

1 **College Of Education**
2 **University Of Nebraska At Kearney**

3
4 **Constitution**

5
6 **Preamble**

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8 The Mission of the Faculty of the College of Education at the University of Nebraska at Kearney
9 is preparing students for professional careers by providing quality educational and clinical
10 experiences. In conjunction with this primary mission, the Faculty is committed to advancing
11 knowledge through scholarship and providing professional services.
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13 As members of a profession, educators possess both rights and responsibilities. Academic
14 freedom and collegial participatory processes are traditional rights within universities, which
15 serve free societies. Professional responsibilities encompass a commitment to excellence in
16 teaching, scholarship, and public service. In order to carry out these responsibilities, the Faculty
17 of the College of Education do hereby establish this Constitution and its Bylaws for the
18 governance of the College of Education.
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21 **Article I Faculty of The College of Education**

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23 Section I Legislative Authority

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25 Subject to the powers vested in the University of Nebraska Board of Regents (Bylaw 2.9
26 1989), and subject to the provisions of sections 95-108 and 85-112 Revised Statutes of
27 Nebraska, and other applicable law, the immediate government of each college shall be
28 by its own faculty.
29

30 Nothing in this constitution should be construed to be in conflict with any applicable
31 Nebraska law or with the Bylaws or Rules of the Board of Regents of the University of
32 Nebraska, and in cases of conflict between this constitution and its accompanying
33 Bylaws and the Bylaws of the Board of Regents, the latter shall take precedence.
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35 Section 2 Voting Membership

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37 The voting membership of the College of Education shall consist of faculty who are full-
38 time, and are teaching at least a half-time workload assignment in the College of
39 Education.
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41 Section 3 Meetings

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43 a. Two regular meetings of the faculty of the College of Education shall be scheduled and
44 held each year: one during the fall semester and one during the spring semester.
45 b. Special meetings may be called in any of the following ways:

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47 (1) by the Dean;
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49 (2) by any Standing Committee;
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51 (3) by written request of 20 percent of the Faculty.
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54 **Article II Committees of the College of Education**

55 Section I Standing Committee

56 There shall be two Standing Committees:
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60 a. Academic Policies and Standards Committee shall act on all undergraduate academic
61 matters as specified in, but not limited to those in the College of Education's Bylaws,
62 and shall advise the Faculty and the Dean.
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64 b. Rank and Tenure Committee shall review and make recommendations to the Dean for
65 faculty reappointment, promotion, and tenure.
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67 Section 2 Ad Hoc Committees

68 Ad hoc committees may be created by the Dean, the Associate Dean, any Standing
69 Committee, or by majority vote of the Faculty.
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72 Section 3 Strategic Mission Committees

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74 Strategic mission committees may be created by the Dean, the Associate Dean, or by
75 majority vote of the Faculty, to carry out the strategic mission role and function of the
76 College of Education.
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79 **Article III Office of the Dean of the College of Education**

80 Section I Selection of the Dean

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83 The selection of the Dean shall be in accordance with the University of Nebraska Board of
84 Regents' Chapter Two, Section 2.1.
85

86 Section 2 Selection of other College of Education Administrator(s)

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88 The Dean shall, after consultation with department chairs and the College of Education's
89 Academic Policy and Standards Committee, recommend to the Vice Chancellor for
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91 Academic Affairs and the Chancellor the Dean’s choice of other College of Education
92 administrator(s).

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95 **Article IV Departments of the College of Education**

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97 Section I Selection of Department Chairs

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100 Department Chairs shall be appointed in accordance with the University of Nebraska
101 Board of Regents’ Bylaws, Chapter Two, Section 2.10 upon recommendation of the
102 Dean, after appropriate consultation with the department faculty, and with concurrence by
103 the Chancellor and the President.

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104 Section 2 Department Meetings

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106 Department meetings shall be held regularly.

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108 Section 3 Department Committees

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110 Departments shall establish committees in accordance with College of Education's Bylaws.

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113 **Article V Structure of the College of Education**

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116 The structure of the College of Education shall be established by the University of
117 Nebraska Board of Regents’ Bylaws, Chapter Two. The Faculty or the Dean may
118 recommend changes in the structure of the College of Education to best serve its mission.

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121 **Article VI Amendments to the Constitution of the College of Education and 122 its Bylaws**

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124 Section 1 Proposal of Amendments

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126 Amendments to this Constitution and/or its Bylaws may be proposed by either of the
127 following methods:

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129 1. Upon the recommendation of the Academic Policy and Standards Committee; or

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131 2. A petition from 20 percent or more voting members of the faculty.

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133 Proposed amendments must be approved by or presented to the Academic Standards and
134 Policy Committee at least twenty working days prior to the College Faculty Meeting
135 where they will be proposed to the faculty. Proposed amendments shall include
136 implementation dates.

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Section 2 Approval of Amendments

Proposed amendments, which meet the criteria in Section 1, shall be circulated in writing to the faculty by the Academic Policies and Standards Committee at least ten working days prior to the meeting of the Faculty. Each amendment shall be presented by the proposers, discussed, and voted on at that meeting. The balloting will be conducted by the Academic Policies and Standards Committee and voting shall be by written ballot. The Academic Policies and Standards Committee will announce the results of the balloting prior to the conclusion of the meeting. For a proposed amendment to be adopted, a majority of the vote cast by the voting membership must affirm the amendment. Proxy ballots shall be prohibited. Prior to the adopted amendment being enacted, approval must be given by the Chancellor, the President, and the Board of Regents.

Ratified 04/15/01

Changes in voting membership approved by Board of Regents 6/10/05.

169 **College of Education**
170 **Bylaws**

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172 **Section 1** **College of Education Meetings**
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- 174 a. Meetings shall be called by written notice to the Faculty, at least ten working days prior
175 to the scheduled time. Agenda for meetings shall be distributed to all Faculty and the
176 Dean at least five days prior to the meeting
177
- 178 b. The Dean, Associate Dean of the College of Education or the Dean's designee shall
179 preside at meetings of the Faculty. In the absence of the Dean, Associate Dean or Dean's
180 designee, the Faculty shall elect a president pro tempore.
181
- 182 c. Special meetings of the College of Education shall be chaired by the Dean, Associate
183 Dean or Dean's designee unless a faculty vote selects an alternate chair.
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- 185 d. Items may be placed on agenda of regular or special meetings by:
186 (1) the Dean;
187 (2) the Associate Dean;
188 (3) a Standing Committee;
189 (4) ten percent or more of the faculty who shall submit the item in writing to the Dean;
190 (5) by motion from the floor.
191
- 192 e. Thirty-three percent of the Faculty shall constitute a quorum at any College of Education
193 meeting.
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- 195 f. Meetings and actions taken shall be in accord with *Robert's Rules of Order*, latest
196 revised edition, when not in conflict with the College of Education Constitution or
197 Bylaws.
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- 199 g. Voting on motions and standing committee membership shall be supervised by the
200 Academic Policies and Standards Committee and shall be by written ballot.
201
- 202 h. Results of voting on issues that affect the entire College of Education would be
203 distributed to all voting members, the Dean, and the Associate Dean prior to the next
204 regular meeting of the Faculty.
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- 206 i. Minutes of the faculty meetings shall be distributed to the faculty of the College of
207 Education no later than five working days prior to the next regularly scheduled faculty
208 meeting.
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210 **Section 2.** **Standing Committee Policies and Procedures**
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- 212 a. College of Education committees shall have a written statement of policies and
213 procedures that has been approved by a majority of voting Faculty.
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- 215 b. An agenda of each meeting shall be distributed to all Faculty and the Dean at least five
216 days prior to the committee meeting.
217
- 218 c. Minutes of meetings shall be distributed to all Faculty and the Dean no later than five
219 days after the committee meeting.
220
- 221 d. *Robert's Rules of Order*, latest revised edition, shall be used by the committees except
222 when superseded by the Regent's Bylaws or the College of Education Constitution.
223
- 224 e. Special meetings may be called by the Dean, the Associate Dean, a committee chair, or
225 two committee members. A special meeting agenda should be distributed at least five
226 working days before the meeting.
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- 228 f. All committee elections shall be conducted during the first Faculty meeting.
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- 230 g. The Dean or the Dean's designee shall be an ex-officio member of all committees.
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- 232 h. A majority of the committee members shall constitute a quorum.
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- 234 i. If there is a discrepancy between the recommendations of either committee and the
235 Dean, the Dean will report the discrepancy to the next higher administrator and to the
236 recommending committee.
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- 238 j. Committee members for all committees shall be elected for a term of three years.
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- 240 k. When a vacancy occurs in the membership of a committee, the Dean of the College of
241 Education shall appoint a replacement to fill the remainder of the academic year. The
242 vacancy will be filled for a full term through elections for committee membership held
243 at the first Faculty meeting of the academic year. The replacement must be selected in
244 accordance with the committee structure.
245
- 246 l. Student representatives on committees shall have voting powers.
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- 248 m. The committees shall elect a chair from among its members annually.
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- 250 n. Standing committee members shall not be eligible to serve on the other standing
251 committee.
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253 **Section 3. Academic Policies and Standards Committee**
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- 255 a. The Academic Policies and Standards Committee shall be composed of one tenure-track
256 or tenured faculty member from each undergraduate academic department and the
257 undergraduate professional preparation programs or their designees, and one
258 undergraduate student selected from among those accepted into a program of the
259 College of Education.
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- b. The student committee member shall be selected annually by the faculty of the

- 261 committee and shall be a voting member.
262
263 c. No department chair or administrator may serve on this committee.
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265 d. The responsibilities of the committee are:
266
267 (1) to review and identify policies, procedures, and programs which affect the College
268 of Education's students and faculty, to make recommendations to the appropriate
269 faculty, academic and administrative units, or the Dean of needed changes and/or
270 new policies;
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272 (2) to formulate proposed College of Education policies for presentation to the Faculty;
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274 (3) adopting, modifying, or discontinuing of any curriculum, including general
275 studies, leading to a baccalaureate degree or certificate;
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277 (4) to recommend to the Faculty and the Dean proposed College of Education policies
278 concerning admission, graduation, and certification requirements;
279
280 (5) to conduct a periodic review of the College of Education's Constitution and its
281 Bylaws. All recommended changes will be subject to approval by the Faculty,
282 the Chancellor, the President, and the Board of Regents;
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284 (6) to review all matters of undergraduate concerns.
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286 e. The committee shall meet a minimum of once each month during the academic year.
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288 f. The committee shall be responsible for all College of Education-wide activities
289 requiring votes and shall certify and report results of the vote.
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291 **Section 4. Rank and Tenure Committee**
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- 293 a. This committee shall consist of tenured faculty members, elected as follows:
294
295 (1) one from each department of the College of Education holding the rank of
296 associate professor or higher, and,
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298 (2) one at-large graduate Faculty member holding the rank of associate professor or
299 higher.
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301 (3) one at-large undergraduate professional preparation programs Faculty member
302 holding the rank of associate professor or higher.
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304 b. The committee shall establish its operating procedures and meeting times.
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306 c. The Rank and Tenure Committee shall:

- 307
308 (1) create and present to the Dean and faculty criteria and policies for promotion and
309 tenure;
310
311 (2) review candidate applications for and make recommendations to the Dean regarding
312 their promotion and tenure;
313
314 (3) report to the Faculty applicant the committee's recommendation;
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316 (4) report to respective administrative units all action taken relating to members of the
317 College of Education.
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319 d. Committee members applying for promotion must recuse themselves from all
320 deliberations on their applications.
321

322 **Section 5. Appointment of the Department Chairs**
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- 324 a. The department in which the vacancy exists shall form a search committee, consisting
325 of a minimum of three faculty, to advise the Dean regarding the recommended
326 candidates. In rendering its advice, the search committee shall consider affirmative
327 action guidelines that are current at the time of the candidate search.
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329 b. Terms of appointment for the department chairs shall normally be five years.
330 Department chairs will be subject to annual reviews of their performance in their dual
331 roles as faculty and as department chairs,
332

333 **Section 6. Department Committees**
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- 335 a. Departments will create standing and/or ad hoc committees as deemed appropriate.
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337 **Section 7. Definition of Working Days**

338 "Working days," as used throughout this Constitution and its Bylaws, are defined as being
339 Mondays through Fridays during which the College of Education is in a Fall, Spring, or full
340 Summer academic session, exclusive of holidays or breaks between such academic sessions.
341 "Holidays" are defined as University recognized, non-instructional days during an academic
342 semester.
343

344 **Section 8. Resolving Conflicts**
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346 If a disagreement in meaning of words or phrases within the Constitution and its Bylaws arises,
347 an ad hoc committee shall be established by the Dean to resolve the dispute. The ad hoc
348 committee shall include one tenured or tenure-track faculty from each department and one from
349 the professional programs. This committee must consist of an odd number of members, so if
350 there exists an even number of departments, one member from the Constitution Revision
351 Committee will be appointed to the committee. The opinions of this ad hoc committee, being
352 consistent with Article I, Section 1, Paragraph 2 of the Constitution, will be considered *Res*
353 *judicata*.

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Changes in voting membership approved by Board of Regents 6/10/05.

Ratified 04/15/01