

**College of Education, Criminal Justice, and Human Services
CECH
By-Laws**

Introduction

These By-Laws describe the structure and functions of the College, identify the College's constituent members, and serve to mediate our efforts to carry out our commitment of service to schools, agencies, and communities. As such, they identify the governing units, their respective responsibilities, membership, and operating procedures. These By-Laws provide our representation in governance and facilitate communication and coordination among the various units of the College.

Article I: Faculty of the College

A. Identification

The Faculty of the CECH shall consist of the Dean of the College and all represented faculty members as defined in the most recent agreement between the University of Cincinnati and the American Association of University Professors (University of Cincinnati Chapter).

B. Responsibilities

1. The Faculty shall be responsible for exercising those functions and powers vested in them by the Rules of the University of Cincinnati.
2. The Faculty is responsible for defining the By-Laws for the governance of the College and for amending the By-Laws as required.
3. Each faculty member is responsible for assisting in the process of planning and implementation of internal and external program evaluations in the college by:
 - a. Providing the opportunity for students to evaluate each of his/her classes, each time they are offered, with the support of the program or school.
 - b. Reviewing the student evaluations to identify his/her strengths and weaknesses, making modifications in courses to improve on any weaknesses, and summarizing the evaluation in annual performance reviews.
 - c. Assisting with periodic revisions to student or program evaluation activities.
 - d. Assisting with periodic reviews and, when necessary, revisions to the program curriculum.
 - e. Providing data on scholarly work, teaching, and service in a timely fashion as requested for internal and external reports as well as contractual requirements (e.g., annual performance reviews).

C. Operating Procedures

Special faculty meetings may be called at the request of the Dean, by the College Senate, or by petition of one-tenth of faculty members as defined in the UC contract. Due notice, including an agenda, must be distributed to the Faculty no less than one week prior to the date of all meetings. The Dean of the College or the Dean's representative in his/her absence shall preside at all college business meetings. The President of the Faculty Senate shall preside at all faculty meetings. One-fifth of the faculty members shall constitute a quorum at all meetings. Meetings may also be conducted online.

Article II: Academic Units, Academic Directors,

Academic Programs of the College

A. Identification

1. The School is an administrative structure established to facilitate the program functions of the College's mission. An Academic Unit is an administrative structure established to facilitate the program functions of the College's mission that is not part of a School. Academic Units may be Departments, Divisions, or other similar structures. All of the above may be termed an Academic Unit.
2. Each Academic Unit shall consist of all faculty members holding appointments in programs within the Academic Unit.
3. Students who are pursuing an academic major, a licensure program (in the absence of a degree program) or a University approved certificate program in an Academic Unit, shall be considered as student members and as such shall participate in the several aspects of school life, including the definition, planning, and evaluation of curricular and instructional programs, and the evaluation of faculty and staff performance including such areas as instruction and advising.
4. Each Academic Unit of the College shall have an Academic Director chosen in the manner specified for choosing Academic Directors in the Regulations of the Board of Trustees of the University of Cincinnati, and the agreement between the University of Cincinnati and American Association of University Professors (AAUP).

B. Responsibilities

1. Each Academic Unit shall be responsible for operation of the academic programs assigned to it including the coordination of such programs with other Academic Units, as appropriate.
2. Each Academic Unit shall be responsible for assuring that faculty and program evaluation activities are conducted consistent with program evaluation plans following policies and guidelines of the College and University, relevant accreditation requirements, and internal program review procedures.
3. Each Academic Unit shall manage its own budget with the support of the college business office.
4. Each Academic Unit shall evaluate personnel for appointment, reappointment, promotion, and tenure within the framework of College and University procedures and the UC/AAUP agreement.

The Academic Directors

A. Identification

As an Officer of the College or University, the Academic Director shall serve as the chief administrative officer of the Academic Unit.

B. Responsibilities

1. The Academic Director shall provide leadership in the development, implementation, and evaluation of Academic Unit and program mission, philosophy, policies, procedures, consistent with College and University missions, goals and priorities.
2. The Academic Director shall promote excellence and stimulate creativity in curriculum development, research activities and the development of educational and human services to the schools, agencies, and communities in the area served by the University.
3. The Academic Director has fiduciary responsibility for Academic Unit funds and budgets.
4. The Academic Director shall be responsible for the implementation of state licensure standards in all licensure programs entrusted to that Academic Unit.
5. The Academic Director shall provide leadership in the search for resources from university and non-university sources to carry out program goals and initiatives as they are identified by the Academic Unit.
6. Each Academic Director will be responsible for working with program faculty to design strategic plans. The Office of Assessment and Continuous Improvement will provide support in the data collection process so that Academic Units may engage in a continuous improvement process.
7. The Academic Director shall be responsible for ensuring that faculty and program evaluation activities are conducted consistent with policies and guidelines of the College and University, relevant accreditation requirements, and internal program review procedures.
8. In addition, the responsibilities of the Academic Director shall include those defined in the University of Cincinnati/American Association of University Professors (AAUP) agreement, and the University Rules.

C. Respecting Personnel

1. The Academic Director shall promote the professional growth and morale of faculty and staff.

2. The Academic Director shall evaluate the members of the Academic Unit and make recommendations under University, College and Academic Unit procedures concerning renewal of contract, tenure, promotion, and salary increases.

D. Procedures

1. Academic Directors shall serve at the pleasure of the Board upon recommendation of the Dean. They shall be appointed for a term consistent with the University Rules and may not serve the term of the appointment without a review.
2. Academic Directors may be reappointed.
3. The performance of Academic Directors shall be a formative review by the Dean each year during the spring term.
4. An Academic Director who is considered for reappointment shall be subject to summative formal review during the spring term of the penultimate year of the incumbent's term.
 - a. A review committee shall be appointed by the Dean and shall be constituted as follows:
 - Three faculty members-at least one tenured and one non-tenured, two of whom shall be elected by their Academic Unit.
 - One faculty member from another Academic Unit.
 - Two students from the Academic Unit, one undergraduate and one graduate, if the Academic Unit has both levels of student within its unit.
 - One present or former Academic Director.
 - b. The committee shall select its chairperson. The committee shall establish criteria related to the responsibilities of the Academic Director as outlined in the College By-Laws, the UC/AAUP contract, and University Rules to carry out the review. The Administrative Council shall devise procedures for such review in consultation with the College Senate.

E. Academic Programs

Each program assigned to the various Academic Units shall be defined, planned, implemented and evaluated in a manner which is consistent with Academic Unit, college, and university goals, priorities, policies, and procedures by faculty with responsibilities to that program.

Article III: The College Senate

A. Identification

The Senate shall serve as a:

- i. Policy making and problem solving body that addresses issues and problems between Schools and/or Academic Units not part of Schools and not within Academic Units
- ii. Liaison with the University of Cincinnati
- iii. Independent faculty voice apart from the Dean
- iv. Liaison with the CECH Administrative council and CECH administration

B. Responsibilities

1. Regular communications by CECH Senate is required and must be two-way. Items to be communicated include but are not limited to: agenda items, meeting minutes, and substantive decisions. The items can be stored on the CECH Wiki and other readily accessible sites and locations.
2. Within the context and the framework of the University Regulations and By-Laws, the Senate shall determine College rules and policies relating to programs, personnel, procedures, and budget.
3. In a timely fashion, the Senate has the right to recommend to the Dean priorities for the College budget, prior to its preparation by the Dean in consultation with the Administrative Council. The Senate has the right to request that the Dean inform faculty about budgetary issues on a regular basis.
4. The Senate shall review divisional and College planning and the annual reports of all college standing and advisory committees. Year-end reports should include the committee's procedural guidelines (established in Autumn); copies of minutes will be kept on file in the Dean's office for archival purposes for a period of five years.
5. In conducting its business, the Senate shall take into consideration the findings and recommendations of all CECH standing and advisory committees.

C. Membership

1. One elected person from each School, 1 elected person from each Academic Unit not part of a School, plus the two CECH University Senate representatives (and any University at-large senator from CECH) shall comprise the Senate. The Senate will select one of the School representatives to serve as President of the Senate.
2. Election shall be for a two year term. Senators shall be elected in May to serve the following academic year. To provide continuity, no more than two faculty Senators will

be elected in any given year.. The Schools of Education and Criminal Justice shall hold elections in May of even numbered years and the School of Human Services in odd numbered years. As Units are added to CECH their initial Senator election may be for 1 or 2 years as determined by the Senate in order to maintain balanced elections. Thereafter all Academic Unit Senators will serve a two-year term.

3. To distinguish between the School representatives and other Academic Unit representatives and UC Faculty Senate representatives serving on the Senate, voting within the Senate will be on a weighted basis. Each School representative receives the equivalent of 2 votes; each remaining member of the Senate receives the equivalent of 1 vote.
4. In the event that a constituent body responsible for sending representatives to the Senate determines that a vacancy exists in their representation by virtue of extended illness, reassignment, departure, or extended leave, said constituent body may, in the manner prescribed for said body, elect or select a new representative who shall fill out the balance of the term vacated.
5. In order that the various constituencies' interests are represented, it is incumbent upon each elected individual to attend all Senate meetings. In case of an absence, a Senator may authorize another person from his/her electoral body to act on his/her behalf (proxy). If there are repeated absences, it shall be the responsibility of the Senate to resolve this issue.

D. Regular Meetings

1. The Academic Unit representatives of the Senate shall meet regularly with the CECH Administrative Council.
2. University Senate representatives shall communicate regularly with CECH.
3. The CECH Faculty Senate will meet twice a year (Fall and Spring semesters) separately from CECH Administrative council.
4. A quorum will consist of 4 members.

E. Irregular Meetings

The CECH Senate has the ability to call additional meetings in addition to regular meetings as needed as governance issues arise. These meetings can be electronic (email; listserv; websites; etc) and can be any combination of CECH faculty, staff, and students. The CECH Senate can create ad hoc committees to analyze specific problems and recommend solutions. See Article IX in the by-laws for guidance on ad hoc committees.

Article IV: Student Governance

CECH has two official student governance bodies: Education Tribunal (for undergraduate students) and the Graduate Education Association. In addition, there are a number of student groups that are cross-college (e.g., CECH Student Ambassadors) and major specific. Some groups are honoraries.

Article V: Office of the Dean

Dean of the College

A. Identification

The Dean shall serve as the chief executive officer of the College. The Dean's Office shall be composed of the Dean and those persons on the Dean's immediate staff.

B. Procedures

1. The Dean shall be appointed by the Board of Trustees.
2. The Dean may be reappointed.
3. During the spring quarter of the penultimate year of an incumbent's term, a committee chosen in the manner described by Rules of the University of Cincinnati shall review progress in the College and ascertain whether the Dean wishes to continue to serve. The committee shall carry out the review, using as criteria the responsibilities of the Dean as stated in these By-Laws, Rules of the University, and as directed by the Provost Office. The committee shall recommend either reappointment of the incumbent or that a successor be appointed.

C. Responsibilities

1. The Dean shall be responsible for exercising those functions vested in the Office of the Dean by Rules of the University of Cincinnati.
2. The Dean shall provide budget updates in consultation with Administrative Council for the College and transmit them to the central administration of the University. The Dean shall review current budgets and work with the Administrative Council to determine future budgets.
3. The Dean shall chair the Administrative Council of the College.
4. The Dean and the Dean's staff
 - a. Shall coordinate and monitor the criteria, functions, and procedures associated with admissions, registration, financial aid, credentialing, licensure, graduation and accreditation.
 - b. Shall coordinate and monitor program evaluation activities, ensure that the activities conducted are consistent with program evaluation plans following College and University policies and guidelines, relevant accreditation requirements and internal program review procedures.

- c. Shall represent the College before the central administration of the University, the broader professional community, and the greater Cincinnati metropolitan area.
 - d. Shall meet with CECH students in the fall and spring of each school year.
 - e. Shall maintain the faculty, student and College records required by the College's functions and responsibilities.
 - f. Shall maintain the fiscal and other accounts of the College.
 - g. Shall solicit and enlist the support and competencies of faculty, students, and other appropriate persons in defining, choosing, and implementing programs and policies of the College.
5. The Dean shall foster open communication within the College and between the College and its several constituencies and take whatever steps are within the Dean's purview to achieve that end.
 6. At the beginning of each new academic year, the Dean shall make an annual report to the College describing the goals, activities, accomplishments, and needs of the College, including the Dean's own assessment of current trends bearing on the broad fields for which the College is responsible and possible ways in which the college might respond to those continuing developments.
 7. The Dean shall staff and organize the Dean's office as deemed necessary to carry out these responsibilities.

Assistant/Associate Deans

1. The Dean shall appoint Assistant and Associate Deans.
2. Each Assistant/Associate Dean shall serve at the pleasure of the Dean, and is evaluated annually by the Dean, faculty and staff.

(NB. See I.C.7)

Article VI: The Administrative Council

A. Identification

The Administrative Council shall be the policy implementation body of the College.

B. Responsibilities

The responsibilities of the Administrative Council shall include:

1. Implementing the policies, plans and programs approved by the College Senate,
2. Working with the Dean in developing strategies for meeting budget thresholds

C. Procedures

1. The Administrative Council shall consist of the Dean, Associate Deans, the Academic Directors, CECH Senate Academic Unit representatives and other faculty as designated by the Dean.
2. The continuing record of the Administrative Council meetings shall be available in an accessible place for all members of the College to examine.

Article VII: Approval and Amendment of the By-Laws

A. Initial Approval

These By-Laws shall become effective through an electronic ballot. An affirmative vote of two-thirds of the electronic ballots received will constitute approval.

B. Amendment

1. Amendments Initiated by the College Senate

- a. Proposed amendments to the By-Laws shall be submitted to and considered by the College Senate for reporting to the full faculty.
- b. To be reported to that faculty with the Senate's recommendation for adoption, a proposed amendment must be approved by at least 60% of the College Senate.
- c. For a proposed amendment to be considered for voting by that faculty, the amendment must have been presented in writing to the faculty one week prior to that faculty vote.
- d. An amendment to these By-Laws shall be approved through an electronic ballot. An affirmative vote of two thirds of the electronic ballots received will constitute approval.

2. Amendments Directly Initiated by Constituencies

Whenever proposed amendments bearing the signature of ten percent of the full-time graduate students, ten percent of the full-time undergraduate students, ten percent of the full-time faculty, or ten percent of the administrators of the College shall be presented to the full faculty, the amendments shall be entertained subject to the provisions of 1.c. and d. above.

C. By-Laws Review

The Senate will review these By-Laws as needed, but at least every year following contract approval.

Article VIII: Reappointment, Promotion and Tenure within the CECH

A. Identification

1. The collective-bargaining agreement between the University of Cincinnati and the UC Chapter of the American Association of University Professors describes the general process by which faculty members are considered for reappointment, promotion, and/or tenure. This article describes the process as it pertains to the CECH faculty and a description of RPT policies and procedures of the College Reappointment, Promotion and Tenure Committee (RPT).
2. The mission of the CECH RPT Committee is to assure that the Academic Units within CECH are retaining and promoting high quality faculty who contribute substantially to their fields' knowledge bases, are effective instructors, and positively contribute to the functioning of their Academic Unit, college, university, or community. The College RPT committee is charged with reviewing candidates' dossiers following the Academic Unit RPT policy and procedures. The purpose of this review is to provide an independent college-level review of adherence to the Academic Unit criteria and procedures as well as contractual procedures. The role of the college committee is not to question the disciplinary expertise of the Academic Unit Committee. According to the contract (7.4.6) "The recommendation from an academic unit shall be given serious consideration, and no committee or administrator shall make a different recommendation except for substantial reasons stated in writing. When a review committee, Dean, or administrator recommends contrary to the academic unit, the academic unit shall be notified of the reasons for contrary recommendation within fourteen (14) days."

B. Responsibilities

1. From the contract 6.5.3: The College Committee shall review and consider academic unit and academic unit head recommendations for reappointment, promotion, and tenure.
2. The College RPT Committee shall forward its recommendations and the candidates' files to the Dean. [from the contract, 7.6.5.4]

C. Procedures

1. Membership

Each School will elect two representatives to a CECH RPT Committee. Each Academic Unit will elect one representative. These representatives should be full-time, tenured faculty *or* full-time field service faculty members. This election should occur no later than the second week of Autumn term each year.

- a. Academic Directors, full-time administrators, and persons submitting a dossier shall not serve as members of the College RPT Committee.

- b. No faculty member may serve on both the College RPT Committee and Academic Unit RPT Committee. No member of the College RPT Committee may serve more than two consecutive terms. A “term” is defined as one academic year.
2. The Dean will designate a Convener for the College RPT Committee who will invite members to an initial meeting by the fourth week of Autumn term. The committee will meet with the Dean for the purpose of clarifying questions or issues related to the committee’s responsibilities. The committee members will elect a chair at their first meeting. The committee will set meeting dates and develop timelines for candidates for the entire academic year in accordance with the timelines established by the Provost’s office and the collective-bargaining agreement between the University of Cincinnati and the UC Chapter of the American Association of University Professors.
3. Discussions within the College RPT Committee will remain confidential.
4. The College RPT Committee will write a letter for each candidate that includes the outcomes of its review of the dossier. The letter must contain explanations and justification of the committee’s recommendation. Comments about the candidate’s performance in each area or domain associated with reappointment, promotion, and/or tenure must be included (i.e., teaching, scholarship, and service). The letter becomes a part of the candidate’s dossier.

D. Responsibilities related to RPT at various levels

1. Candidate’s Responsibilities
 - a. Within three months of a new faculty member’s appointment and annually thereafter, the appropriate Academic Director shall meet with each non-tenured faculty member to review the faculty member’s prospective and actual performance, plans for continued professional growth, and RPT criteria and procedures. The Academic Director and the faculty member share responsibility for these meetings.
 - b. The candidate has primary responsibility for the development of the dossier submitted for review.
 - c. The candidate shall familiarize herself/himself with his/her RPT policies and procedures and the RPT requirements as given in the current UC/AAUP Contract.
 - d. The candidate shall provide accurate and supportive evidence for all components of the dossier as required by Academic Unit RPT policies and procedures.
2. Role and Responsibilities for Academic Units
 - a. Each Academic Unit shall publish the responsibilities of the Academic Unit and the candidate for developing RPT dossiers.

- b. Each Academic Unit shall develop and publish criteria for Reappointment, Promotion, and/or Tenure.
 - c. Each Academic Unit shall select an Academic Unit RPT Committee in accordance with the Academic Unit's RPT Policies and Procedures.
 - d. The Academic Unit RPT Committee shall review candidate dossiers in accordance with its criteria in accordance with the provisions of the current UC/AAUP Contract.
 - e. Discussions within the Academic Unit RPT Committee will remain confidential.
 - f. The Academic Unit RPT Committee will write a letter for each candidate that includes the outcomes of its review of the dossier. The letters must contain explanations and justification of the committee's recommendation. Comments about the candidate's performance in each category associated with reappointment, promotion, and/or tenure must be included (i.e., teaching, scholarship, and service). The letter becomes a part of the candidate's dossier.
 - g. The Academic Unit RPT Committee shall forward the candidate's dossier and the Academic Unit RPT Committees' recommendation to the Academic Director.
3. Academic Director's Role and Responsibilities
- a. Although the candidate has primary responsibility for developing the dossier, the Academic Director provides continuing mentoring and guidance to candidates.
 - b. The Academic Director shall meet with each new faculty member within three months of a new faculty member's appointment and annually thereafter to review the faculty member's prospective and actual performance, plans for continued professional growth, and RPT criteria and procedures. The Director and the faculty member share responsibility for these meetings.
 - c. The Academic Director will notify all members of the academic unit of the RPT criteria upon appointment or when changes occur.
 - d. The Academic Director is responsible for an independent written recommendation based on the Academic Unit's approved RPT criteria and the recommendation of the Academic Unit RPT Committee review.
4. Dean's Role and Responsibilities
- a. The Dean provides written approval of the RPT criteria established by each academic unit.

- b. The Dean's office will publish and distribute to all faculty members the timelines for reappointment, promotion and tenure considerations.
- c. The Dean shall assess the sufficiency of the dossier and the conformity of the review process to established criteria and procedures and may remand the dossier to a previous level of review for appropriate action.
- d. The Dean's office forwards the Dean's recommendation and/or the dossier to the Provost's office.

Article IX: Ad Hoc College Committees

A. Purpose of Ad Hoc College Committees

1. An ad hoc college committee shall be formed to address a specific short-term issue.
2. An ad hoc college committee shall produce a specific decision, recommendation, and/or tangible product.

B. Procedures

1. An ad hoc college committee may be created by either the College Senate or by the Dean's Office. The Dean's Office must solicit input from the Academic Directors before creating such a committee. If an issue involves CECH students or CECH staff members, the ad hoc college committee could include members from those groups or obtain input from those groups through another means.
2. The Senate/Dean's Office shall define default termination criteria for the ad hoc college committee prior to the committee's commencement.
 - a. Either a date when the committee will cease to exist or an action that completes the purpose of the committee shall be defined.
 - b. By default, the committee will cease to exist at this specified date or action unless specific actions are taken to change the default termination criteria. If the criteria are changed, then the change must establish an alternative completion date or task.
 - c. No committee shall exist for over two academic calendar years without review by the body that formed it (e.g. the College Senate or the Dean's Office).

Article X: Appeals Pool

A. Identification

The Appeals Pool consists of a group of elected faculty who may be recruited to serve as members of a College Hearing Committee (CHC) for violations of the Student Code of Conduct. This pool may also be used to constitute a College Grievance Review Committee (CGRC) to handle grievances as outlined in the Student Grievance Procedures Handbook (undergraduate). Grievances involving graduate students should follow procedures as outlined in the Graduate Student Grievance Review Procedures Handbook.

B. Responsibilities

1. Members of the Appeals Pool may be asked to serve on a **College Hearing Committee (CHC)** for violations of the Student Code of Conduct.
2. Members of the Appeals Pool may be asked to serve on a **College Grievance Review Committee (CGRC)** to handle grievances as outlined in the Student Grievances Procedures Handbook (undergraduate).

C. Membership

1. This pool will consist of three elected faculty representatives from each School and one or two representatives from each Academic Unit (to be determined by the Unit). Faculty elections will occur at the beginning of each academic year and appointment to the Pool will continue for the rest of that academic year. The representatives will serve on one grievance committee at most per year.
2. The elected faculty representatives will be considered part of a standing pool from which members will be selected for specific hearings or grievance situations. These representatives will serve as the pool for the "College Grievance Review Pool" as required by the undergraduate student grievance process.
3. On a rare basis, if suitable representation for a CHC or CGRC cannot be found from among the pool members, the Dean's Office will attempt to select an appropriate faculty member with the approval from the Academic Directors.

D. Procedures

1. As and when required, members of the Appeals Pool may serve as a College Hearing Committee. The CHC is charged with investigating alleged academic misconduct violations and recommending appropriate sanctions, as noted in the Student Code of Conduct procedures. A CHC shall consist of the hearing chair, one representative selected by the college faculty, one representative selected either by the college tribunal or Student Government for undergraduates, or by the graduate college tribunals or

Graduate Student Governance Association for graduate students. The hearing chair shall be the College Conduct Administrator. The hearing chair shall vote only in the event of a tie. . This committee shall follow the procedural guidelines noted in the Student Code of Conduct.

2. As and when required, members of the Appeals Pool may serve as a College Grievance Review Committee. This committee is charged with hearing appeals of both faculty and undergraduate students, and with making recommendations to the Dean concerning the disposition of: (1) grievances arising out of the College's academic processes and procedures; (2) cases involving the application of University policies bearing on academic misconduct. The CGRC shall consist of two faculty who are members of the Appeals Pool, two students, and a Chair appointed by the Dean. This committee shall follow the procedural guidelines noted in the University of Cincinnati Student Handbook and grievance procedures as outlined by the Student Grievance Procedures Handbook.
3. Grievances involving graduate students should follow the procedures outlined in the Graduate Student Grievance Procedures Handbook.

E. Resources/Handbooks to be consulted:

1. Student Code of Conduct
2. Student Grievance Procedures handbook (undergraduate)
3. Graduate Student Grievance Procedures

Article XI: Academic Program Review Process

The process for academic review of new courses, certificates, and programs will take place first at the program level and then at the Academic Unit level. After review by the school, new courses, certificates, and programs will be reviewed by the Academic Directors and all CECH faculty. Any issues (elimination of courses, duplication, resources) that cannot be resolved by the Academic Directors will be brought before the CECH Faculty Senate.