

**BYLAWS of the School of Education  
University of Missouri-Kansas City**

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1 ARTICLE I

2 ORGANIZATION

- 3 1. Components. The organizational components of the School are Divisions, Departments, and Centers. Divisions  
4 and Departments are units responsible to the Faculty for the academic programs of the School, each having  
5 special course content areas and/or degree programs within its purview. Centers are separate administrative  
6 operations with permanent staffing.
- 7 2. Relationship between Divisions, Departments, and Centers. Centers are administratively independent of the  
8 divisions and departments for their special functions. Each center faculty member holds academic  
9 appointment in the division or department appropriate for his or her area of specialization. Courses offered by  
10 center faculty for academic credit must be part of one of the divisional or departmental programs and are  
11 subject to divisional or departmental approval. Any faculty member may serve as a center staff member at  
12 such time and for such duration as he or she is needed, provided that the heads of the appropriate division or  
13 department and center and the Dean of the School approve the allocation of his or her time.
- 14 3. Identification of Divisions, Departments, and Centers. The present divisions, departments, and centers of the  
15 School:

16 ***Amended, April 2011\****

17 Division of Counseling and Educational Psychology\*

18 Division of Curriculum and Instructional Leadership

19 Division of Educational Leadership, Policy, and Foundations\*

20 Council for Teacher Education

21 Center for the Study of Metropolitan Problems in Education

22 Berkley Child and Family Development Center

23 Center for Economic Education

24 Proposals for new or reformed divisions or departments, after consultation with the Council of  
25 Chairpersons established by the Dean, are adopted when approved by the Faculty and the Dean.  
26 Centers are established by the Dean after consultation with the Council of Chairpersons. The need  
27 for existing centers shall be reviewed every three years.

- 28 4. Internal Divisional and Departmental Organization. Where intra-divisional organization seems desirable to  
29 facilitate the development and direction of degree programs, a division or department may be structured on  
30 one or both of two dimensions. It may be composed of degree committees by level of degree; or, where the  
31 division or department is responsible for degrees in more than one subject area, it may be organized into  
32 special field committees according to the content of the degree programs.

1 5. Officers of Administration. The Officers of Administration at present include the Dean and one Associate Dean.  
2 The administrative functions, titles, and status of these officers shall be distinct and severable from their  
3 functions, titles, and status, if any, as academic staff members.

4 a. The Dean shall be the chief executive officer of the School, responsible to the Chancellor for the  
5 operations of the School. He or she is responsible for providing leadership, in collaboration with the  
6 Faculty Executive Committee as described in Article V of the Bylaws, toward achievement of  
7 excellence in teaching, research, continuing education, and service activities of the School.

8 b. The Associate Dean shall be an executive officer of the School, responsible to the Dean and performing  
9 such duties as shall be assigned to him/her by the Dean.

10 6. Officers of the University Exercising Delegated Administrative Authority. These presently include Division or  
11 Department Chairpersons, the Director of Teacher Education, and the Center Directors. The administrative  
12 functions, titles, and status of these officers shall be distinct and severable from their functions, title, and  
13 status, if any, as academic staff members.

14 a. The Division or Department Chairpersons and the Director of Teacher Education are the academic  
15 leaders of the divisions, departments, or programs and are responsible for their effective and efficient  
16 administration. They are responsible for providing leadership toward achievement of excellence in  
17 teaching, research, continuing education, and service activities of the division, department, or program.

18 1. The selection of Division and Department Chairpersons as well as the selection of the Director of  
19 Teacher Education is a joint responsibility of the Dean and the division, department, or the program  
20 membership and teacher education faculty. The Dean will make the recommendations to the  
21 Provost/Vice Chancellor for Academic Affairs who has the final responsibility for the appointment.  
22 Generally, the terms of the Division or Department Chairpersons and the Director of Teacher  
23 Education shall be three years and may be renewed. Regular reviews at the end of each term will  
24 be made by the Dean and the division, department, or program members.

25 2. The Chairpersons and the Director of Teacher Education are responsible to the Dean and  
26 accountable to their faculty for conducting the academic and personnel affairs of their division,  
27 department, or program in a manner that will make the most effective use of the human, financial,  
28 and physical resources available.

29 3. In addition to these internal concerns, the Chairpersons and the Director of Teacher Education  
30 have the responsibility for relating their division, department, or program appropriately to other  
31 campus units and to the University, as well as to the outside professional and academic world.

32 4. Among the specific responsibilities of Division or Department Chairpersons and the Director of  
33 Teacher Education are the following:

34 a. Recruiting, orienting, and evaluating faculty members, research associates and  
35 assistants, teaching associates and assistants, and other academic staff;  
36 recommending appointment of part-time faculty.

- b. Making recommendations for reappointments, promotions, changes of status, salary changes, leaves of absence, tenure, fellowships, associateships, and assistantships for the faculty and non-teaching staff.
- c. Developing and supervising academic advising for students.
- d. Planning and conducting regular divisional or departmental meetings.
- e. Reviewing and proposing improvements in curricula, courses, and degree programs, and planning for the future year-around needs and development of the division or department.
- f. Organizing and recommending teaching schedules for maximum effectiveness.
- g. Consulting with the Dean in the preparation of the School budget, making recommendations and requests for the expenditure of funds, and supervising the use of assigned space, facilities, and equipment.
- h. Supervising and evaluating Continuing Education classes, and in the case of instructors who are not members of the faculty or associated faculty, approving course outlines and final examinations. Approving syllabi for correspondence courses and working with the Division for Continuing Education in all matters involving divisional or departmental courses or services.
- i. Working with the Director of Libraries on the improvement of library materials for teaching and research purposes.

- b. Center directors shall be appointed by the Dean and shall be responsible to him or her for the effective functioning of their centers in carrying out their prescribed missions.

**Amended October, 2002\***

7. Officers of the Faculty. The Officers of the Faculty are the Chairperson, the Vice Chairperson, and the Secretary. They may not succeed themselves in office, except in the case of an officer who has been elected to fill a vacancy and serve the remainder of a term of office for a year or less. Each shall be elected by majority vote of the faculty, and no more than two may be from the same division or department.\* They must be from the voting faculty of the School, but may not be Officers of the Administration of the School or Officers of Administration of the University. A Vice Chairperson shall be elected every year by majority vote of the faculty. The person elected to this position will serve a two year term: the first as Vice Chairperson, the second as Chairperson of the Faculty. For the initial election under this provision, a Chairperson of the Faculty shall be elected to a one year term.

- a. The Chairperson of the Faculty serves as the Chairperson of the Executive Committee and may call emergency meetings of the faculty and prepare the agenda for such meetings. The Vice Chairperson of the Faculty acts as Chairperson in the absence of the Chairperson. The Secretary of the Faculty prepares and distributes the minutes of faculty meetings, serves as Secretary of the Executive Committee, and serves as Chairperson of the Elections Committee.

1        b.    In the event that the Chairperson or Vice Chairperson is unable to discharge his or her responsibilities,  
2        the Secretary shall supervise the special election conducted by the Elections Committee of a new  
3        Chairperson or Vice Chairperson to serve the remainder of the term of office. In the event that the  
4        Secretary is unable to discharge his or her responsibilities, the Executive Committee shall elect an Interim  
5        Secretary from its membership and he or she shall supervise the special election, conducted by the  
6        Elections Committee, of a new secretary to serve the remainder of the term of office.

ARTICLE II

MEMBERSHIP AND PARTICIPATION

1. Faculty. The Faculty of the School of Education shall consist of:

- a. The Chancellor, ex-officio
- b. The Provost/Vice Chancellor for Academic Affairs, ex-officio
- c. The Dean of the School of Education
- d. The Associate Dean of the School of Education
- e. Academic staff of the University who hold regular academic appointments to the School, and who are assigned for half or more of their work to the School.
- f. Academic staff of the University who hold regular academic appointments to the School, and who are assigned for less than half their work to the School.

2. Associated Faculty. The Associated Faculty of the School of Education shall consist of academic staff of the university who hold full-time, academic-year, non-regular academic appointments to the School at the rank of instructor or above.

3. Participation and Voting. Members of the Faculty, except those who are on leave of absence for more than fifty percent of their time during the period of leave, shall be entitled to attend meetings and participate in deliberation of the Faculty, to serve with full privileges on committees of the Faculty and of the School, and to vote in all actions of the Faculty, except that only those members who are also members of the Graduate School Faculty may vote on graduate matters.

Members of the Associated Faculty shall be entitled to exercise all the privileges enumerated above except the right to vote on matters reserved to the Faculty under Article III.

4. Student Representatives. Student representatives to the Faculty of the School of Education shall be entitled to exercise the same privileges as the Associated Faculty. Student Representatives shall consist of two undergraduate students and two graduate students classified by the Registrar as Education students to be chosen by procedures determined by the Student Council.

1 ARTICLE III

2 POWERS RESERVED TO THE FACULTY

- 3 1. General. The Faculty of the School shall determine the curriculum, develop and recommend degree programs,  
4 and establish procedures and policies governing the work of the Faculty. The Faculty shall establish admission  
5 and retention standards, degree requirements, and recommend awarding of degrees.
- 6 2. Relationship to the Senate. Members of the Faculty shall be entitled to vote in elections of Senators from the  
7 School of Education, and, if at the rank of Assistant Professor or above, shall be eligible for election to the  
8 Senate after having served as a faculty member on this campus for at least one complete semester.
- 9 3. New Appointments. Procedures for appointment of all new full-time faculty, including those for tenure-track,  
10 clinical, and visiting positions, shall be fully consistent with specified University policies and procedures.

11 ***Amended October, 2002\****

- 12 4. Appointments, Promotion, and Tenure. The Faculty shall be consulted by the Dean through the divisions and  
13 departments on all recommendations for appointment and through the Committee on Promotion and Tenure  
14 on all recommendations for promotion and tenure. The Faculty shall make recommendations on all  
15 appointments with tenure, including administrative positions, through the School of Education Committee on  
16 Promotion and Tenure. \*

1 ARTICLE IV

2 MEETINGS OF THE FACULTY

- 3 1. Meetings. The Chairperson of the Faculty presides over all regular meetings of the Faculty and either the  
4 Dean or the Chairperson of the Faculty may call special and emergency meetings. The Secretary of the  
5 Faculty prepares and distributes minutes of Faculty meetings.
- 6 a. Regular meetings of the Faculty will usually be held on a day during the second or third week of  
7 each month of the academic year. The Chairperson of the Faculty shall select the day and time  
8 where the voting faculty have a limited number of scheduled teaching assignments. The dates for  
9 fall semester meetings will be determined at the September meeting, which is scheduled by the  
10 Chairperson of the Faculty. The dates for the winter semester will be announced at the December  
11 meeting.
- 12 b. Special meetings of the Faculty may be called by written petition of twenty-five percent of the  
13 voting faculty to the Executive Committee. Only emergency meetings should be called between the  
14 end of an academic year and the beginning of another.
- 15 c. Written notice of a regular meeting shall be distributed at least seven days prior to the meeting and  
16 written notice of a special meeting shall be distributed at least three days prior to the meeting.
- 17 d. A quorum shall be forty percent of the members of the Faculty.
- 18 e. A Parliamentarian shall be appointed by the Chairperson of the Faculty to serve at Faculty meetings.
- 19 2. Agenda. The Chairperson of the Faculty shall prepare the agenda of each regular meeting, in consultation  
20 with the Dean, and distribute it to the membership at least seven days prior to the meeting. An agenda will  
21 include a section for the Dean to communicate with the Faculty. The agenda for a special meeting shall be  
22 developed by either the Dean or Chairperson of the Faculty, whoever is responsible for the meeting, and  
23 distributed to the membership at least three days before that meeting.
- 24 a. Items may be placed on the agenda by members of the Faculty in any of the following ways:
- 25 1. By notifying the Chairperson of the Faculty if a special meeting is called by written petition  
26 of twenty-five percent of the Faculty to the Executive Committee.
- 27 2. During a meeting, for the next meeting, by proposal with a second.
- 28 3. During the meeting, for the present meeting, by a motion approved by a seventy-five  
29 percent majority.
- 30 b. After two hours, no agenda item other than the one under discussion may be considered at a  
31 regular meeting except by seventy-five percent consent of those present. An item under  
32 consideration after two hours shall not be voted upon except by seventy-five percent consent of  
33 those present.
- 34

1        3. Voting.

- 2            a. Voting at meetings shall be by show of hands or by written ballot, if called for. Written ballots shall  
3            be distributed by the Secretary to those eligible to vote. The collection and counting of these  
4            ballots shall be done by the Secretary of the Faculty and those designated by the Secretary to assist.
- 5            b. A motion calling for a Mail Ballot on any item under consideration at a meeting shall require a  
6            majority affirmative vote by those present.

- 7        4. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised except when in  
8        conflict with the Bylaws.

9

1 ARTICLE V

2 COMMITTEES AND SCHOOL REPRESENTATIVES

- 3 1. Committees of the Faculty. There shall be two kinds of committees of the Faculty: standing and ad hoc.
- 4 a. Standing committees shall be established by a vote of those Faculty eligible to vote. Election to a  
5 committee shall be determined by a majority of the votes cast, providing that the total number  
6 voting is a number at least equal to forty percent of the number of declared faculty for that  
7 semester. Elections shall be initiated in the winter semester. Newly elected committees shall  
8 assume their responsibilities the following fall semester, except the Promotion and Tenure  
9 Committee.
- 10 b. Ad hoc committees and their memberships shall be by appointment of the Executive Committee  
11 when requested and empowered to do so by the Faculty for specific purposes.
- 12 c. With the exception of the Executive Committee, the Elections Committee, and the Committee on  
13 Promotion and Tenure, committee chairpersons shall be elected by committee members.
- 14 d. No person may serve on more than one standing committee at a time, except that members of the  
15 Executive Committee and the faculty representative to the Senate Executive Committee may serve  
16 on one other standing committee.
- 17 e. In the event that a faculty member, elected by the Faculty to serve on a committee or as a  
18 representative of the School, is unable to complete his/her term, the unexpired term shall be filled  
19 by special election.
- 20 f. Students shall be members of the Committee on Academic Programs and Standards (CAPS) and  
21 designated ad hoc committees, comprising up to twenty-five percent of the membership. They  
22 should be nominated by the President of the Student Council with the advice and consent of the  
23 Student Council.
- 24 2. Standing Committees of the Faculty. The following standing committees have been established by the  
25 Faculty:
- 26 a. The Executive Committee.
- 27 1. The Executive Committee shall serve as the elected faculty executive body. It shall be  
28 composed of the Chairperson of the Faculty as chairperson, the Vice Chairperson of the  
29 Faculty, the Secretary of the Faculty, and four Faculty Representatives elected by a majority  
30 vote of the Faculty. The term of the four Faculty Representatives is for two years, with two  
31 to be elected each year. Each division within the School shall have one representative, with  
32 the fourth representative coming from any of the existing divisions.
- 33 2. The Executive Committee shall:
- 34 a) Serve as a liaison committee between the Faculty and the Senate Executive  
35 Committee.

- b) Serve as a liaison committee between the Faculty and the administration.
- c) Exercise other functions and powers that may be assigned to it from time to time by the Faculty.
- d) Assume a leadership role in the identification and presentation to the Faculty of issues deemed of importance.
- e) Serve as the budget committee and will provide feedback and recommendations to the Dean and chairs on all matters pertaining to the budget.

***Amended February, 2009\****

1. The Dean will provide a bi-annual budget summary and presentation to the faculty in as much detail as deemed necessary by the Faculty Executive Committee.\*
2. The Dean will provide to the Faculty Executive Committee an annual schedule of budget decisions and deadlines.\*
3. The Faculty Executive Committee will be available throughout the year to advise the Dean and chairs on budget matters. Emergency meetings may be called during the summer and between semesters by a majority of Faculty Executive Committee members and/or the Dean. \*

b. The Elections Committee.

1. This committee shall be composed of the Secretary of the Faculty as chairperson and two members chosen by the Chairperson of the Faculty from the annually elected members of the Executive Committee. The committee shall be reformed each year and the membership shall be announced at the May faculty meeting.
2. The committee shall have responsibility for conducting and developing procedures for all elections and for canvassing and certifying divisional and departmental elections for the selection of representatives and the filling of vacancies.

c. The Committee on Promotion and Tenure.

This shall be a committee elected by the Faculty. Its charge is to make recommendations to the Chancellor's Advisory Committee on Promotion and Continuous Appointments regarding promotion and/or tenure for academic staff members and communicate such recommendations to the Dean. This committee shall function according to procedures established by the Faculty, a copy of which shall be filed in the Dean's office.

***Amended December, 2011\****

1 The School of Education Promotion and Tenure Committee is comprised of five tenured faculty members to  
2 include a minimum of one elected full professor and the four remaining members be elected from the  
3 tenured faculty ranks.\* The chairperson is elected by the committee and is recommended to be of the rank  
4 of professor.\* A minimum of one and maximum of two faculty members from each division will be elected  
5 to a two-year term.\* Approximately half of the committee will be elected each year.\* No person who is a  
6 candidate for promotion and tenure may serve on this committee during the year of declared candidacy. A  
7 vacancy on the committee shall be filled by special election.

8 d. The Committee on Academic Programs and Standards (CAPS).

9 Faculty membership on this committee shall be comprised of two representatives from each of the three  
10 divisions of the School elected to two-year terms by the members of their respective divisions.  
11 Approximately half of the membership shall be elected in any given year. One member of CAPS from the  
12 School of Education shall serve as an ex-officio member of the Conservatory Graduate Curriculum  
13 Committee and one member from the Conservatory Graduate Curriculum Committee shall serve as an ex-  
14 officio member of CAPS. The duties of the Committee on Academic Programs and Standards are to review,  
15 report, and recommend to the Faculty for action matters relating to the following:

- 16 1.Addition or elimination of courses.
- 17 2.New degree programs.
- 18 3.Modification of existing programs and courses.
- 19 4.Policies and procedures for granting or denying student requests for exceptions to the  
20 regulations of the School.
- 21 5.Policies and procedures related to curricular matters involving other units of the University,  
22 e.g., the College of Arts and Sciences, the Conservatory of Music, and the School of Business  
23 and Public Administration.

24 e. Doctoral and Graduate Faculty Nominating Committee.

25 There shall be five (5) members on the committee. All members shall be graduate faculty members with at  
26 least three (3) members on the doctoral faculty. The members shall be elected by voting members of the  
27 School of Education Faculty. Members shall be elected for a two (2) year term with approximately half of  
28 the committee elected each year. The election of members to the Promotion and Tenure Committee shall  
29 precede the election of members to the Doctoral and Graduate Faculty Nominating Committee. A faculty  
30 member shall be elected to the Doctoral and Graduate Faculty Nominating Committee only when that  
31 faculty member has been chosen by more than fifty percent of those voting.

32 f. Benefits and Welfare Committee.

33 This shall be a committee of three (3) faculty members elected by the voting Faculty. The term of service  
34 shall be for three years, with one member elected each year. (Note: The initial committee will be  
35 comprised of one member for a three year term, one for two years, and one for one year.) The committee  
36 shall be responsible for:

1. Maintaining liaison with the UMKC Committee on Benefits and Welfare, and with the UM Committee on Faculty Benefits.
2. Reviewing and reporting to the Faculty any changes or proposed changes in the Faculty Benefits Program.
3. Soliciting, hearing, and considering any concerns expressed by the Faculty about any benefits currently offered or not offered.
4. Providing on a regular, systematic basis information to the Faculty about the UM Benefits Program.
5. Recommending proposed changes or additions to the Faculty Benefits Program.

***Amended October, 2008\****

g. Assessment Committee \*

This shall be a committee of two (2) faculty members from each division and one chair person. The faculty members shall be selected by members of their respective divisions. The committee chair shall be selected by the committee members. The term of office for Division representatives shall be for two years with one member from each division elected each year. Should a Division representative be selected as chair a new representative from that division shall be selected. The committee shall also include ad-hoc members such as clinical faculty, the Data Manager, assistant and associate deans, a representative from Student Services, a representative from the TLL, a representative of IUE and a student member. This committee shall be responsible for the ongoing development, implementation and oversight of the unit-wide assessment plan.\*

***Amended December, 2011\****

h. Oversight Committee\*

The Oversight Committee is a committee of the faculty charged with reviewing divisional chairs' evaluation of faculty annual performance reports within and across divisions and making recommendations to the Dean for the purpose of equity, parity, and merit salary.

The Oversight Committee shall be composed of three tenured, tenure-track faculty representatives (one from each division exclusive of the Division Chair). The Chairperson is elected by the committee. Each faculty representative will serve a two-year term. The terms of office for the faculty representatives will be staggered to ensure continuity on the committee.

The roles and responsibilities of the Oversight Committee shall include:

1. To review divisional chairs' ratings of faculty annual reports for equity, parity, and consistency
2. To ensure equity, parity, and consistency within and across divisions
3. To make recommendations to the Dean based on their review

1 The Oversight Committee shall use the established University of Missouri-Kansas City School of Education  
2 annual performance criteria as the basis for its review. The Dean will share, in an appropriate format, with  
3 the Chair and faculty any recommendations by the Oversight Committee that deviate from the Chair  
4 evaluations.\*

5  
6 3. Committees of the Dean. Faculty members and Associated Faculty members may also be appointed to ad  
7 hoc and standing committees established by the Dean and advisory to him or her, such as the Council of  
8 Chairpersons.

9 4. School Representatives to Campus and University Bodies.

10 a. Graduate Council. A Faculty member of the School shall be elected, with an alternate, for a term of  
11 three years.

12 b. UMKC Faculty Senators. Two regular Faculty members whose current appointments involve less  
13 than fifty percent administrative responsibilities within the University shall be elected to serve on  
14 the Faculty Senate. One person shall be elected each year for a term of two years.

## 15 ARTICLE VI

### 16 DIVISIONS AND DEPARTMENTS

17 1. Membership. At the time of the initial appointments, each person holding academic appointment to the  
18 School shall be assigned to membership in one of the divisions or departments by the Dean after  
19 consultation with the Faculty of that division or department. At that time, or subsequently, he or she may  
20 also be appointed to joint membership in one or more other divisions or departments.

21 2. Academic Program Responsibilities. The authority to organize the curriculum and to develop and control  
22 degree programs and other academic programs offered by the School of Education resides in the Faculty.  
23 The Faculty in divisions and departments has responsibility for academic work correspondent to that  
24 discipline. Specifically, in and for its discipline, a division or department may:

25 a. For initial referral to an appropriate faculty committee: Develop curriculum plans, courses, and degree  
26 programs for consideration and approval by the faculty.

27 b. On behalf of the faculty, reporting its action or proposed action to members of the faculty in writing:

28 1. Prescribe detailed course content and experiences, including prerequisites.

29 2. Select course requirements and other educational experiences, for students in academic programs  
30 within its purview, designed to produce professional growth above the minimum requirements at  
31 that level established for the entire School.

32 3. Interpret faculty policy on specific courses used to meet certification or degree requirements, when  
33 these courses are correspondent to that discipline.

1 4. Establish admission requirements above those of the University, the School of Graduate Studies, or  
2 the School of Education.

3 c. Without prior consent of the Faculty or notification to it:

4 1. Establish policies and procedures concerning the work of the division or department which are in  
5 accordance with governing practices of the University, the School of Graduate Studies, and the  
6 School of Education.

7 2. Recommend new faculty members to the Dean.

8 3. Determine student academic advisors.

9 4. Bring the discipline's perspectives to bear on procedures, plans, and programs which affect the  
10 School of Education as a whole.

11 3. Multi- or Extra-Divisional Programs or Departmental Programs. In academic programs not directly  
12 correspondent to divisions or departments, a special committee will be appointed by the Dean to function  
13 as a quasi-division under the provisions of Section 2 of this Article. Academic staff members from other  
14 academic divisions of the University may be appointed to such committees.

15 ARTICLE VII

16 OTHER GOVERNING REGULATIONS

17 These Bylaws are subordinate to all past or future actions of the Board of Curators and to the Governing  
18 Practices of the University of Missouri-Kansas City.

19 ARTICLE VIII

20 AMENDMENTS

21 1. Amendments to these Bylaws require the following steps:

22 a. A reading and discussions of the proposed amendment(s) at a regular meeting, followed by:

23 b. A majority affirmative vote by mail ballot of faculty members eligible to vote during that semester.

24 2. A majority of the voting faculty may vote to suspend these Bylaws, or any portion thereof, for a specified  
25 period of time.