

**BY-LAWS**  
**School of Education**  
**University of Colorado Boulder**  
**November, 2021**

**ARTICLE I. – FACULTY**

**SECTION 1. DEFINITIONS**

- I.1.1. Tenured/Tenure Track (TTT). All assistant professors, associate professors and professors who are rostered in the School of Education, University of Colorado Boulder.
- I.1.2. Instructional not TTT. All instructors, senior instructors, lecturers, adjunct professors and visiting professors who are rostered in the School of Education, University of Colorado Boulder.
- I.1.3. Research not TTT. All assistant research professors, associate research professors, research professors, research associates, senior research associates and postdoctoral associates who are rostered in the School of Education, University of Colorado Boulder.
- I.1.4. Eligibility to Vote. Voting rights are granted as follows:
- a. Hiring Advisory. All TTT, assistant research professors, associate research professors, research professors who participated in relevant conversations at the faculty meeting at the Dean’s discretion.
  - b. Hiring with Tenure. All TTT faculty who are at the same level or more advanced than the hire being considered.
  - c. Reappointment, Promotion and Tenure. All tenured faculty who are at the same level or more advanced than the case being considered.
  - d. Curriculum and Operational Matters. All TTT, Instructional not TTT and Research not TTT who hold at least a 50% appointment and those who are at faculty meetings at the Dean’s discretion.

**SECTION 2. MEETINGS**

- I.2.1. Regular Meetings. There shall be at least four regular meetings of the faculty per semester. Dates for these regular meetings shall be set at the beginning of each semester.
- I.2.2. Special Meetings. Special meetings of the faculty may be called by the Dean or by petition signed by ten members of the faculty.
- I.2.3. Reappointment, Promotion and Tenure Meetings. These meetings shall be held as a closed session of the regular faculty meeting. Only tenured and tenure track faculty shall attend these meetings.

- I.2.4. Quorum. Fifty-one percent of the faculty shall constitute a quorum. A positive or negative vote of no less than a majority of the faculty members present at a regular or special meeting, at which a quorum is present, is required for any official action of the faculty.
- I.2.5. Agenda. The Dean shall be responsible for the preparation and distribution of the agenda at least one day prior to the meeting. Items for the agenda may be included by the Dean or by any faculty member.
- I.2.6. Minutes. The Dean shall be responsible for assuring electronic availability of the minutes of each meeting.

### **SECTION 3. POWERS OF THE FACULTY**

- I.3.1. Laws of the Regents. Under the Laws of the Regents, Article 5.A, the powers of the Faculty are thus defined:

Tenured and tenure-track faculty with appropriate participation by instructional, research, and clinical faculty have the principal responsibility for decisions concerning pedagogy, curriculum, research, scholarly or creative work, academic ethics, and recommendations on the selection and evaluation of faculty. The development of general academic policies shall be a collaborative effort between the faculty and administration.

- I.3.2. Primary Unit. The School of Education as a whole operates as the Primary Unit.
- I.3.3. Explication of Faculty Powers. Faculty Powers include the following:
  - a. determining entrance requirements for undergraduate and graduate students matriculating in, or transferring to, the School of Education. (For graduate students, these requirements are subject to the constraints of the rules of the Graduate School);
  - b. approving courses of study;
  - c. prescribing policies and procedures to be followed in disciplining students and in student grievances;
  - d. determining the prerequisites, requirements, and standards for completion of courses and programs offered by the School of Education;
  - e. approving new courses and new programs in the School of Education;
  - f. recommending to the Dean policies pertaining to appointment, reappointment, promotion, tenure, dismissal, or non-renewal of the contract of faculty members in the School of Education as necessary to supplement policies of the Regents;
  - g. recommending to the Dean policies and procedures to be followed in regard to the appointment, reappointment, or termination of administrators in the School of Education below the level of the Dean;

- h. recommending to the Dean policies for class scheduling and faculty load in the School of Education; and
- i. conferring with the Dean on such matters as either the Dean or the faculty as a whole believe to be significant to the effective pursuit of the mission of the School of Education, and to recommend policies and procedures as appropriate and necessary to these matters.

## **ARTICLE II. – ORGANIZATION**

### **SECTION 1. LEADERSHIP OF THE SCHOOL OF EDUCATION**

- II.1.1. The School of Education Leadership Team is composed of the Dean, an Associate Dean of Faculty, an Associate Dean of Students, an Associate Dean for Research, an Associate Dean of Diversity, Equity and Community Engagement, the Director of Human Resources, and the Executive Assistant to the Dean.
- II.1.2. The Dean is appointed by the Provost of the University with substantial input by the whole faculty as represented by a selection committee.
- II.1.3. The Associate Dean of Faculty will be appointed by the Dean after consultation with the Leadership Team. The Associate Dean of Faculty will be a Full Professor. The responsibilities of the Associate Dean of Faculty include, but are not limited to the following:
  - a. support the faculty to prepare for reappointment, promotion, and tenure;
  - b. coordinate faculty teaching observations, especially yearly observations for assistant professors;
  - c. lead the faculty mentoring program;
  - d. manage course staffing, including hiring & evaluation process for instructors; and
  - e. curriculum development.
- II.1.4. The Associate Dean of Students will be appointed by the Dean after consultation with the Leadership Team. The responsibilities of the Associate Dean of Students include, but are not limited to the following:
  - a. student support (graduate and undergraduate students) beyond advising;
  - b. support recruitment events and orientation events;
  - c. oversee graduate student assignments (to insure balance) and GPTI and GRA assignments;
  - d. manage process for graduate student funding; and
  - e. serve as a liaison with the Graduate School and Office of Undergraduate Education.

- II.1.5. The Associate Dean for Research will be appointed by the Dean after consultation with the Leadership Team. The responsibilities of the Associate Dean for Research include, but are not limited to the following:
- a. support faculty and graduate students in identifying funding resources and preparing proposals for external grants and contracts with both public and private entities as well as internal university research funding opportunities;
  - b. support faculty and graduate students in administering awarded grants and contracts;
  - c. foster within-college, cross-campus, and community-engaged research collaborations;
  - d. enhance the reputation and impact of the School of Education through dissemination of scholarly research;
  - e. act as a liaison with relevant school, campus, and system offices on matters pertaining to research, grants, and contracts; and
  - f. oversee fiscal, legal, and compliance issues related to grants and contracts.
- II.1.6. The Associate Dean of Diversity, Equity and Community Engagement will be appointed by the Dean after consultation with the Leadership Team. The responsibilities of the Associate Dean of Diversity, Equity and Community Engagement include, but are not limited to the following:
- a. oversee the Diversity, Equity, and Community Engagement activities in the school, initiating new initiatives as needed;
  - b. the implementation of the Education Deans for Justice and Equity (EDJE) framework with specific attention to the recruitment and retention of Black, Indigenous, and People of Color (BIPOC) graduate students, staff, and faculty;
  - c. support graduate students' learning and engagement in community outreach activities;
  - d. serving as a liaison with campus groups focused on diversity, equity, and inclusion initiatives.

In addition, all of the Associate Deans will represent the School of Education in lieu of the Dean as needed.

- II.1.7 The Dean's Advisory Committee (DAC) consists of the Dean, Associate Dean of Faculty, the Associate Dean of Students, the Associate Dean for Research, the Associate Dean of Diversity, Equity and Community Engagement, the Program Chairs, the Faculty Chair and other faculty (such as Center Directors), and administrative staff appointed by the Dean. The responsibilities of this committee will include, but not be limited to, the following:
- a. provide advice to the Dean regarding programs, personnel, and budgetary processes;

- b. draft policies on academic matters and create ad-hoc committees to bring recommendations to the full faculty; and
- c. initial reviews and evaluations of programs (including new programs), and recommendations to the Dean for future program direction.

#### II.1.8 Program Chairs

Each program area will identify a Chair or leadership roles with concurrence of the Dean. The Chair will coordinate program activities, coordinate scheduling of courses, oversee graduate admissions for the program area, recommend changes to the curriculum, and serve on the Dean's Advisory Committee. The Chairs will typically not have any administrative duties of officers of the University nor release time.

#### II.1.9 Faculty Chair

The faculty chair will be elected by the TTT Faculty every two years. Associate and Full Professors are eligible for this position. Nominations will be collected from TTT Faculty and those with two or more nominations will be asked if they want to be considered for election. A ballot will be distributed to TTT Faculty in concurrence with a faculty meeting. The responsibilities of the Faculty Chair include, but are not limited to, the following:

- a. lead the reappointment, promotion, and tenure meetings of the faculty, overseeing the process of writing up the notes of those meetings;
- b. chair the Faculty Governance Committee meeting;
- c. lead other faculty meetings when requested by the Dean or other faculty members; and
- d. oversee the Dean's review process.

### **SECTION 2. GRADUATE PROGRAM AREAS**

II.2.1. Graduate Program Areas initially will be formed from those programs approved by the CDHE for the School. New program areas may be formed on a selective basis subject to specific procedures and guidelines, including:

- a. no program area will be formed with fewer than four graduate faculty members; and
- b. each program area and its proposed course of study must be approved by the faculty as a whole.

II.2.2. Each program area will identify a Chair or leadership roles with concurrence of the Dean. The Chair will coordinate program activities and serve on the Dean's Advisory Committee. The Chairs will not have any administrative duties of officers of the University nor release time.

II.2.3. The duties of the program areas include, but are not limited to, the following:

- a. continually updating the requirements and program as needed;

- b. making admissions recommendations to the Dean and Director of Admissions;
- c. developing procedures for the administration and grading of comprehensive examinations;
- d. recommending to the Dean and Associate Dean for Faculty faculty, instructors, and graduate instructors to teach courses and course scheduling; and
- e. recommending to the faculty as a whole new courses or changes within courses.

### **SECTION 3. UNDERGRADUATE PROGRAMS**

- II.3.1. There are two undergraduate majors approved by the CDHE for the School. New majors may be formed on a selective basis subject to specific procedures and guidelines, including:
  - a. approval by the Faculty as a whole, the University, the Board of Regents and the CDHE.
- II.3.2. There are two undergraduate minors including the education minor, the leadership studies minor. Additional minors go through the same approval process described above.

## **ARTICLE III. – COMMITTEES OF THE SCHOOL OF EDUCATION**

### **SECTION 1. THE SCHOOL OF EDUCATION MERIT REVIEW COMMITTEE**

- III.1.1. The School of Education shall have a four-member Merit Review Committee. Three of the four members shall be elected from among tenured associate and full professors and will serve three-year staggered terms. One member shall be elected from among tenure-track, assistant professors for a two-year term but (with the option of serving for only one year). All tenure-track faculty are eligible to vote for all four committee members. Eligible faculty members are given the option of removing themselves from the ballot. Members are elected using the Hare System of voting. The duties of this committee shall include, but not be limited to, the following:
  - a. advising the Dean on salary increases for tenure-track faculty by review, and by participating in development of merit rankings and rationale;
  - b. advising the Dean on general policies affecting salary decisions for tenure-track faculty, including the amount set aside for equity and assignment of dollars and percentages to merit categories; and
  - c. advising the Dean on post-tenure review cases.

### **SECTION 2. THE SCHOOL OF EDUCATION SALARY EQUITY AND GRIEVANCE COMMITTEE**

- III.2.1. The Salary Equity and Grievance Committee will be formed as needed from the elected Merit Review Committee with responsibilities in accord with the document, "[University of Colorado Boulder Academic Affairs Policy on Salary Equity](#)"

**SECTION 3. PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE:  
TENURE TRACK FACULTY**

- III.3.1. Promotion, Tenure, and Reappointment Committees shall consist of three tenured faculty members appointed by the Dean in concurrence with the faculty member under review, and shall take into consideration the faculty member's area of expertise and rank. The duties of these committees shall include, but not be limited to, the following:
- a. evaluating cases and making recommendations to the faculty regarding tenure decisions, reappointment decisions, and promotion decisions; and
  - b. forwarding decisions to the Dean of the School of Education.

**SECTION 4. PROMOTION AND REAPPOINTMENT COMMITTEES: INSTRUCTORS**

- III.4.1. Promotion and Reappointment Committees shall consist of three members: one tenured/tenure-track faculty member, the Associate Dean of Faculty, and one instructor appointed by the Associate Dean of Faculty in concurrence with the faculty member under review, and shall take into consideration the faculty member's area of expertise and rank. The duties of these committees shall include, but not be limited to, the following:
- a. evaluating cases and making recommendations to the Dean regarding reappointment and promotion decisions; and
  - b. forwarding decisions to the Dean of the School of Education.

**SECTION 5. THE SCHOOL OF EDUCATION AWARDS COMMITTEE**

- III.5.1. The Awards Committee shall consist of one faculty member from each program area and is chaired by the Associate Dean for Students. This committee meets twice per year in the spring semester to award Miramontes Doctoral Fellowships and graduation honors.

**SECTION 6. THE SCHOOL OF EDUCATION CURRICULUM COMMITTEE**

- III.6.1. The Curriculum Committee shall consist of the Associate Dean of Faculty, a representative from each program area and other administrative staff appointed by the Dean. The duties of this committee shall include, but not be limited to, the following:
- a. providing first level review of new courses and new programs in the School of Education to bring recommendations to the full faculty; and
  - b. reviewing syllabi to determine if particular courses or /course offerings (in the case of special topics courses) can be approved for degree requirements.
- III.6.2. Regular Meetings. There shall be at least two regular meetings of the committee in the fall semester and at least three regular meetings in the spring semester. Dates for these meetings shall be set at the beginning of each semester.

## **SECTION 7. THE SCHOOL OF EDUCATION GOVERNANCE COMMITTEE**

- III.7.1. The Governance Committee shall consist of the Dean's Advisory Committee and is chaired by the Faculty Chair. The duties of this committee shall include, but not be limited to, the following:
- a. conducting the Deans review process.
- III.7.2. Regular Meetings. There shall be one meeting of the committee in the fall semester and one in the spring semester.

### **ARTICLE IV – CHANGES TO THESE BY-LAWS**

- Section 1. The Faculty of the School of Education shall have the power to repeal or amend these by-laws. A majority of the total Faculty is required to change these by-laws.
- Section 2. A motion to change these by-laws shall be considered only after one week's written notice of the proposed change has been provided to the Faculty.

Adopted by the Faculty of the School of Education.

January 20, 1998.

Revised January 28, 2004

Revised October 19, 2009

Revised December 18, 2013

Revised April 25, 2018

Revised, November 14, 2018

Revised, November 2021



## **APPENDIX**

### **Salary Equity Evaluation System and Grievance Policy for the School of Education Updated November 2021**

**Salary Equity File:** The School shall maintain a salary equity file, which shall include the following:

- a. a copy of the School's salary determination policy;
- b. a copy of this Salary Equity Evaluation System and Grievance Policy;
- c. an updated scatter-plot showing School salaries;
- d. current curriculum vitae for each faculty member; and
- e. a copy of the most recent review of the School's salary structure, as described under the "On-going Procedures" in this document. This salary equity file shall be provided to any School faculty member upon request.

**On-Going Procedures:** The Dean and Director of HR, in consultation with the Dean's Merit Review Committee, will do the following each fall semester:

- a. review the salaries of protected-class faculty members to ensure that they are treated fairly and to adjust ratings to address any discrepancies between those members' merit and their salaries;
- b. update the salary equity file and review the procedures for determining merit pay, recommending to the full faculty changes to those procedures as appropriate;
- c. as part of the annual process of recommending salary increases to the Provost, verify in writing that an equity evaluation has been conducted pursuant to the procedures adopted by the School; and
- d. at least once every five years (by a date determined by the Provost), conduct an in-depth review of the School's salary structure pursuant to the procedures to be developed by the Provost.

**Defining the Grievance Process:** This procedure applies only to a faculty member's salary and may not be based solely on an annual raise. A complaint about an annual raise should be raised through the Merit Review Committee and/or the Dean during that process. Further, a grievance filed through the procedure described in this document may only request prospective relief, to be addressed when funds for salary increases are next available.

**Grievance Procedure:** According to the university policy the School of Education shall have a process for the resolution of salary equity appeals, with deadlines as follows:

- a. Salary equity appeals submitted for consideration must be filed with the Dean by September 15 for resolution during that academic year.
- b. The dean who set the current salary and members of the most recent salary committee should be given an opportunity to respond in writing to the grievance. Any such responses should be provided to the grievant. Further replies should be made orally or in

writing to the grievance committee. A decision to change the salary of a faculty member shall require a majority vote of the committee (3 out of 4).

- c. The salary equity appeal process must be completed by November 1. If the appellant is not satisfied with the response, he or she may appeal to the campus Salary Equity Appeals Committee by November 15.
- d. By April 1, the Salary Equity Appeals Committee will submit its recommendations for all salary equity appeals to the Provost, who will make a final decision on the appeal no later than May 1.

Grievance Committee: The Salary Equity and Grievance Committee will be formed as needed from the elected Merit Review Committee. The grievant(s) is ineligible.