

BY-LAWS
School of Education
University of Colorado, Boulder
November – 2018

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 and senior research 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 two 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 Regular Faculty.
- I.2.3. Quorum. Fifty-one percent of the Regular Faculty shall constitute a quorum. A positive or negative vote of no less than a majority of the Regular 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.2.4. 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 petition of any faculty member.
- I.2.5. 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.B, the powers of the Faculty are thus defined:

A college or school faculty shall have jurisdiction over all matters that concern only the college or school in question, such as deciding all matters of education policy affecting only the college or school, including academic requirements for admission, for continuance, and for graduation. In addition, the faculty of a college or school shall have jurisdiction over matters of academic dishonesty under such procedures as may be approved by the Board of Regents.

- 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 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. ORGANIZATION OF ADMINISTRATIVE TEAM

- II.1.1. The School of Education administrative team is composed of the Dean, an Associate Dean of Faculty, an Associate Dean of Students, an Associate Dean for Research, and supported by administrative staff including (but not limited to) 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 Administrative 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 adjunct instructors; and
 - e. curriculum development.
- II.1.4. The Associate Dean of Students will be appointed by the Dean after consultation with the Administrative 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. coordinate recruitment events such as the open houses and finalist weekend (with director of admissions) and orientation (undergraduate and graduate);
 - 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.

- II.1.5. The Associate Dean for Research will be appointed by the Dean after consultation with the Administrative Team. The responsibilities of the Associate Dean for Research include, but are not limited to the following:
- a. identify funding resources & support faculty, research faculty, and graduate students in writing proposals for grants and contracts;
 - b. dissemination of scholarly research;
 - c. act as a liaison with relevant campus offices; and
 - d. oversee fiscal, legal, and compliance issues related to grants and contracts.

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

- II.1.6 The Dean's Advisory Committee (DAC) shall consist of the Associate Dean of Faculty, the Associate Dean of Students, the Associate Dean for Research, the Program Chairs, 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 matters;
 - b. draft policies on academic matters and create committees to bring recommendations to the full faculty; and
 - c. review and evaluate programs (including new programs), and make recommendations to the Dean for future program direction.

II.1.7 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.1.8 Faculty Chair

The faculty chair will be elected by the faculty. The faculty chair will lead the reappointment, promotion, and tenure meetings of the faculty, overseeing the process of writing up the notes of those meetings. The faculty chair will lead other faculty meetings when requested by the dean or faculty members.

SECTION 2. GRADUATE PROGRAM AREAS

- II.2.1. Graduate Program Areas initially will be formed from those programs approved by the CCHE for the School. New program committees 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. The Dean must indicate by signature that resources are available to support a program before it will be approved.

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. conducting activities and evaluation aimed at program development;
- b. determining standards and procedures for admission and making admissions recommendations to the Dean and Associate Dean for Graduate Studies;
- c. developing procedures for the administration and grading of comprehensive examinations;
- d. recommending to the Dean and Associate Dean for Graduate Studies faculty and graduate instructors to teach courses and course scheduling; and
- e. recommending to the faculty as a whole new graduate courses or changes within graduate courses.

ARTICLE III. – RESEARCH

SECTION 1. ASSOCIATE DEAN FOR RESEARCH

III.1.1. The School of Education shall have an Associate Dean for Research appointed by the Dean from a slate nominated by the faculty. The duties of the Associate Dean for Research involve facilitating the School's research enterprise and include, but are not limited to, the following:

- a. identifying funding resources consistent with faculty interests;
- b. supporting faculty and graduate students in writing proposals for grants and contracts to both public and private entities;
- c. fostering and participating in within-college and cross-campus collaborations;
- d. enhancing the reputation and impact of the School through dissemination of scholarly research;
- e. coordinating and supporting the mentoring of pre-tenure faculty;

- f. acting as a liaison with relevant campus offices reporting to the Associate Vice Chancellor for Research, including the Office of Contracts and Grants, Sponsored Projects Accounting, and the Office of Research Integrity;
- g. overseeing fiscal, legal, and compliance issues related to grants and contracts;
- h. supervising a Grants Budget Coordinator;
- i. serving on the Dean’s Advisory Committee; and
- j. representing the School of Education in lieu of the Dean as appropriate.

ARTICLE IV. – COMMITTEES OF THE SCHOOL OF EDUCATION

SECTION 1. THE SCHOOL OF EDUCATION DEAN’S ADVISORY COMMITTEE

- IV.1.1. The Dean’s Advisory committee shall consist of the Associate Dean for Graduate Studies, the Associate Dean for Research, the Assistant or Associate Dean for Teacher Education and Administrative Services, the Program Committee Chairs, and other administrative staff appointed by the Dean. The duties of this committee shall include, but not be limited to, the following:
- a. providing advice to the Dean regarding programs, personnel, and budgetary matters;
 - b. drafting policies on academic matters and create committees to bring recommendations to the full faculty; and
 - c. reviewing and evaluating each teacher education and graduate program, and make recommendations to the Dean for future program direction.

SECTION 2. THE DEAN’S SALARY ADVISORY COMMITTEE

- IV.2.1. The School of Education shall have a four-member Dean’s Salary Advisory 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. They are elected following the same procedures used to elect the Salary Equity and Grievance Committee. No faculty member may serve concurrently on both the Salary Advisory Committee and the Salary Equity and Grievance Committee. 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 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;

- c. advising the Dean on post-tenure review cases (in post-tenure review matters in which assistant professors cannot participate, tenured faculty members who were runners up in the most recent election will be elected serve as alternates for this purpose only).

SECTION 3. THE SCHOOL OF EDUCATION SALARY EQUITY AND GRIEVANCE COMMITTEE

- IV.3.1. The School of Education shall have a Salary Equity and Grievance Committee elected and with responsibilities in accord with the document, “Recommendations of the Salary Equity committee for Implementation of the Salary Equity Evaluation System in the School of Education,” originally approved by the faculty on February 21, 1996 and revised on January 20, 1998 and October 20, 2004. (See Appendix.)

SECTION 4. PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE: TENURE TRACK FACULTY

- IV.4.1. 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 5. PROMOTION AND REAPPOINTMENT COMMITTEES: INSTRUCTORS

- IV.5.1. Promotion and Reappointment Committees shall consist of three members: one tenured / tenure-track faculty member, the Associate Dean for Teacher Education, and one instructor 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 reappointment and promotion decisions; and
 - b. forwarding decisions to the Dean of the School of Education.

ARTICLE V – CHANGES TO THESE BY-LAWS

- Section 1. The Regular Faculty of the School of Education shall have the power to repeal or amend these by-laws. A majority of the total Regular 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 Regular Faculty.

ARTICLE VI – OPERATING PROCEDURES

Operating procedures for faculty meetings shall be *Robert’s Rules of Order* (newest revised edition) for formal decision-making, allowing for informal discussion at other times.

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

APPENDIX
Salary Equity Evaluation System and Grievance Policy
for the School of Education

Date: October 20, 2004

Background: In compliance with the campus' salary grievance policies, the School of Education in 1998 adopted the "Recommendations of the Salary Equity Committee for Implementation of the Salary Equity Evaluation System in the School of Education," dated 1/20/98. This document supercedes that 1998 document.

Salary Determination Processes: As set forth in the School's General Description of Procedures for Determining Salary Increases, approved on March 22, 2000, as well as By-law "III.2.1," salary determinations are made by the Dean in consultation with the Dean's Salary Advisory Committee.

Salary Equity File: The School shall maintain a salary equity file, which shall include the following: (a) a copy of the campus' policy, set forth in the memoranda of Vice Chancellor for Academic Affairs Bruce Eckstrand dated December 20, 1994 and July 17, 1995, as well as the documents attached thereto; (b) a copy of the School's salary determination policy; (c) a copy of this Salary Equity Evaluation System and Grievance Policy; (d) an updated scatter-plot showing School salaries; (e) current curriculum vitae for each faculty member; and (f) 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, in consultation with the Dean's Salary Advisory Committee, will do the following each spring 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 Vice Chancellor, 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 Vice Chancellor), conduct an in-depth review of the School's salary structure pursuant to the procedures to be developed by the Vice Chancellor.

Defining the Grievance Process: This procedure applies only to a faculty member's career merit salary grievances. A complaint about an annual raise should be raised through the Dean's Salary

Advisory Committee and/or the Dean. 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 set forth in the memoranda of Vice Chancellor for Academic Affairs Bruce Eckstrand dated December 20, 1994 and July 17, 1995, as well as the documents attached thereto (these are collectively appended to the current document as Attachment A and are also available online at <http://www.colorado.edu/facultyaffairs/atoz/SEAC%20policies.pdf>), the School of Education shall have a process for the resolution of career merit salary grievances, with deadlines as follows:

- a. Grievances must be submitted in writing, to the Dean, by September 15th of any given year.
- b. Deadline for the Dean to constitute a grievance committee: October 7th.
- c. 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.
- d. Deadline for grievance committee to complete evaluation and provide a written response to the grievant: November 21st. A decision to change the salary of a faculty member shall require a majority vote of the committee (3 out of 4).
- e. Deadline for grievant to appeal the grievance committee decision to the Dean: December 1st.
- f. Deadline for the Dean to complete her/his review: January 1st.
- g. Deadline for grievant to appeal the Dean's decision to the campus Salary Equity Appeals Committee: January 15th.
- h. Deadline for campus Salary Equity Appeals Committee to issue a recommendation to the Provost: April 15th.
- i. When a deadline falls on a weekend or holiday, the deadline is extended to the next business day.

Grievance Committee: If one or more grievances are filed in a given fall, then the Dean shall schedule and hold a faculty election to select an *ad hoc* committee to consider those grievances. The committee shall be composed of one untenured and three tenured faculty members, as is the case with the Dean's Salary Advisory Committee. Any faculty member who served on the Dean's Salary Advisory Committee during the past 3 years shall not be eligible to serve on the grievance committee. The grievant(s) shall also be ineligible. The election of the *ad hoc* committee shall be conducted using a secret paper ballot prepared by the Dean's Assistant that lists faculty eligible in each of the two categories (tenured and untenured). The ballots will be tallied using the Hare System.