

PART 1

Interim Constitution: College of Education and Human Development

Preamble

The College of Education and Human Development is committed to being a world leader in creating and advancing knowledge in the fields of education, family systems, human welfare and human development across the lifespan by conducting rigorous research, identifying and applying creative solutions to the pressing problems of individuals, families, societies and countries in timely, relevant ways, and transmitting knowledge through quality publications and products, teaching efforts and public engagement and disseminating research.

The College is committed to values that include commitment to excellence; diversity/inclusion; access that leads to effective support and academic success; cross-fertilization of interests of faculty/students across the CEHD and the University; high-quality instruction and teaching expertise; civic/public engagement; a sense of community among faculty, staff, students, and alumni, and greater connections to PreK-12 and other higher education institutions in Minnesota.

Pursuant to these purposes, the CEHD plays a special role in the University's realization of the egalitarian principles that sustain its vitality as an urban, land grant research institution.

This constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment. All conditions not covered in this constitution shall be governed by University policies and procedures. To the extent that any provision conflicts with a Board or other University policy or procedure, the Board or other University procedure shall govern.

Article I: General Powers

All matters relating to the educational and administrative affairs of the College of Education and Human Development are the responsibility of the Dean, the College Senate and the College Assembly as delegated by the Board of Regents and in accordance with the constitution of the University Senate, Twin Cities Assembly, and other administrative policies that have a University-wide application, and consistent with actions of these bodies heretofore or hereafter taken.

Article II: The Dean

The Dean shall have general administrative authority over the College's affairs and shall:

- a. Provide leadership in formulating policies and implementing procedures to strengthen the College's teaching, research, outreach, and public service activities;

- b. Be responsible for developing and periodically reviewing departments and other unit programs;
- c. Prepare the College's annual budget;
- d. Maintain regular communication with faculty, staff, students and other constituencies about the current status of College programs, and changing of programs that are under discussion;
- e. Serve as the primary medium of communication for official College business and to other University authorities;
- f. Be responsible for interpreting the College's programs to the University community and to the College's external constituencies

Article III: Constituencies

Section 1: Faculty. The faculty constituency consists of regular faculty who hold tenured or probationary tenure-track appointments budgeted in academic units in the College, including departments, schools or institutes. It also consists of members on leave, the Dean, and all Associate and Assistant Deans holding regular faculty rank.

Faculty also includes non-regular, term faculty (non-tenure track) who are budgeted through the departments, schools, institutes, units, or Office of the Dean for teaching/learning, research/discovery, and extension.

All defined full-time (75%) faculty and faculty on phased retirement are voting members in the College. The regular faculty in tenure granting units holds primary responsibility for governance, research policy, curricular policy and degree requirements, and academic personnel allocation, in consultation with the Dean, chair or head of the department.

Section 2: Professional Academic and Administrative Staff. The professional academic and administrative staff constituency consists of individuals with positions in the 93XX or 97XX classifications, budgeted in departments, schools, institutes, units or the Office of the Dean. All defined full-time (75%) P/A classifications are voting members in the College Assembly, College Senate and College committees.

Section 3: Civil Service/Bargaining Unit Staff. The civil service/bargaining unit staff constituency consists of all civil service/bargaining unit staff budgeted through units of the College. All civil service/bargaining unit personnel who are defined as full-time (75%) have voting rights on selected College committees.

Section 4: Graduate/Professional Student Appointments. The graduate/professional student appointments constituency consists of all students holding appointments in the 95XX employee classes who are budgeted in departments, schools, institutes, units or Office of the Dean. Voting rights are addressed in the Bylaws.

Section 5: Students. The student constituency consists of all students enrolled for at least one course offered by a department, school, institute, or unit in the College. Voting rights are addressed in the Bylaws.

Section 6: Rights and Responsibilities. Members of constituencies defined in Article III are expected to participate in the affairs of the College, including its governance mechanism, its committee structure, the unit grievance procedures, and the revision of the College Constitution. Representatives from these groups shall serve on College committees and shall be chosen according to procedures specified in the Bylaws.

Article IV: Governance and Consultation Structure

Section 1: The College Assembly. The College Assembly is composed of all constituencies of the College community as defined in Article III. The Assembly is chaired by the chair of the College Consultative Committee. The purpose of the College Assembly is threefold:

1. Providing an opportunity for transparency around key issues: budget, compact and strategic initiatives, task force reports, and other topics of relevance to the growth and development of the College.
2. Community building: opportunities to meet as a whole and to engage in discussion of key issues.
3. Consensus building: key matters that require affirmation by the community as a whole will be subjected to a vote by the voting members of the College Assembly.

The College Assembly will meet at least twice a year, with additional meetings as necessary. Meeting dates will be established and advertised at the beginning of the year.

Members eligible to vote are defined in Article III. Students are eligible to attend the College Assembly but are not eligible to vote.

Section 2: The College Senate. An elected College Senate has responsibility for policy development and action.

A. Composition of the College Senate.

1. The Dean shall be a member of the College Senate. The Assistant and Associate Deans shall be ex-officio members of the College Senate with all rights except the right to vote.
2. The College Senate shall include a majority of regular faculty, according to election procedures specified in the Bylaws.
3. The College Senate shall include two representatives from and elected by each academic unit of the College and one representative elected by the Dean's Office staff that includes the administrative office and direct reports. One shall be elected from and by the regular faculty of the department, and will represent the department in both the College Senate and on the College Consultative Committee. The second representative shall be elected from and by the regular faculty and P&A staff of the department, as defined in Article III and according to procedure specified in the Bylaws.

4. The College Senate shall include one representative from and elected by each College-wide center of the College. Each representative shall be elected from and by the regular faculty and P&A staff who are members of the College of Education and Human Development as defined in Article III and according to procedures specified in the Bylaws.
5. The College Senate shall include two civil service/bargaining unit employees elected by all civil service/bargaining unit employees according to procedures specified in the Bylaws.
6. The College Senate shall include one representative from each of the following three groups: initial licensure and in-service Master of Education (M.Ed.) students, Master of Social Work students and Graduate School students who are not MSW students. The Senate shall also include two undergraduate students elected according to procedures specified in the Bylaws.
7. If no member of the College Senate is also elected to the University Senate, then the College Senate shall identify one member of the representatives to the University Senate to serve as liaison to the College Senate.

B. Powers and Duties of the College Senate.

1. The College Senate shall upon request from Standing Committees, from other College committees, from the Dean, or upon its own initiative, study and review matters of policy and program development.
2. The College Senate shall initiate studies and formulate plans for both immediate and long-range development of College programs; develop and establish educational policy affecting the College as a whole; review and act on policies proposed by all-College committees and departments as they affect the role of the College; review the College's progress in achieving its stated objectives; and review, consult, and advise with the Dean on planning, budgeting, space allocations, faculty personnel, appointment of College and department administrators, state and national groups, and other similar matters.

C. College Senate Officers. The Dean of the College shall be the Chair of the College Senate. The Vice-Chair shall be the chair of the CEHD Consultative Committee, who will conduct the meetings of the College Senate.

D. Meetings and Voting Procedures.

1. The College Senate shall meet at least once during fall and spring semesters of the academic year at a time specified and announced by the Dean. Special meetings may be called by the Dean, the College Consultative Committee or upon petition by at least 1/3 of the members of the College Senate.
2. A quorum of the College Senate shall consist of a majority of its voting members. Members of the Senate who are unable to attend a meeting of the Senate shall arrange for voting alternates from the same classification (e.g. faculty, professional and administrative staff, civil service/bargaining unit, or student) to attend for them. Alternates must be chosen according to procedures specified in the Bylaws.
3. Matters brought to the College Senate for action shall be decided by majority vote unless otherwise specified in this Constitution and Bylaws. The Bylaws may make provision for decisions on matters by a mail ballot.

Section 3: College Consultative Committee. The College Consultative Committee shall advise and assist the Dean on issues such as planning, admissions, budgeting, space allocations, faculty personnel, appointments of College department administrators, collaborations with state and national groups, and other similar matters; to coordinate and facilitate the flow of information among the Dean, Standing Committees, the College Senate, and the departments; to establish ad hoc committees; and to review the College's progress in achieving its stated objectives.

Article V: Administrative Structures

Section 1: Associate/Assistant Deans. Positions of Associate and Assistant Deans may be proposed as warranted by the program needs of the College. Establishment of the positions of Associate and/or Assistant Deans shall be initiated by the Dean of the College in consultation with the College Consultative Committee. The Dean may assign specific administrative duties to Associate and Assistant Deans and may delegate executive authority to them. The Dean shall make known to the faculty and staff the principal areas of responsibility delegated to the Associate and Assistant Deans.

1.2 Terms. Associate/Assistant Deans may be appointed with reappointment, if recommended, for a term of up to three years. Annual reappointment is based on a performance evaluation carried out in accordance with University policy. In accord with University policy, the Dean will appoint a review committee to assess the status, progress and effectiveness of the Associate/Assistant Dean's administration to determine if reappointment is recommended.

Section 2: Academic Units. Academic units, as established by the Board of Regents, will be considered the basic organizational unit of the College. Academic units may be identified as departments, schools, or institutes and may be organized into divisions, programs, or other subunits. Academic units shall be administered in accordance with the unit's constitution and/or bylaws. Proposals for change in the academic unit structure will be reviewed by the Dean of the College in consultation with groups directly concerned including the faculty of the academic unit and the College Consultative Committee.

a. **Academic Unit Head Role and Responsibilities.** The academic unit heads (including heads, chairs, and directors) will have responsibility for coordination of teaching/learning activities, research/discovery, engagement/outreach and continuing education programs in consultation with the College Deans.

Heads of academic units will be appointed for an initial period of 3 years with possibility of reappointment for subsequent 3-year terms. Annual performance evaluations will be conducted by the Dean in accordance with College policy.

The academic unit heads will make recommendations to the Dean on personnel matters and administer appropriate personnel policies, after consultation with appropriate unit faculty or staff in accordance with unit constitution or bylaws.

The academic unit heads will make recommendations to the Dean on matters regarding unit budgets after appropriate consultation with unit faculty and staff.

Section 3: College-wide Centers. The College may have College-wide research and/or service and outreach centers with an interdisciplinary focus that report directly to the Dean and that have direct administrative and budgetary responsibilities. Centers shall be administered in accordance with the unit constitution and/or bylaws.

Section 4: Other College Units. Bureaus, centers, or offices may be organized in the College to serve purposes that are integral to the College's instructional, research, service and outreach mission.

Article VI: Committee Structure

The College shall have the following committees:

1. **Executive Committee (EC).** The EC shall assist the Dean in administrative planning. Specific purposes will be established by the Dean.
2. **College Consultative Committee (CCC).** The College Consultative Committee shall advise and assist the Dean on issues such as planning, admissions, budgeting, space allocations, faculty personnel, appointments of College department administrators, collaborations with state and national groups, and other similar matters; to coordinate and facilitate the flow of information among the Dean, Standing Committees, the College Senate, and the departments; to establish ad hoc committees; and to review the College's progress in achieving its state objectives.
3. **Educational Policy and Program Committee (EPPC).** The EPPC shall establish policies and provide leadership and guidance on educational issues of concern to faculty, students and the administration; to review and approve proposed courses and programs offered wholly or in part in the College, and to provide, on occasion, reviews of curricula and programs, both in conjunction with external reviews and as needed in the College.
4. **Civic Engagement and Outreach Committee (CEOC).** The CEOC shall provide leadership surrounding outreach and engagement work and scholarship in the College. It will facilitate communication across units and serve in an advisory role for College efforts, suggesting priorities and practices. The committee will also take leadership for coordinating the engagement and outreach efforts of the College with University-wide initiatives and those in other colleges.
5. **Committee on Information Technology (CIT).** The CIT shall promote technology-enhanced instruction, professional development for members of the College and outside constituencies, and outreach. The committee will advise the dean regarding strategic planning and interface with the University's Office of Information Technology.

6. **CEHD International Committee (CIC).** The CIC shall be responsible for promoting international/cross-cultural understanding among all students, staff and faculty in the College of Education and Human Development. It will also make recommendations about needed research and work with constituencies such as Minnesota immigrant groups. It will provide advice on a range of matters such as international students and scholars, international education exchanges, international dimensions of the curriculum, resource needs and allocation to support internationalizing the work of the College. The committee shall focus on connections between the College and University-wide initiatives in international education.
7. **Multicultural and Diversity Committee (MCDC).** The MCDC shall promote a more inclusive learning and working environment by fostering awareness of multicultural issues and concerns among faculty, staff, and students. Gender, race, ethnicity, disability, and sexual orientation are included in the MCDC's emphasis. The committee will assist in making connections between the College and University-wide initiatives supporting diversity.
8. **Civil Service/Bargaining Unit Committee (CSBUC).** The CSBUC shall have general responsibility in areas of concern regarding Civil Service/Bargaining Unit employees. It will serve in an advisory role to the Dean on matters concerning CS/BU staff that come under the jurisdiction of the College. Bargaining Unit staff representation will be subject to contract specifications.
9. **Committee of Academic Professionals and Administrators (CAPA)**¹ The CAPA shall have general responsibility in areas of concern regarding P&A employees. It will serve in an advisory role to the Dean on matters concerning P&A staff that come under the jurisdiction of the College. The CAPA will focus on issues related to promotion and employment conditions, and will carry out ad hoc tasks allocated by the Dean. The CAPA has the responsibility of maintaining communication with the University CAPA association.
10. **Faculty Promotion and Tenure Committee (P&TC).** The P&TC shall advise the Dean on promotion and tenure policies for faculty and make recommendations about faculty candidates for promotion and tenure.
11. **P&A Promotion Committee (PAPC).** The PAPC shall advise the Dean on promotion policies for P&A staff and make recommendations about P&A candidates for promotion.
12. **Honors and Awards Committee (HAC).** The HAC shall be responsible for identifying potential candidates for faculty, staff, student and alumni awards. The committee is advisory to the Dean. Awards that were previously made in the three constituent colleges will be overseen by this committee. During 2006-7 the committee will review existing awards and make recommendations for new awards. The committee should maintain active

¹ The roles of the P&A staff in the combined CEHD are varied, and it will take some time for the group to refine its agendas and procedures. In particular, CAPA will need to make permanent recommendations for membership, leadership, and procedures to be included in the bylaws during 2006-7.

communication with the College's Human Resources Office, Development and Alumni Relations Office during its work.

13. **Faculty and P&A Leave Committee (FPALC).** The committee shall advise the dean on professional leave policies affecting faculty and P&A staff and to make recommendations on any competitive leaves awarded within the College.
14. **Scholarship Committee (SC).** The SC shall select outstanding students for undergraduate and graduate scholarships and fellowships, and assist them in coordinating economic support and academic success. All student scholarships and fellowships previously awarded in the three Colleges will be under the purview of this committee. During 2006-7, the committee will review all existing awards and make recommendations for how the committee will function in future years.
15. **Research Committee (RC).** The RC shall support research within the College, including research activities, facilities, and personnel. It will recommend policies and procedures to stimulate and support the research activities of the faculty, professional and academic staff, and students. It will promote the sharing and dissemination of research activities and results within the College, University and community.

Article VII: Ad Hoc Committees

Section 1: Formation of College-wide Ad Hoc Committees. The Dean, the College Senate, and the College Consultative Committee may establish ad hoc committees as needed. All ad hoc committees are subject to the approval of the Dean.

Section 2: Formation of Subcommittees. Standing Committees may appoint ad hoc subcommittees as needed, with the approval of the Dean.

Article VIII: Effective Date

This constitution shall be in effect as of July 1, 2006, and will remain in effect until the College Senate, the Dean, and the President or his/her delegate approves a constitution for the new College of Education and Human Development.

PART 2

Committees of the College of Education and Human Development²

The following committees, including attention to their purpose and membership, are proposed for 2006-2007. This list was compiled after a thorough review of the existing committees in General College, the College of Human Ecology, and the College of Education and Human Development. Service on CEHD committees is expected for faculty and staff and will be recognized during review process.

DEAN'S POLICY ADVISORY COMMITTEES

16. Executive Committee (EC)

- a. **Purpose:** The EC shall assist the Dean in administrative planning. The Dean will establish specific purposes.
- b. **Membership:** At the Dean's discretion. Must include several of the heads of instructional units, and at least one director of an all-College center. The Dean will select members.
- c. **Chair:** The Dean or his/her designee will serve as chair.
- d. **Frequency of meeting:** The EC shall meet at the Dean's discretion.

17. College Consultative Committee (CCC)

- a. **Purpose:** The College Consultative Committee shall advise and assist the Dean on issues such as planning, admissions, budgeting, space allocations, faculty personnel, appointments of College department administrators, collaborations with state and national groups, and other similar matters; to coordinate and facilitate the flow of information among the Dean, Standing Committees, the College Senate, and the departments; to establish ad hoc committees; and to review the College's progress in achieving its stated objectives.
- b. **Membership:** One representative from each academic unit, one from a College-wide center, one graduate and one undergraduate student representative, one P&A representative, and one CS/BU representative. Representatives from each group shall be determined by the group.³
- c. **Chair:** The chair will be elected by the committee from among the committee members.

² Proposed by the Ad Hoc Faculty/Staff Committee: Jean Bauer, Darwin Hendel, Dave Hollister, Nan Moore, Randy Moore, Victoria Neau, Tom Reynolds, Karen Seashore (chair), and Deb Snouffer. The charge to the committee was to propose interim policies and procedures for the new College of Education and Human Development, as well as to determine which current committees in the three colleges should be continued during 2006-7.

³ Membership in and selection of the CCC departs from current practice in the CEHD. With the addition of new members of the College, full representation of all instructional and administrative units would result in a committee of unwieldy size. The composition of the committee, and methods of selecting members, is more consistent with current practice in GC, CHE, and other colleges in the University.

- d. **Frequency of meeting:** The CCC shall meet monthly, with the Dean or his/her designee.

WORKING COMMITTEES

1. Educational Policy and Program Committee (EPPC)

- a. **Purpose:** The EPPC shall establish policies and provide leadership and guidance on educational issues of concern to faculty, students and the administration; to review and approve proposed courses and programs offered wholly or in part in the College, and to provide, on occasion, reviews of curricula and programs, both in conjunction with external reviews and as needed in the College.
- b. **Membership:** Members shall be appointed or elected from each academic unit, depending on the unit's constitution; one graduate and one undergraduate student representative, one Student Services member and one CS/BU representative will be recommended and appointed by the Dean or his/her designee.
- c. **Chair:** The chair will be appointed by the Dean from among the members of the committee, after consultation with the College Consultative Committee.
- d. **Frequency of Meeting:** The EPPC shall meet once a month.
- e. **Subcommittees:** The EPPC will establish four standing subcommittees that will address issues identified by members and by the EPPC :
 - i. **Undergraduate Committee (UC)**, composed of the Directors of Undergraduate Studies from each academic unit, one undergraduate student representative, and a non-voting representative of the Dean;⁴
 - ii. **Graduate Committee (GC)**, composed of the Directors of Graduate Studies in each academic unit, one graduate student representative, and a non-voting representative of the Dean;
 - iii. **Teacher Education Council (TEC)**, composed of one representative from each educator preparation program, and representatives from the student support staff and the Dean's Office⁵
 - iv. **Continuing Professional Education and Development Committee (CPEDC)**, composed of one representative from each academic unit and a representative of the Dean.
 - v. The EPPC subcommittees shall establish their own meeting frequency and agendas, in consultation with the EPPC.

2. Civic Engagement and Outreach Committee (CEOC)

- a. **Purpose:** The CEOC shall provide leadership surrounding outreach and engagement work and scholarship in the College. It will facilitate communication

⁴ The group that has been meeting around undergraduate issues has already established an agenda for this committee, and has made recommendations for the next year. We are assuming that there will be an individual in the Dean's Office with responsibility for coordinating undergraduate programs.

⁵ It is assumed that the Teacher Education Council will continue to function as it currently has in the CEHD; during 2006-7 there is no need to reorganize or change its membership or procedures. There may initially be significant overlap between the TEC and the UC, and the EPPC will be responsible for making decisions about the work.

across units and serve in an advisory role for College efforts, suggesting priorities and practices. The committee will also take leadership for coordinating the engagement and outreach efforts of the College with University-wide initiatives and those in other colleges.

- b. **Membership:** For this year, the membership shall consist of the members of the past year's CHE Outreach and Engagement Committee and CEHD Committee on Civic Engagement and Service, with an added representative from PSTL, an extension service representative, one graduate and one undergraduate student representative, one CS/BU representative, and a representative from the Children Youth and Families Consortium. During 2006-7, the committee should recommend future membership selection procedures to the CCC and the Dean.
- c. **Chair:** The Dean or his/her designee shall appoint a chair after consultation with the College Consultative Committee.
- d. **Frequency of meeting:** The committee shall determine its meeting schedule.

3. Student Scholastic Standing Committee (SSSC)

- a. **Purpose:** The SSSC shall have general responsibility for reviewing and determining which student scholastic standing issues should be acted on at the College level, and which should be acted on in academic units and programs. *For 2006-7, it is assumed that the committee will initially handle student standing questions using each College's previous procedures, and the committee's main task will be to develop a shared purpose, understanding, and processes for determining academic standing, in consultation with the EPPC.*
 - i. For this year, specific criteria and decisions regarding students in the former GC unit will be handled by an ad hoc PSTL Student Scholastic Standing Committee.
 - ii. Unresolved disputes will go to the Dean's Office before going to the appropriate University body
- b. **Membership:** Membership shall consist of representatives of the previous year's collegiate committees/units handling student standing (GC, CHE, and CEHD). The number of members for this year will be determined by the Dean.
- c. **Chair:** The chair will be appointed by the Dean or his/her designee from among the committee members, after consultation with the department chairs.
- d. **Frequency of meetings:** The committee will determine its own meeting schedule.

4. Committee on Information Technology (CIT)

- a. **Purpose:** The CIT shall assume promote technology-enhanced instruction, professional development for members of the College and outside constituencies, and outreach. The committee advises the Dean regarding strategic planning and interface with the University's Office of Information Technology.
- b. **Membership:** Membership shall consist of one representative from each academic unit, one representative from each of the College-wide centers, the Academic Technology Director (ex officio) and the Administrative Technology Director (ex officio); one graduate and one undergraduate student representative, and one CS/BU representative. Members shall be selected from units by appointment or election, depending on the usual practices of the department.

- c. **Chair:** Dean shall appoint the chair from among the group members, in consultation with the Executive Committee
 - d. **Frequency of meeting:** The CIT shall meet once a month, or as necessary.
5. **CEHD International Committee (CIC)**
- a. **Purpose:** The CIC shall be responsible for promoting international/cross-cultural understanding among all students, staff and faculty in the College of Education and Human Development. It will also make recommendations about needed research and will work with constituencies such as Minnesota immigrant groups. It will provide advice on a range of matters such as international students and scholars, international education exchanges, international dimensions of the curriculum, resource needs and allocation to support internationalizing the work of the College. The committee shall focus on connections between the College and University-wide initiatives in international education.
 - b. **Membership:** For 2006-7, the current membership from the previous CHE International Committee and CEHD Committee on International Education shall continue, and representatives from PSTL and CS/BU should be added. During 2006-7 the CIC should consider any adjustments in both the size of the committee and its representation. Future membership selection procedures and representation will be proposed by the 2006-7 committee.
 - c. **Chair:** The Dean shall select the chair from the CIC members in consultation with Executive Committee.
 - d. **Frequency of meeting:** The meeting schedule will be determined by the committee.
6. **Multicultural and Diversity Committee (MCDC)**
- a. **Purpose:** The MCDC shall promote a more inclusive learning and working environment by fostering awareness of multicultural issues and concerns among faculty, staff, and students. Gender, race, ethnicity, disability, and sexual orientation are included in the MCDC's emphasis. The committee will assist in making connections between the College and University-wide initiatives supporting diversity.
 - b. **Membership:** Membership shall consist of one representative from each academic unit and College-wide research center, selected in accordance with each unit's usual procedures; the committee is open to and shall encourage other volunteer members, particularly individuals from P&A, CS/BU, and the student body. Membership should include at least one person from every employee group.
 - c. **Chair:** The Dean shall appoint the chair from among the representative and voluntary members, in consultation with the College Consultative Committee.
 - d. **Frequency of meeting:** The meeting schedule will be determined by the committee.
7. **Civil Service/Bargaining Unit Committee (CSBUC)**
- a. **Purpose:** The CSBUC shall have general responsibility in areas of concern regarding Civil Service/Bargaining Unit employees. It will serve in an advisory

role to the Dean on matters concerning CS/BU staff that come under the jurisdiction of the College. Bargaining Unit staff representation will be subject to contract specifications.

- b. **Membership:** Representation shall be determined by the CS/BU employees with the approval of the Dean; the Dean shall name a committee of 8-10 people to determine representation and consultation procedures. The Dean shall appoint a non-voting liaison from his/her office to meet regularly with the committee.
- c. **Chair:** The chair of the committee shall be chosen by the members; a rotating chair model is permissible.
- d. **Frequency of meeting:** The committee will determine its own schedule; meetings with the Dean's liaison shall occur at least twice per year.

8. Committee of Academic Professionals and Administrators (CAPA)⁶

- a. **Purpose:** The CAPA shall have general responsibility in areas of concern regarding P&A employees. It will serve in an advisory role to the Dean on matters concerning P&A staff that come under the jurisdiction of the College. The CAPA will focus on issues related to promotion and employment conditions, and will carry out ad hoc tasks allocated by the Dean. The CAPA has the responsibility of maintaining communication with the University CAPA association.
- b. **Membership:** Representation will be determined by the P&A employees with the approval of the Dean; the Dean shall name a committee of 8-10 people to determine representation and consultation procedures. The Dean shall appoint a non-voting liaison from his/her office to meet regularly with the committee.
- c. **Chair:** The CAPA will determine their operating committee leadership.
- d. **Frequency of meeting:** The committee will determine its own schedule; meetings with the Dean's liaison shall occur at least twice per year.

9. Faculty Promotion and Tenure Committee (P&TC)⁷

- a. **Purpose:** The P&TC shall advise the Dean on promotion and tenure policies for faculty and make recommendations about faculty candidates for promotion and tenure.
- b. **Membership:** Membership shall consist of one elected representative from each academic unit and up to 3 at-large members appointed by the Dean. The Dean or his/her designee will serve ex officio, and will ensure that procedures are consistent with University policies. Members of the committee may vote only on promotion for those being considered at their own rank or a lower rank, not from their unit.

⁶ The roles of the P&A staff in the combined CEHD are varied, and it will take some time for the group to refine its agendas and procedures. In particular, CAPA will need to make permanent recommendations for membership, leadership, and procedures to be included in the Bylaws during 2006-7.

⁷ There are some differences among the three college guidelines for P&T that will need to be resolved during 2006-7. This committee is following Vice Provost Arlene Carney's instructions to delay decisions until all-University revisions are made.

- c. **Chair:** The Dean or his/her designee shall appoint a chair and vice-chair, which must be from different departments, in consultation with the College Consultative Committee.
- d. **Frequency of meeting:** The committee shall operate under the timelines set by the University and the Dean.
- e. The committee's actions shall be governed in accordance with pertinent sections of University policy governing faculty tenure and promotion.

10. P&A Promotion Committee (PAPC)

- a. **Purpose:** The PAPC shall advise the Dean on promotion policies for P&A staff and make recommendations about P&A candidates for promotion.
- b. **Membership:** Membership shall consist of 5 P&A members and 3 regular faculty members appointed by the Dean, in consultation with the College Consultative Committee. Members of the committee may vote only on promotion for those being considered at their own rank or a lower rank, not from their unit.
- c. **Chair:** The Dean, in consultation with the College Consultative Committee, shall appoint the chair.
- d. **Frequency of meeting:** The committee shall meet as necessary, as directed by the Dean.
- e. The committee's actions shall be governed in accordance with pertinent sections of college policy governing promotion within rank for academic professionals.

11. Honors and Awards Committee (HAC)

- a. **Purpose:** The HAC shall be responsible for identifying potential candidates for faculty, staff, student and alumni awards. The committee is advisory to the Dean. Awards that were previously made in the three constituent colleges will be overseen by this committee. During 2006-7 the committee will review existing awards and make recommendations for new awards. The committee should maintain active communication with the College's Human Resources Office and Development Office during its work.
- b. **Membership:** Membership shall consist of one representative from each academic unit, one P&A representative, one CS/BU representative, one graduate and one undergraduate student representative, and two alumni representatives. The Dean or his/her designee shall serve as a non-voting member of this committee. Members will be appointed by the Dean in consultation with the College Consultative Committee.
- c. **Chair:** The Dean shall appoint the chair.
- d. **Frequency of meeting:** The committee shall meet as necessary, as directed by the Dean.

12. Scholarship Committee (SC)

- a. **Purpose:** The SC shall select outstanding students for undergraduate and graduate scholarships and fellowships, and assist them in coordinating economic support and academic success. Student scholarships and fellowships previously awarded in the three colleges will be under the purview of this committee.

During 2006-7, the committee will review all existing awards and make recommendations for how the committee will function in future years.

- b. **Membership:** Membership shall consist of one faculty representative of each department having an undergraduate program, the director of student services (or designee), the director of development, one graduate and one undergraduate student representative, one alumni representative, and one CS/BU representative from Student Services. The Dean will appoint a liaison to this committee, who will serve as a non-voting member.
- c. **Chair:** The chair shall be appointed by the Dean in consultation with the Executive Committee.
- d. **Frequency of Meeting:** The committee shall meet as necessary.

13. Research Committee (RC)

- a. **Purpose:** The RC shall support research within the College, including research activities, facilities, and personnel. It will recommend policies and procedures to stimulate and support the research activities of the faculty, professional and academic staff, and students. It will promote the sharing and dissemination of research activities and results within the College, University and community.
- b. **Membership:** Membership shall consist of one representative from each academic unit and each of the College-wide centers, to be selected in accordance with each unit's usual procedures. The P&A and CS/BU employee groups will be represented. The Dean will appoint a liaison to this committee, who will serve as a non-voting member.
- c. **Chair:** The chair shall be appointed by the Dean from among the committee members, excluding the ex-officio Dean's liaison.
- d. **Frequency of meeting:** The committee will determine its own schedule.

14. Faculty and P&A Leave Committee (FPALC)

- a. **Purpose:** The committee shall advise the dean on professional leave policies affecting faculty and P&A staff and to make recommendations on any competitive leaves awarded within the College.
- b. **Membership:** The Committee shall be composed of 3 P&A members and 5 regular faculty members appointed by the dean, in consultation with the consultative committee.
- c. **Chair:** the dean, in consultation with the consultative committee, shall appoint the chair.
- d. **Frequency of meeting:** The committee shall meet as necessary, as directed by the dean.
- e. The committee's actions shall be governed in accordance with pertinent sections of college policy governing professional leaves for faculty and academic professionals.

RECOMMENDED AD HOC COMMITTEES

1. **Ad Hoc Admissions Committee⁸ (AC)**
 - a. **Purpose:** We do not recommend that there be a standing Admissions Committee this year, but an ad hoc committee that will develop a proposal for how to handle undergraduate (NHS and transfer) admissions in the future. The AC will serve as a subcommittee of the EPPC, in consultation with the office of Student and Professional Services (or the office that is charged with this function) and the Dean's Office, and will develop admissions and advancement principles and practices, and share them through the consultative process.
 - b. **Membership:** Membership shall be determined jointly by the Dean and EPPC.
 - c. For this year, review of applicants for admission and advancement will be handled by departments, in consultation with the office of Students and Professional Services (or the office that is charged with this function).

2. **Ad Hoc Space and Facilities Committee (SFC)**
 - a. **Purpose:** The College is presented with tremendous challenges related to integrating academic and administrative units due to space constraints. The SFC will provide assistance and support to the Dean in planning for space utilization that promotes the best integration of academic and administrative units in the College.
 - b. **Membership:** To be determined by the Dean, in consultation with the Executive Committee and the EPPC. Representatives from each of the former Colleges should be included.

3. **Ad Hoc Committee on Personnel Policies (CPP)**
 - a. **Purpose:** The committee will review and reconcile personnel policies such as those governing work load and academic employment categories.
 - b. **Membership:** To be determined by the Dean, in consultation with the Executive Committee. Representatives from each of the former Colleges should be included.

4. **Ad Hoc Committee on Interdisciplinary Collaboration (IC)**
 - a. **Purpose:** The merger of the three Colleges provides a significant opportunity to create a new presence for education and human development issues within the University. This committee will assist the Dean in considering how best to identify and create relationships among colleges and to create a clear

⁸ We concur that this should be a standing committee, but differences in operations and the urgency of the work mean that an ad hoc committee is necessary in order to develop a college-wide plan for coordinating admissions. In the interim, each college's previous procedures should remain in place. For 2006-7, admissions will be consistent with the "Proposal to Admit First Year Students."

identity for the new College within the University, and strengthen linkages with other colleges.

- b. **Membership:** To be determined by the Dean, in consultation with the EPPC. Representatives from each of the former Colleges should be included.

5. *Ad Hoc Undergraduate Student Association* (UGSA)

- a. **Purpose:** To provide undergraduate students with an avenue to share their ideas and talent, and to encourage their personal, social, political and academic growth. The UGSA will also serve a community-building function in this regard. The UGSA is encouraged to strengthen affiliations and linkages with other department or program student groups, as well as other student associations throughout the University system. The UGSA is encouraged to develop an approved Constitution following University policies.
- b. **Membership:** All students currently enrolled in a CEHD undergraduate-level program are eligible for membership. Only members of the UGSA are eligible to represent the College in University-wide governance.

6. *Ad Hoc Graduate and Professional Student Association* (GPSA)

- a. **Purpose:** To provide graduate and professional students with an avenue to share their ideas and talent, and to encourage their personal, social, political and academic growth. The GPSA will also serve a community-building function in this regard. The GPSA is encouraged to strengthen affiliations and linkages with other department or program student groups, as well as other student associations throughout the University system. The GPSA is encouraged to develop an approved Constitution following University policies.
- b. **Membership:** All students currently enrolled a CEHD graduate-level program are eligible for membership. Only members of the GPSA are eligible to represent the College in University-wide governance.