-elect. The department representatives shall be elected by the Faculty members of each department according to procedures established in the respective departments. FEC representatives elected by their Department may be tenure-track or non-tenure track faculty, and all eligible faculty as defined in the Constitution of the College of Education may participate in departmental elections.

Section 7.3. Terms of Office

Members of the Faculty Executive Committee shall serve two-year terms. The second year of service for the Chair-elect and Secretary-elect shall be the year of service as Chair and Secretary, respectively. When possible, terms of service among the departmental representatives shall be staggered with one or two departmental positions coming open for election each year.

Section 7.4. Meetings

The Chair of the Faculty Executive Committee will convene a formal meeting of all Faculty Committee Chairs at least once a semester.

The Chair of the Faculty Executive Committee will convene a meeting with the College Administrative Cabinet at least once a semester.

The Faculty Executive Committee shall meet at least once per month each semester and at such other times as called by its Chair, at the request of the Dean, or at the request of two or more members of the Committee. The call for a meeting shall precede the meeting by at least two (2) working days.

The Chair of the FEC shall chair the meetings of the Faculty Executive Committee. The Secretary shall keep the minutes of the committee, shall submit them for approval to the FEC, and will store them in a secure location accessible to all faculty members. In the absence of the Chair or Secretary, the Chair-elect or Secretary-elect shall assume their duties, respectively.

Section 7.5. Duties

The duties of the Faculty Executive Committee shall include:

- Engaging in shared governance and decision making with the Dean and College Administration on matters of the organization, administration, policy, and budget of the College; ;
- Representing the collective interests of the Faculty in the process of shared governance and decision making;
- Bringing to the attention of the Faculty, for action and/or discussion, such matters as may be of interest and concern to the Faculty;
- Convening, prior to October 1 of each fall semester, each standing and ad hoc committee for the purpose of organization;
- Designating matters requiring consideration or action to the appropriate standing and ad hoc committees of the Faculty;
- Preparing and distributing the agenda and minutes for College faculty meetings;
- Conducting an annual review of the College Budget,; and
- Conducting a review of the Dean.

Section 7.5.1. Dean's Review

A Dean's review will occur at least every two (2) years for the purpose of providing feedback to the Dean. The form and content of the review process shall be developed by the FEC in cooperation with the Dean and shall be submitted to the Faculty during the spring semester of a review year. The FEC should consider the timing and nature of other reviews of the Dean in the administration of this duty. A report of the results and an executive summary of the report shall be prepared by the faculty members of the FEC, shall be submitted to the Dean, and shall be discussed by the faculty members of the FEC and the Dean. The executive summary shall be shared with the Faculty of the College at least 10 days prior to a faculty meeting at the end of spring semester, and the Dean shall respond to the review at this faculty meeting.

ARTICLE VIII. COMMITTEES

There are two types of committees: 1) Standing committees, and 2) ad hoc committees. There are two types of standing committees.

Section 8.1. Standing Committees Elected Completely by Faculty

The standing committees of the Faculty shall be the following:

- Nominations and Elections
- Student Scholarships Committee
- Faculty Development
- Assessment and Institutional Effectiveness Committee
- Undergraduate Studies Committee
- Graduate Studies Committee
- Research Committee

Section 8.2 Ad Hoc Committees

The Dean and/or the Faculty Executive Committee may establish ad hoc committees as necessary for the effective functioning of the College.

The Dean and Faculty Executive Committee shall confer about the purpose, duration, and membership of proposed ad hoc committees. The Dean, Chair, and Chair-Elect of the FEC shall also consult with the Administrative Cabinet about the purpose, duration, and membership of proposed ad hoc committees.

The final specifications for the purpose, duration, and membership of an ad hoc committee shall be recorded in the minutes of the Faculty Executive Committee prior to the first meeting of the ad hoc committee.

Section 8.3. General Committee Procedures

Section 8.3.1. Election and Terms of Committee Members

The general nomination and election process for standing and ad hoc committees is described in sections 8.4 and 8.5. Special considerations related to each committee may be specified in the constitution and should be followed by the Nominations and Elections Committee.

Except where specified otherwise, faculty members of committees shall serve two-year terms. Ideally terms shall be staggered such that approximately half of the member positions come open for election each year. Student members of committees shall serve one-year terms.

Section 8.3.2. Organizational Meetings and Election of Committee Chairs and Secretaries

The FEC Chair or designee shall call the initial organizational meeting. During the organizational meeting, the members of the committee shall elect a Chair and Secretary. The results of the election shall be recorded, reported to the Secretary of the FEC, and stored in the secure permanent record of the College. These provisions for electing the Chair and Secretary do not apply to the Faculty Executive Committee.

During the organizational meeting, members of a committee will review the duties of the committee as described in the constitution and develop an agenda and plan activities for the academic year. The secretary of the committee will record the agenda and plan and report this information the Secretary of the FEC who will store the committee information in the secure permanent record of the college.

During the organization meeting of committees with student representation that provide for the student(s) to be selected by committee members, the committee shall select or decide on a process for selecting the student member(s) and identifying topics with which they engage.

Section 8.3. Duties of the Chair and Secretary of Standing and Ad Hoc Committees

Except where specified otherwise, the committee Chair shall be responsible for establishing the committee's meeting times, preparing meeting agendas, and conducting meetings. The Chair shall consult with the Dean (or dean's designee) and FEC Chair (or designee) in preparing meeting agendas.

Except where specified otherwise, the committee Secretary shall record the minutes of meetings, shall distribute the minutes to committee members for approval, as appropriate, and shall post minutes approved by the committee to secure permanent record of the College with the assistance of the Secretary of the FEC.

Section 8.3.4. Quorum, Procedures, and Support

A quorum for meetings of standing and ad hoc committees shall be a majority of the members.

Unless a committee establishes its own procedural rules, the meetings of standing committees shall be conducted according to the current edition of Robert's Rules of Order. In the event a committee establishes its own procedural rules, those rules shall be submitted to the Secretary of the FEC and posted in the secure permanent record of the College.

With the exception of the College Promotion and Tenure Committee, standing committees shall meet at least twice each semester, fall and spring.

The Dean or a dean's designee shall provide administrative support to facilitate the conduct of committee business and implement committee actions.

Section 8.3.5. Resignations and Vacancies

A committee member who wishes to resign shall inform in writing the committee chair and Chair of the Nominations and Elections Committee. Any committee position held by a Faculty member who leaves the College shall be considered vacant. Special elections for resignations and vacancies shall be conducted according to procedures specified for that committee. If a committee member misses two meetings, then any of the other committee members can propose that that member be relieved of their membership in the committee and replaced by another faculty member after a vote of 50% or more of the committee members. The new member will be nominated and elected in a special election conducted by the nominating committee using the standard election procedures.

Section 8.4. Nomination Procedures for At-Large Elections

Each March or as needed, the Nominations and Elections Committee shall notify the Faculty of the offices that shall come open in the following academic year or have become open for various reasons (See Section 8.4.5). At the time of this notice the Committee shall distribute nomination ballots and a roster of members of the Faculty. The roster shall note the eligibility for candidacy of each member of the Faculty.

Only candidates nominated by members of the Faculty may stand for election. Confidential nomination ballots cast by the Faculty shall be considered valid if they are returned within five (5) working days after their distribution and if, on the ballot, there is notice of the willingness of the member nominated to be a candidate for office. Confidential ballots will be submitted, tallied, and reported by the nomination committee. The Chair of the Nominations and Elections Committee shall review the nomination ballots and the tellers of the Committee shall certify the count of the ballots no later than two (2) working days after the period for nominations has closed.

Prior to conducting elections, the nomination committee will review the qualifications of nominees that are specified in the constitution and eliminate ineligible nominees. When a committee is associated with an Associate Dean, the Associate Dean will be invited to serve as an ex officio member of the nomination committee in the review of qualified applicants.

Section 8.5. Election Procedures for At-Large Elections

Voting shall be conducted by secret ballot through a secure electronic platform or at a meeting either of the full Faculty or the departmental Faculties, to be determined by the members of the Nominations and Elections Committee.

Elections at meetings:

- The nominations committee member or departmental designee will officiate over elections at meetings.
- A quorum of 40% of faculty must be present to hold a vote at a meeting.
- The elections official shall provide a secret ballot, which may include paper ballots or confidential electronic procedures.
- When using paper ballots, a teller will be appointed to count along with the election official.
- A nominee shall be considered elected if he/she receives a majority of the votes cast for the office being sought.
- Results of votes at meetings should be announced prior to the end of the meeting.

Elections outside of meetings.

- When conducting elections outside of meeting times, a ballot containing the names of all valid nominees for open positions shall be distributed to all members of the Faculty who are eligible to vote using a secure electronic platform.
- The distribution of election ballots shall take place no later than ten (10) working days after the tally of nomination ballots.
- Election ballots cast by the Faculty shall be considered valid if they are submitted within ten (10) working days after their distribution.
- The Chair of the Nominations and Elections Committee shall review the nomination ballots and the tellers of the Committee shall certify the count of the ballots no later than two (2) working days after the period for elections has closed.
- A nominee shall be considered elected if he/she receives a majority of the votes cast for the office being sought.

If, for any position, no candidate receives a majority of the votes cast, a run-off election between the two nominees receiving the largest number of votes shall be conducted in accordance with regular election procedures.

In elections in which more than one person may be elected on the same ballot, any nominee who receives a majority of the votes cast shall be elected. For positions for which no candidate receives a majority of the votes cast, a run-off election shall be held among the top vote-getting nominees. The ballot for a run-off election shall contain no more than

twice the number of candidates for the number of positions to be filled. Nominees who receive the largest number of votes for each vacant position in the run-off election shall be considered elected. Run-off elections for multiple position ballots shall be conducted in accordance with regular election procedures.

The Nominations and Elections Committee shall announce election results to the Faculty within five (5) working days of the final tally after all regular and run-off elections have been completed.

During the first election year under this Constitution and Bylaws, the Nominations and Elections Committee shall designate the periods of membership on those committees that call for staggered terms. The faculty members who receive the highest numbers of votes shall be designated to serve two-year terms; those faculty members who receive fewer votes shall be designated to serve one-year terms.

When a committee vacancy occurs during the academic year, the Nominations and Elections Committee shall hold a special election within two weeks after the vacancy becomes known. If the vacancy occurs after May 1 of the year, the special election shall be conducted at least twenty (20) working days of the beginning of the fall semester. Special elections shall be conducted in accordance with regular election procedures.

If the nomination committee is not able to recruit a nominee within 20 working days for a position and it is an at large position, then the FEC will appoint the committee member. If the nomination committee is not able to recruit a nominee for a position and it is a Department position, then the Department chair will appoint the committee member.

Section 8.6. Departmental Elections

For elections that require representatives to be elected from the departments, each department shall establish its own nominations and elections procedures. These procedures should specify that all eligible faculty as defined in the Constitution of the College of Education may participate in departmental elections.

Section 8.7. Nominations and Elections Committee

Section 8.7.1. Membership

The Nominations and Elections Committee shall consist of one member from each department elected by the members of the department's Faculty.

Section 8.7.2. Duties

The duties of the Nominations and Elections committee shall include:

- The scheduling, arranging, and conducting of nomination polls and final elections.

- Members shall serve as a board of tellers for each election.
- The Nominations and Elections Committee shall also be responsible for monitoring the provision for staggered terms on College committees and for encouraging that that provision to be met.

Section 8.7.3. Meetings

The Committee shall meet at least once in the fall semester to plan the nominations and election schedule for the following spring and shall meet as necessary throughout the year at the call of its Chair.

Section 8.8. Student Scholarships Committee

Section 8.8.1. Membership

The Student Scholarships Committee shall consist of the following members:

- One member from each department elected by the members of the department's Faculty
- One member elected at large.
- A Dean's designee is an ex officio member of this committee.

Section 8.8.2. Duties

The Student Scholarships Committee shall coordinate and conduct reviews of applications for student scholarships in collaboration with the Dean's designee.

Section 8.8.3. Meetings

The Committee shall meet at least once in the fall semester to plan for scholarship application reviews the following spring and shall meet as necessary throughout the year at the call of its Chair.

Section 8.9. Faculty Development Committee

Section 8.9.1. Membership

The Faculty Development Committee shall consist of the following members:

- One representative from each department elected by the faculty from that department;
- One at-large member elected by the faculty.

Section 8.9.2. Duties

The College Faculty Development Committee shall be responsible to the Faculty of the College for:

Faculty Development

- Formulating and recommending policies governing faculty development in the College;
- Evaluating proposals for faculty development leave;
- Recommending recipients for the faculty teaching excellence awards;
- Advising on the expenditure of funds that may come available for supporting faculty development; and
- Assisting the Office of the Dean in the identification and/or interpretation of needs and trends in faculty development.

Section 8.9.3. Meetings

The Committee shall meet at least once in the fall semester to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.10. Undergraduate Studies Committee

Section 8.10.1. Membership

The Undergraduate Studies Committee shall consist of the following members:

- One representatives from each department elected by the faculty from that department;
- One undergraduate student, ex-officio, selected by members of the committee; and
- Dean or dean's designee, ex-officio, usually the Associate Dean for Undergraduate Studies.
- One of the eligible faculty senators elected to the Undergraduate Studies Committee of the Faculty Senate will be elected to the committee under the authority of the nominating committee. This faculty senator serves as the College representative to the University Undergraduate Studies Committee, as required by the Faculty Senate of the University of Houston.
- Additional faculty senators (if any) from the College of Education who serve on the Faculty Senate Undergraduate Committee are ex officio members of the College Undergraduate Committee.

Section 8.10.2. Duties

The College Undergraduate Studies Committee shall be responsible to the Faculty of the College for:

- Assisting the Office of the Dean and the Office of the Associate Dean for Undergraduate Studies, in the identification and/or interpretation of needs and trends in undergraduate education.

- Reviewing departmental proposals for changes in undergraduate curricula and recommending action to the Faculty; and,
- Formulating and recommending policies governing undergraduate studies in the College;

Section 8.10.3. Meetings

The Committee shall meet early in the fall semester to review changes or additions to the curriculum, to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.10.4 Eligibility

In order to be eligible for nomination for election to the Undergraduate Committee, the faculty member must satisfy the following criteria:

- Must have taught at least one undergraduate class in two of the three years preceding nomination
- Must be actively involved in the undergraduate academic programs administered within their own academic unit.

Section 8.11. Graduate Studies Committee

Section 8.11.1. Membership

The Graduate Studies Committee shall consist of the following members:

- One representatives from each department elected by the faculty from that department;
- One graduate student, ex-officio, selected by the members of the committee; and
- Dean or dean's designee, ex-officio, usually the Associate Dean for Graduate Studies
- One of the eligible faculty senators will be elected to the committee under the authority of the nominating committee. This faculty senator to serve as the College representative to the University Graduate Studies Council, as required by the University Graduate Studies Council.
- Additional faculty senators from the College of Education who serve on the Faculty Senate Graduate Committee (if any) are ex officio members of the College Graduate Committee.

Section 8.11.2. Duties

The Graduate Studies Committee shall be responsible to the Faculty of the College for:

- Assisting the Office of the Dean and the Office of the Associate Dean for Graduate Studies in the identification and/or interpretation of needs and trends in graduate education.
- Reviewing departmental proposals for changes in graduate curricula and recommending action to the Faculty; and
- Formulating and recommending policies governing graduate studies in the College;

Section 8.11.3. Meetings

The Committee shall meet early in the fall semester to review changes or additions to the curriculum, to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.11.4 Eligibility

In order to be eligible for nomination for election to the Graduate Committee, the faculty member must satisfy the following criteria:

- Must have taught at least one graduate class in two of the three years preceding nomination
- Must be actively involved in the graduate academic programs administered within their own academic unit.

Section 8.12. Research Committee

Section 8.12.1. Membership

The Research Committee shall consist of the following members:

- One representative from each department elected by the faculty from that department;
- Dean or dean's designee, ex-officio, usually the Associate Dean for Research
- Faculty senators from the College of Education who serve on the Faculty Senate Research and Scholarship Committee are ex officio members of the College Research Committee.

Section 8.12.2. Duties

The College Research Committee shall be responsible to the Faculty of the College and Associate Dean for Research for:

- Advising the Dean's and Associate Dean for Research's office regarding research issues, external funding opportunities, policies, and procedures related to and affecting research;

- Providing input and advice to administration regarding promotional materials and publicity of research activities;
- Recommending policies that encourage, support, and publicize research;
- Establishing, promoting, or facilitating opportunities for collaborative work
- Recommending the designation, distribution, and disbursement of available funds to facilitate research in the COE;
- Advising and making recommendations regarding College policies affecting research to include: ;
- Reviewing and evaluating College of Education GEAR proposals and recommending recipients for Faculty research excellence awards;

Section 8.12.3. Meetings

The Committee shall meet in the fall semester to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Section 8.12.4 Eligibility

In order to be eligible for nomination for election to the Research and Scholarship Committee, the faculty member must satisfy the following criteria:

- Must be tenured or tenure-track.
- Must have an ongoing, focused research agenda as evidenced by grant writing and external funding, refereed scholarly articles, research presentations or other scholarly research output deemed in their discipline as appropriate to a faculty member actively engaged in the research endeavor of a nationally recognized research university. Such scholarly output must satisfy the expectations of the individual college from which the faculty member is nominated.
- Must be actively involved in either graduate or undergraduate research programs administered within their own academic unit.

Section 8.13. Assessment and Institutional Effectiveness Committee

Section 8.13.1. Membership

The Committee on Assessment and Institutional Effectiveness shall consist of the following members:

- One representative from each department elected by the faculty from that department;
- Dean or dean's designee, ex-officio, usually the Associate Dean for Assessment and Institutional Effectiveness

Section 8.13.2. Duties

The College Committee on Assessment and Institutional Effectiveness shall be responsible to the Faculty of the College for:

- maintaining and evaluating the College's assessment and institutional effectiveness systems;
- reviewing information needs for the College, its programs, the Faculty, and students;
- responsibilities re: external accreditations processes? and
- advising the Dean on all matters related to assessment and institutional effectiveness.

Section 8.13.3. Meetings

The Committee shall meet in the fall semester to set an agenda for the year, and shall meet as necessary throughout the year at the call of its Chair.

Article IX. COMMITTEES MANDATED BY COLLEGE AND UNIVERSITY POLICY**Section 9.1 Promotion and Tenure Committee**

The functions, composition, policies, and procedures guiding these committees will follow University, College and Departmental Promotion and Tenure policy and guidelines.

Section 9.1.1 College Promotion and Tenure Committee

- College Promotion and Tenure Guidelines will be made accessible on the secure permanent record available to the faculty.
- College Promotion and Tenure Guidelines will indicate Committee composition, election of Committee members, and duties of the Committee.
- Election of committee members will be conducted consistent with the Voting Procedures of Faculty Constitution (see section 6.7).
- Timelines for the promotion and tenure process will be made available to promotion and tenure candidates by the first Monday in May.
- College Promotion and Tenure Guidelines must be reviewed every three years or when revisions are made to University Promotion & Tenure guidelines.
- Revisions to the College Promotion and Tenure Guidelines will be approved by a majority vote of the tenured and tenure-track faculty.

Section 9.1.2. Departmental Promotion and Tenure Committee

- Departmental and College Promotion and Tenure Guidelines will be made accessible on the College intranet to faculty.

- Departmental Promotion and Tenure Guidelines will indicate Committee composition, election of Committee members, and duties of the Committee along with faculty expectations in the areas of research, teaching, and service for promotion and tenure to associate professor and promotion to full professor.
- Departmental and College Promotion and Tenure Guidelines must be reviewed every three years or when revisions are made to University or College Promotion & Tenure guidelines.

Section 9.2 Non-Tenure Track Faculty Promotion Committee

Section 9.2.1 College Promotion Committee for Non-Tenure Track Faculty

- College Promotion Guidelines for non-tenure track (NTT) faculty will be made accessible on the secure permanent record available to the faculty.
- College Promotion Guidelines for NTT faculty will indicate Committee composition, election of Committee members, and duties of the Committee.
- Elections of committee members will be conducted consistent with the Voting Procedures of Faculty Constitution (see section 6.7).
- Timelines for the promotion process for NTT will be made available to promotion and tenure candidates by the first Monday in May.
- College Promotion Guidelines for NTT faculty must be reviewed every three years or when revisions are made to University Promotion guidelines for NTT faculty.
- Revisions to the College Promotion Guidelines will be approved by a majority vote of the College faculty.

Section 9.1.2. Departmental Promotion Committee for Non-Tenure Track Faculty

- Departmental Promotion Guidelines for non-tenure track (NTT) faculty will be made accessible on the secure permanent record available to the faculty.
- Departmental Promotion Guidelines for NTT faculty will indicate Committee composition, election of Committee members, and duties of the Committee.
- Timelines for the promotion process for NTT will be made available to promotion and tenure candidates by the first Monday in May.
- Departmental Promotion Guidelines for NTT faculty must be reviewed every three years or when revisions are made to University Promotion guidelines for NTT faculty.

ARTICLE X. STUDENT BODY

Section 10.1. Membership

The student body shall consist of all students who are enrolled in degree and/or certification programs offered by the College.

Section 10.2. Participation and Rights

The College shall establish channels for students to participate in the formulation and application of College policies that directly affect their welfare. Pertinent policies, procedures, by laws, etc. will be submitted to the Secretary of the Faculty Executive Committee and posted on the permanent secure record of the College Faculty.

Within policies and procedures established by the University, the Office of the Dean shall establish a means by which students may file grievances and have their grievances heard.

ARTICLE XI. AMENDMENT OF THE CONSTITUTION AND BYLAWS

Amendments of this Constitution or formation of Bylaws shall be proposed to and discussed by the Faculty in a regular or special meeting and shall be distributed to members of the Faculty at least ten (10) working days prior to the meeting.

Amendments to the constitution or formation of bylaws shall be adopted by favorable vote of two-thirds of all faculty members who cast voting consistent with sections 6.6 and 6.7 of the Constitution.

Amendments approved by the Faculty shall become effective on the first day of classes in the fall semester following their adoption, unless specified otherwise in the action to amend.

ARTICLE XII. RATIFICATION OF THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws of the College of Education shall be in full force and effect and shall supersede all previous such documents after favorable vote of two-thirds of all faculty members who participated in the vote. Secret ballots will be used for ratification votes using the quorum and voting procedures specified in the Faculty Constitution (see Sections 6.6 and 6.7).

Constitution of the College of Education, University of Houston

Adopted as Constitution and By-laws: 1968

Amended as Constitution and By-laws: May, 1974; May, 1992; May, 1999; May, 2001;

Amended as Constitution: May, 2003; May 2004; December 2008; May 2009

Constitution of the Faculty of the College Adopted May 2015