College of Education Bylaws

Preamble
Texas Southern University was founded in 1927 and became a state institution in 1947. Texas Southern boasts an impressive array of undergraduate and graduate programs, features a diverse faculty, more than 80 student organizations, and an alumni network of educators, entrepreneurs, public servants, lawyers, pilots, artists, and more, many of whom are change agents on the local, national and international stage. Nestled upon a sprawling 150-acre campus, Texas Southern has served as a cornerstone for developing the greatest potential in leaders from various socioeconomic, cultural, and ethnic backgrounds. Texas Southern is located in the heart of the city, giving its students and faculty easy access to the Museum District, neighboring educational institutions, the Texas Medical Center, downtown Houston, two major airports and all of the city's major freeways. Approximately 10,000 students, along with nearly 1,500 faculty and staff comprise the University's community, making it one of the nation’s largest Historically Black Colleges and Universities (http://devweb.tsu.edu/About/).

Written as a supplement to Texas Southern University Statutes these bylaws are intended to provide a framework for the effective conduct of activities in the College of Education (COE). Specifically, the bylaws were written to 1) Outline the COE academic administration team’s responsibilities, 2) define, rights and responsibilities of the faculty, 3) guide the appointment/election of committees and other faculty groups, and (4) establish the roles and responsibilities of departments within the College.
Mission of the College of Education

To provide competent professionals for effective service in urban schools, agencies and other entities using research and collaboration in seeking solutions to teaching, learning and behavioral challenges facing urban populations.

Article 1: Name and Purpose:

Section 1: The name of the organization is the College of Education (hereafter referred to as COE), Texas Southern University (hereafter referred to as TSU).

Section 2: The purpose of this document is to provide the organizational and governing policies and procedures of the faculty of the COE. These bylaws supplement and are subject to the bylaws and policies of the TSU Board of Regents as specified in the Board of Regents’ bylaws, Section 1.4 (Approval of Governing Documents. The Board of Regents shall approve all constitutions, bylaws, rules, regulations and other governing documents (including proposed amendments) of all groups and organizations within the University operating under such documents. This authority may be delegated. Notwithstanding approval of such documents directly or through delegation, the Board of Regents retains the unilateral right to temporarily or permanently repeal, rescind, suspend or waive any or all of the provisions of any such documents, at its sole discretion, whenever it deems such action necessary or advisable in view of the particular circumstances at hand).

Section 3: The COE consists of four (4) instructional departments (Curriculum and Instruction, Educational Administration and Foundations, Counseling, and Health and Kinesiology) through which degrees are offered. The three undergraduate degrees are the Bachelor of Science in
Section 3: The COE, Continued

Interdisciplinary Studies, the Bachelor of Science in Health, the Bachelor of Science in Human Performance and the Bachelor of Science in Sports Management. Graduate degrees can be earned at the master’s and doctoral levels. The several masters degrees are the 1) Master of Education in Counselor Education, 2) Master of Education in Educational Administration, 3) Master of Science in Health, 4) Master of Science in Human Performance, 5) Master of Education in Curriculum and Instruction, with specialty areas in Bilingual Education, Early Childhood Education, Reading Education, Special Education and the Master of Education in Secondary Education. The Doctor of Education Degree can be earned in three areas: a) Educational Administration and Foundations, b) Counselor Education and in c) Curriculum and Instruction. Two departments in the College, the Department of Counseling and the Department of Educational Administration and Foundations, are unique at the University in that they offer graduate degrees only.

Article 2: Academic Administration

Section 1: The College is organized with a Dean, two Associate Deans, and four Faculty Chairs.

Section 2: The Dean shall

a. Unite the College and its constituents around a compelling shared strategic vision. Provide academic, administrative and fundraising leadership to the faculty, staff, and students. Set high standards for scholarship, service, teaching and learning.

b. Recommend methods for college advancement to the provost/vice president for academic affairs and research.

Section 2: The Dean, Continued
c. Plan and coordinate the process of program reviews, including student and institutional outcomes for undergraduate and graduate programs, to support required NCATE accreditation and regulatory compliance.

d. Advance a research environment aligned with the mission of the campus; enhance the effectiveness and prominence of the college's educational programs, research activities, and outreach programs.

e. Assume responsibility for leading informed growth strategies and working with all stakeholders to assure measurable positive results; enhance relationships with alumni, donors, and community leaders.

f. Foster and develop interdisciplinary collaborations to strengthen ties with other colleges/schools within the university.

g. Work collaboratively with deans across the university.

h. Expand and strengthen existing international partnerships and explore new opportunities for growth.

i. Set priorities and sustain an environment of academic excellence through review and development of curricular, research and partnership initiatives.

j. Attract mentors, provide advice, and retain students and faculty members. Promote and foster traditional face-to-face, distance learning, online and international education programs.

k. Ensure availability of training in instructional technology to all of the College of Education's faculty and staff.
Section 2: The Dean, Continued

1. Oversee internships and study-abroad experiences. As chief fundraiser for the College, solicit and obtain resources, support and funding to sustain outstanding undergraduate and graduate programs.

m. Secure funding for scholarships, technology, and capital development.

n. Manage all aspects of the College's departments, including resource planning, development of budgets, allocation of resources and management of expenditures.

o. Oversee budget development and allocation of resources for the College.

p. Determine and oversee the collegiate administrative infrastructure, including academic and non-academic support staff.

q. Recruit and maintain an excellent and diverse faculty; and recommend new staff.

r. Work collaboratively with faculty to define the admissions standards for the College.

s. Coordinate course offerings (on-campus, blended, and online) with program administrators.

t. Create an environment that enables faculty to assess, plan, implement, and evaluate educational programs. Perform other job related duties as required.

Section 3: The Associate Dean of Academic Affairs shall

a. Serve as the administrative officer in the absence of the Dean.

b. Represent the Dean in her absence at Academic Council meetings and other functions.

c. Serve as an ex-officio member on committees as appointed by the Dean.

d. Arrange and preside over student grievance and grade appeal hearings.

e. Consult with individual students concerning academic policies and procedure.
Section 3: The Associate Dean of Academic Affairs, *Continued*

f. Assist with special projects as assigned by the Dean.

g. Inform adjunct faculty of all academic policies and procedures.

h. Inform faculty and department chairs on all academic policies and procedures.

i. Consult with department chairs concerning student and faculty issues.

j. Coordinate departments’ publicity material/brochures for the COE.

k. Monitor faculty course workload reports and course schedules with Dean.

l. Edit minutes and notes for all meetings where the Dean presides.

m. Assist department chairs in recruiting full-time and part-time faculty.

n. Assist the Dean in hiring new faculty members, department chairs and staff.

o. Assume shared leadership for development of the College of Education Newsletter.

p. Provide leadership for the administration of the Doctoral Comprehensive Examinations.

q. Assume joint responsibility for coordinating professional development for the COE.

Section 4: The Associate Dean of Student Affairs shall

a. Plan, coordinate and implement special academic programs, special events and career services, including student involvement, leadership and volunteer activities for professional and pre-professional students.

b. Assure the adherence to policies and procedures that pertain to students. Resolve student problems, both academic and non-academic. Respond to student petitions and grievances.

c. Serve on the College’s Admissions, Scholarship and Special Events committees.
Section 4: The Associate Dean of Student Affairs, *Continued*

d. Supervise, evaluate, coordinate, and direct student advisement, Banner support, recruitment and retention activities, career and employment services, student success initiatives and student life activities.

e. Supervise assigned staff to institute and maintain programmatic improvements in recruitment, admissions, registration, retention and in student professional development.

f. Participate in professional development and assure the participation of Advisement Center staff in professional development activities.

g. Assist the Dean with ensuring the consistent uniform application of all functions, processes, and services for Student Affairs.

h. Establish an effective quality assurance structure and process for the student services programs.

i. Provide leadership for the College’s student outreach and enrollment growth.

Section 5: The Department Chair shall

a. Assume responsibility for the activities of the department.

b. Monitor the quality of the teaching, research, and public service programs and their delivery within their departments while continuing to engage in teaching, scholarship and public service activities.

c. Represent the department in collaborations with other departments and schools and with the Dean and other administrative officers of the University.

d. Communicate the department’s needs and support its goals and plans.
Section 5: The Department Chair, Continued

e. Communicate recommendations regarding the departmental budget, in accordance 
   with the department’s goals and needs.

f. Plan the department’s summer school offerings and teaching assignments in cooperation 
   with the departmental faculty and in accordance with the summer school policy of the 
   University as outlined in Section 5.2 of the Faculty Manual.

g. Recruit, with the assistance of the departmental faculty, new faculty members and 
   students to carry out the goals of the department and the University.

h. Evaluate the department faculty’s performance in teaching, research, service and 
   advisement of students.

i. Participate in departmental and university meetings, research, and publications, as well as 
   other aspects of University and professional life.

j. Maintain an effective system for advising students.

k. Make recommendations for changes in rank, tenure and salary in accordance with 
   University guidelines and procedures.

l. Monitor collections of the University Library, recommending periodicals, ordering 
   appropriate new books and other resources for the library collection, and constantly 
   evaluating library holdings on the basis of their relationship to the department’s 
   needs and the University’s goals.

m. Listen, informally, to faculty grievances and cooperate in formal grievance procedures.

n. Supervise the department’s programs of study, including curriculum, instruction, 
   scheduling, faculty workload, and departmental research and public service.

o. Ensure that students’ rights are preserved.
The Department Chair, *Continued*

p. Supervise the advisement of departmental graduate and undergraduate students.

q. Monitor student evaluation of instruction, courses, and programs.

r. Provide leadership in student recruitment, advisement, and placement.

s. Make recommendations regarding faculty applications for professional travel and sabbatical leave.

t. Arrange meetings of the departmental faculty on a monthly basis.

u. Meet with the departmental Advisory Committee and appropriate constituent and advisory groups for the discipline.

v. Establish accreditation, and ad hoc departmental committees; and perform other such duties as shall be assigned by the Dean of the College or as established by University policy, or in College or departmental bylaws.

w. Hold faculty rank as a requirement to serve as Department Chair.

**Article 3: Meetings of the College**

Section 1: The faculty of the COE shall hold at least one (1) college wide meeting each semester of the regular academic year. The dates of these meetings will be determined by the Dean.

Additional meetings may be called at the Dean’s discretion or in response to a written request from ten (10) percent of the College faculty.

Section 2: Except in emergencies, faculty shall be notified at least three (3) class days prior to a meeting.
Article 3: Meetings of the College, Continued

Section 3: The Dean shall serve as the presiding officer at all regular and special meetings. In the absence of the Dean, the Associate Dean shall preside.

Section 4: A simple majority of the faculty members of the COE shall constitute a quorum.

Section 5: If a meeting lacks a quorum, business may continue to be conducted at the discretion of the presiding officer. However, no business that requires a vote shall be entertained.

Section 6: Robert’s Rules of Order Revised shall govern meetings of the faculty in all cases where they apply and do not conflict with the bylaws.

Article 4: Criteria of Reappointment, Promotion and Tenure

Section 1: All faculty seeking reappointment, promotion, and tenure shall be evaluated based on their performance in three areas: These are effective teaching, research and service.

Section 2: The evaluation of candidates for reappointment, promotion, and tenure shall adhere to the criteria and guidelines as stated in the TSU Faculty Manual. Selected modifications were authorized for the COE. These modifications, the ranks and related descriptions are presented below:

Instructor

Academic Preparation: A Master’s degree from an accredited institution with a major in the field of the faculty member’s appointment or the equivalent in terms of specialized
Article 4: Criteria of Reappointment... Continued

abilities and experience are required. Preference is normally given to persons pursuing a terminal degree. Instructor is not a rank that leads to tenure.

Visiting Faculty
A visiting faculty member carries a temporary appointment for a term of one year or less subject to renewal. The rank entitles the visiting faculty member to a temporary appointment. The qualifications for appointment to the visiting faculty rank are the same as for appointment to the corresponding faculty rank. Visiting Faculty is a non-tenurable rank.

Adjunct Faculty
An adjunct faculty member is one whose principal employment is not with Texas Southern University and who brings expertise to the teaching, research, or public service of Texas Southern University. The appointment carries remuneration, is renewable, and adjunct faculty members shall be subject to review by the college/school/department faculty review process. Adjunct Faculty is not a tenurable rank (University Faculty Manual, Section 3.3).

Assistant Professor
The candidate is usually required to hold a terminal degree or be able to demonstrate substantial progress towards the terminal degree. This normally means an earned doctorate or other terminal degree from an accredited institution with a major in the discipline making the appointment or completion of all requirements for the doctorate (except the dissertation) at an accredited institution. All individuals appointed in this rank must have the potential to meet the requirements for promotion. (University Faculty Manual, Section 3.3).
a) **Promotion from the Rank of Assistant Professor to Associate Professor**

(3.3.3c) The candidate must have earned the doctorate degree in the discipline or a related field. Candidates shall show evidence of a plausible body of scholarly work. This work shall include a minimum of three scholarly publications that involve peer-review, at least on the local or regional levels. This criterion might vary, based on the specific terms of one’s contract at the time of appointment. A delineation of performance expectations for research/scholarship, effective teaching and service is presented at the end of this section of the bylaws. The information below reflects a summary of minimum requirements for earning tenure and promotion to the rank of associate professor:

- **Research/Scholarship**
  - Three (3) publications
  - Three (3) presentations
- **Effective Teaching**
- **Meaningful Service**
- **Candidates** serve a minimum of three years in the rank of Assistant professor in order to be considered for a promotion to Associate professor. It is recommended that the department chair conduct a formal review of the candidate’s performance in year three.

b) **Promotion from the Rank of Associate Professor to Professor**

(3.3.4c) The candidate must have earned the doctorate degree in the specialty field. Candidates shall show evidence of a plausible body of scholarly work. This work shall include a minimum of five scholarly publications or a single work of
equivalent weight that was accomplished after promotion to Associate Professor. At least three of these works shall have been externally reviewed on the national level. A delineation of performance expectations for research/scholarship, effective teaching and service is presented at the end of this section of the bylaws. The information below reflects a summary of minimum requirements for promotion to the rank of professor.

Research / Scholarship

- Five (5) publications (after promotion to Associate Professor)
- Three (3) presentations

b) Promotion from the Rank of Associate Professor to Professor, Continued

- Effective Teaching
- Meaningful Service
- Candidates serve a minimum of five years in the rank of Associate professor in order to be considered for a promotion to professor

c) Tenure

Tenure is awarded based on merit rather than on years of service. Candidate performance in teaching, research and service reflect the basis on which tenure can be earned. Section 4.5 of the Faculty Manual establishes that promotion and tenure responsibility are assumed, principally, by a) senior faculty members, b) unit administrators and c) deans. In the COE, the criteria are the same for faculty appointment to the Committee on Tenure and Promotion at both the department and college level. These faculty members shall be elected by the department faculty and by the COE faculty to serve at respective levels, according to section 4.7 of the Faculty Manual, unless otherwise indicated. The following criteria shall be included with the
c) **Tenure, Continued**

guidelines stated in the Faculty Manual 4.3: Individuals who are granted one (1) to four (4) years of prior experience must meet the scholarship requirements as outlined under each rank for promotion.

Section 4.4 of the Faculty Manual is entitled Procedures Utilized for Reappointment, Promotion and Tenure. The Faculty Manual identifies these added criteria for of the COE Rank and Tenure Committee:

- Each academic unit shall determine the size of its committee and whether it will establish departmental level committees.

- Each committee shall establish the specific criteria as appropriate to its unit by which it will judge eligible faculty requests for tenure and promotion.

- Criteria must meet at least the minimum University review criteria.

- The Dean is responsible for approving criteria for granting tenure and/or promotion.

What follows is a summary of criteria candidates must meet in order to be awarded tenure.

- **Research**

- **Effective Teaching**

- **Meaningful Service**

- **Annual Program of Work**

**Delineation of Teaching Research and Service**

Faculty work products and service are to be aligned with the COE Conceptual Framework and proficiencies in teaching as well as research and service consistent with status as a faculty member.
**Teaching**

*Teaching activities selected by the faculty member from the list provided below will be assessed based on alignment of instructional practices and products with the College of Education Conceptual Framework and the College Proficiencies.*

- **Student Course Evaluations**
- **Course Materials (syllabi, handouts/innovative practices) currently being used**
- **Self-Assessment (narrative of accomplishments and innovative practices that align with COE conceptual framework and proficiencies)**
- **Peer Assessment (campus-based and online courses)**

**Delineation of Teaching Research and Service**

*Teaching…*

- **Instructional Methodologies (documented best practices) including use of technology**
- **Candidate’s Reflections on Course (during and after)**
- **Mentoring of junior Faculty**
- **Chairing Dissertation Committees**

**Delineation of Teaching Research and Service, Continued**

**Research**

*Research is defined as and includes the following:*

- **Qualitative, quantitative and all other areas and kinds of research**
- **Presentations at international, national, state and local conferences that contribute to knowledge and align to the COE Conceptual Framework and Proficiencies**
- **Publications and or articles in refereed and non-refereed journals, books’ chapters, books in related field with reputable publishers, position papers and editorials**
Delineation of Teaching Research and Service, Continued

- Unpublished work

- Anything a faculty member does or writes that contributes knowledge to humankind and to one’s field or discipline that is aligned to the COE Conceptual Framework and/or Proficiencies

Service

Service selected by the faculty member from the list provided below should be aligned with the College Conceptual Framework and Proficiencies as follows:

**University**

- Serving as advisors to student organizations
- Working with accreditation organizations/working on accreditation process with university/college (SACS)
- Attendance at university events

**College**

- Serving on dissertation committees
- Working with accreditation organizations/working on accreditation process with university/college (NCATE)

**Department**

- Service credits for course overloads
- Additional work with students, e.g. tutoring, advocacy for special needs etc.
- Recruitment
Community

- **Partnerships with K-12 schools**
  - Volunteering in schools (VIPS)
  - Speaking engagements including school commencement events, career days etc.
- **Collaborative partnerships with local agencies**
- **Collaborative partnerships with other universities**
- **Service with nonprofit organizations**

Delineation of Teaching Research and Service, *Continued*

Community...

- **Service on boards/advisory committees, school boards etc.**
- **Service as elected official of professional organizations**
- **Service on committees of professional organizations (local/state chapters)**
- **Service on editorial boards**
- **Providing consultant services without fees/salary**
- **Partnerships for school improvement**

International

- **Consulting with universities abroad**
- **Collaborative partnerships with universities abroad**
- **Serving as facilitator for international students, exchange students**

Article 5: Amendments to the Bylaws

Amendments to the bylaws shall be made with a two-thirds (2/3) vote of all COE faculty members who are eligible to vote. Voting shall occur after copies of the amendments have been
Article 5: Amendments, Continued

distributed to all faculty members at least thirty (15) calendar days prior to any meeting where consideration of amendments would be part of the agenda.

Voted and Approved on 11/12/2012