

**By-laws for School of Human Development & Organizational Studies in Education**  
**College of Education, University of Florida**  
**Accepted by faculty on April 27, 2010 (Vote: 16 accept; 2 reject; 10 abstain):**  
**Revised November 7, 2012**

**I. Faculty**

The faculty of the School of Human Development and Organizational Studies in Education (herein referred to as “the School”) will be responsible for making policy and planning curriculum as set forth below. For the purpose of voting in elections and on matters of policy, the faculty will consist of those in tenure accruing ranks (assistant professor, associate professor, professor, distinguished professor, eminent scholar), and non-tenure accruing ranks (lecturer series, assistant-in, associate-in, senior associate in, scholar series, and any of the aforementioned ranks modified by the title clinical); faculty who are eligible to vote are those who contribute to the academic mission of the School and have a full-time appointment during the regular academic year.

**II. School Organization**

- A. Leadership. The Director of the School will be appointed by the Dean based on the recommendation of the School faculty, following the guidelines of the University of Florida Constitution outlines for the selection of department chairs because the unit is structured more like a traditional department rather than a comprehensive school with several independent units. See the language below.

*“The chair shall be nominated by the dean(s) of the college(s) after formal consultation with a committee of the department selected by its tenured members and after consultation with others in related fields outside the department. The nominations shall be forwarded to the President for approval. In those instances where the nominee of the dean(s) of the college(s) is not concurred in by the departmental committee, that committee’s dissenting report should be forwarded to the President along with the nomination made by the dean(s).” (pg. 24, UF Constitution)*

- B. In addition to the Director, the School will be served by the Associate Director and Graduate Coordinator. The roles may be combined to suit the needs of the School. The Director in consultation with the Program Coordinators Committee will appoint both for 3-year renewable terms.

The Associate Director’s responsibilities: The Associate Director will be responsible for assisting the Director with his/her duties at the discretion of the Director and faculty.

The Graduate Coordinator’s responsibilities: The Graduate Coordinator will be responsible for insuring that graduate programs conform to existing Graduate School policies, communicating graduate regulations and policy changes to the program coordinators, supervise admissions processes and petitions for the School, coordinate

responses to data requests from other University offices (e.g., the Graduate School), and approve programs after students have been counseled by their supervisory committee or other such advisers as the School shall designate with additional approval from program coordinators.

- C. Meetings. The faculty of the School will meet on a regular basis as needed (September through April); the Director will set the meeting dates and times. Meetings will be devoted to the conduct of School business. Special meetings may be called by the Director as the need arises.

### **III. Program Areas**

- A. Organization and membership. Program area faculties within the School will consist of all full-time faculty assigned to the program area by the Director as well as others invited to membership by the approval of program area faculty.
- B. Duties. Program area faculties will be organized to serve the purpose of program planning, implementation, advisement, and assessment. Specifically, each program area faculty will:
1. Coordinate degree programs in the program area, and communicate with departmental and interdepartmental faculties
  2. Monitor effectiveness of teaching assistants in the areas served by the program area.
  3. Monitor program effectiveness.
  4. Oversee the recruitment, admissions, and advisement of students in the areas served, with special emphasis on doctoral students and advanced graduate students. The School Director in consultation with program faculty may specify parameters for admission (e.g., number of students) based on school resources and budget.
  5. Propose new programs and/or program revisions in the area, and monitor the implementation of established guidelines.
  6. Work together, as the occasion arises, to facilitate special projects, including outreach, research, and professional development.
- C. Leadership. A Program Coordinator for each program will be selected by the program area faculty. It is recommended that Program Coordinators be tenured professors in the School. Coordinators will serve a term specified by the program faculty. Duties of the Program Coordinator include but are not limited to oversight of admissions procedures, accreditation data collection and reporting, and scheduling of courses. Program Coordinators experience a heavy work load in some program areas and may submit a proposal at the beginning of the academic year to the Director for release time, additional compensation, or graduate assistants, as appropriate. In this proposal, Program Coordinators must justify their requests and it is up to the Director to approve, modify or

reject the proposal. However, the School must be in compliance when accreditation bodies (e.g., CACREP) require that the program coordinator have release time.

- D. Procedures. The business of each program area will be conducted through meetings as well as committees and other procedures approved by the program area.

#### **IV. *The Program Coordinators Committee***

- A. Duties. The Committee will meet on a monthly basis to represent faculty perspectives, to advise the Director, to review School policy and propose appropriate actions to the faculty, to monitor and respond to issues of concern to the School. The Director will set the meeting times/dates, conduct the meetings, and will consult with the Committee and the Associate Director to set the agenda. Examples of Committee duties may include:

1. Consult with the Director and faculty on School priorities, plans, organization, and operating procedures.
2. Advise the Director with respect to planning faculty meetings, retreats, workshops, and other faculty development opportunities.
3. Assist the Director in referring business to the appropriate standing committee or recommending the appointment of ad hoc committees and special task forces.
4. Receive reports from the Director on budgetary matters, respond to requests for guidance, and provide advice.
5. Represent faculty issues and concerns to the School.

- B. Membership: The Committee will include the Program Coordinator from each area (Ed Leadership, Higher Ed, REM, Ed Psych, Student Personnel, and Counselor Ed).

The Director, Associate Director, and Graduate Coordinator will serve as ex-officio members of the Committee.

#### **V. *Academic Personnel Committee***

- A. Duties. The Academic Personnel Committee will make decisions regarding School policies and procedures on faculty affairs, monitor their implementation, and recommend revisions and/or other actions. Examples of Committee duties may include:

1. Making suggestions for programs such as sabbatical, merit, market equity, and faculty awards
2. Providing guidance to the Director related to annual review procedures

3. Providing guidance to the Director related to mentoring and the 3-year review process.

B. Membership.

The Academic Personnel Committee will consist of five faculty members including 1 FPC Tenure and Promotion Representative (selected by lottery), and four members elected by faculty that appropriately represent all program areas in the School.

**VI. *Merit Pay Committee***

The School passed and implemented a unified merit pay policy that began during the 2010-2011 academic year. The policy stipulates that the merit pay evaluation process will begin in the three areas of the School. The three areas will each be responsible for the specific implementation of the policy and responsible for developing procedures for committee membership. The three areas are: (1) Research and Evaluation Methods and Educational Psychology; (2) Educational Leadership and Higher Education Administration; and (3) Counselor Education. Each area will determine merit pay rankings for faculty within their designated area. The School Director will be responsible for determining rankings for all faculty in the School that are consistent with the area rankings. The School Director may consult with a committee of the program coordinators (or their designees) to develop merit pay rankings for all faculty in the School.

**VII. *Other Committees***

Other standing committees may be established and their duties and membership determined by a majority vote of the faculty of the School. Ad hoc committees may be appointed by the Director with specified charges and periods of service.

**VIII. *Membership Rotation***

Half of each committee will be elected each year in the spring to begin their term in the fall. The chair of each committee will be a tenured faculty member among the continuing members who is elected by the committee members at the first meeting.

**IX. *Approval and Amendments***

These by-laws and any subsequent amendments to them must be presented to the faculty for consideration in an open meeting announced at least two weeks in advance and must be approved by a majority of the faculty of the School on a written ballot.