

1 **BYLAWS of the School of Education, Social Work, and Psychological Sciences**
2 **University of Missouri-Kansas City**

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1 ARTICLE I

2 ORGANIZATION

3 1. Components. The organizational components of the School are Departments and Centers.
4 Departments are units responsible to the Faculty for the academic programs of the School, each
5 having special course content areas and/or degree programs within its purview. Centers are
6 separate administrative operations with permanent staffing.

7 2. Relationship between Departments and Centers. Centers are administratively independent of
8 the Departments for their special functions. Each Center faculty member holds academic
9 appointment in the Department appropriate for their area of specialization. Courses offered by
10 Center faculty for academic credit must be part of one of the Departmental programs and are
11 subject to Departmental approval. Any faculty member may serve as a Center staff member at
12 such time and for such duration as they are needed, provided that the heads of the appropriate
13 Department and Center and the Dean of the School approve the allocation of their time.

14 3. Identification of Departments and Centers. The present Departments and Centers of the School:

- 15 Department of Counseling and Counseling Psychology (CCP)
- 16 Department of Teacher Education and Curriculum Studies (TE&CS)
- 17 Department of Educational Leadership, Policy, and Foundations (ELPF)
- 18 Department of Psychology
- 19 Department of Social Work
- 20 Berkley Child and Family Development Center
- 21 Institute for Urban Education (IUE)
- 22 Urban Education Research Center (UERC)
- 23 Regional Professional Development Center (RPDC)

24 Proposals for new or reformed Departments are adopted when approved by the Faculty and the
25 Dean. Centers are established by the Dean, after consultation with faculty, in accordance with
26 CRR 50.010. Centers shall be reviewed every five years.

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

33 5. Officers of Administration. The Officers of Administration include the Dean, Associate Dean(s)
34 and Assistant Dean(s). The administrative functions, titles, and status of these officers shall be
35 distinct and severable from their functions, titles, and status, if any, as academic staff members.

- 36 a. The Dean shall be the chief executive officer of the School, responsible to the Chancellor
37 for the operations of the School. They are responsible for providing leadership, in
38 collaboration with the Faculty Executive Committee as described in Article V of the
39 Bylaws, toward achievement of excellence in teaching, research, and service activities of

- 1 the School.
- 2 b. The Associate Dean(s) and the Assistant Dean(s) shall be administrative officers of the
3 School, responsible to the Dean and performing such duties as shall be assigned to them
4 by the Dean.
- 5 6. Officers of the University Exercising Delegated Administrative Authority presently include
6 Department Chairs and Center Directors. The administrative functions, titles, and status of these
7 officers shall be distinct and severable from their functions, title, and status, if any, as academic
8 staff members.
- 9 a. The Department Chairs are the academic leaders of Departments and are responsible
10 for effective and efficient administration. They are responsible for providing leadership
11 toward achievement of excellence in teaching, research, and service activities of the
12 Department.
- 13 1. Chairs are appointed or replaced by the Dean, in consultation with the Faculty,
14 in accordance with CRR 21.110 and UMKC Bylaws.
- 15 2. The Chairs are responsible to the Dean and accountable to their faculty for
16 conducting the academic and personnel affairs of their Department in a manner
17 that will make the most effective use of the human, financial, and physical
18 resources available.
- 19 3. In addition to these internal concerns, the Chairs have responsibility for relating
20 their Department appropriately to other campus units and to the University, as
21 well as to the outside community.
- 22 b. Center directors shall be appointed by the Dean and shall be responsible to them for the
23 effective functioning of their Centers in carrying out their prescribed missions.
- 24 7. Officers of the Faculty. The Officers of the Faculty are the Chair, the Vice Chair, and the
25 Secretary. They may not succeed themselves in office, except in the case of an officer who has
26 been elected to fill a vacancy and serve the remainder of a term of office for a year or less. Each
27 shall be elected by majority (greater than half) vote of the faculty, and no more than two may
28 be from the same Department. They must be from the voting faculty of the School, but may not
29 be Officers of the Administration of the School or Officers of Administration of the University. A
30 Vice Chair shall be elected every year by majority vote of the faculty. The person elected to this
31 position will serve a two-year term: the first as Vice Chair, the second as Chair of the Faculty. For
32 the initial election under this provision, a Chairperson of the Faculty shall be elected to a one-
33 year term. The Secretary serves a one-year term.
- 34 a. The Chair of the Faculty serves as the Chair of the Executive Committee and may call
35 emergency meetings of the faculty and prepare the agenda for such meetings. The Vice
36 Chair of the Faculty acts as Chair in the absence of the Chair. The Secretary of the Faculty
37 prepares and distributes the minutes of faculty meetings, serves as Secretary of the
38 Executive Committee and as Chair of the Elections Committee.
- 39 b. In the event that the Chairperson or Vice Chairperson is unable to discharge their

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

7 ARTICLE II

8 MEMBERSHIP AND PARTICIPATION

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

- 10 a. The Chancellor, non-voting.
- 11 b. The Provost/Vice Chancellor for Academic Affairs, non-voting.
- 12 c. The Dean of the School.
- 13 d. The Associate Dean(s) of the School.
- 14 e. Academic staff of the University who hold tenure-track (TT) academic appointments to
15 the School.
- 16 f. Academic staff of the University who hold ranked, nontenure-track (NTT) faculty
17 appointments as defined in CRR 310.035, of .75 FTE or greater in the School.
- 18 g. Academic staff of the University who hold unranked, nontenure-track (NTT) faculty
19 appointments as defined in CRR 310.035, of .75 FTE or greater in the School for at least
20 nine consecutive months.

21 2. Participation and Voting. Members of the Faculty, except those who are on leave of absence for
22 more than 50% of their time during the period of leave, shall be entitled to attend meetings and
23 participate in deliberation of the Faculty, to serve with full privileges on committees of the
24 Faculty and of the School, and to vote in all actions of the Faculty, except that only those
25 members who are also members of the Graduate School Faculty may vote on graduate matters,
26 and only those holding TT academic appointments may vote on issues specific to TT faculty.
27 Members of the faculty who meet the preceding criteria are considered "declared faculty" for
28 any given term.

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

31 3. Student Involvement. Faculty are encouraged to consult with students and have student
32 representation on committees and at faculty meetings.

1 ARTICLE III

2 POWERS RESERVED TO THE FACULTY

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

13 In addition, a search committee for a TT Faculty position in the School must include:

- 14 a. Committee chair(s) selected from tenured faculty at associate professor rank or above
15 and whose duties are less than 50% administrative, not to include Department chairs or
16 Associate/Assistant Deans,
- 17 b. At least one member with expertise in the target area, and
- 18 c. Members selected from School faculty, which may include faculty whose administrative
19 duties are 50% or less.

20 Additionally:

- 21 d. Members may be selected from other School Departments and/or faculty from other
22 UMKC units affiliated with School programs.
- 23 e. Search committee procedures will be transparent and available to all faculty in written
24 form, subject to limits dictated by university confidentiality requirements.

25 A search committee for a ranked NTT Faculty position will follow the guidelines above, except
26 that it may be chaired by a ranked NTT faculty member.

- 27 4. Appointments, Promotion, and Tenure. The Faculty shall be involved in all recommendations for
28 appointment and promotion and tenure in accordance with University policies and procedures.

1 ARTICLE IV

2 MEETINGS OF THE FACULTY

3 Regular meetings of the faculty serve to implement Article III, as well as provide for opportunities
4 for professional development, collaboration, communication, and community building.

5 1. Meetings. The Chairperson of the Faculty presides over all regular meetings of the Faculty and
6 either the Dean or the Chairperson of the Faculty may call special and emergency meetings. The
7 Secretary of the Faculty prepares and distributes minutes of Faculty meetings.

8 a. Regular meetings of the Faculty, scheduled for no more than two hours, will be held
9 throughout the academic year. The Chairperson of the Faculty shall select the day and
10 time where the voting faculty have a limited number of scheduled teaching assignments.
11 The dates for fall semester meetings will be determined at the September meeting,
12 which is scheduled by the Chairperson of the Faculty. The dates for spring semester will
13 be announced at or before the December meeting.

14 b. Special meetings of the Faculty may be called by written petition of 25 percent of the
15 voting faculty, the Dean, or the Faculty Chairperson to the Executive Committee. Only
16 emergency meetings should be called between the end of an academic year and the
17 beginning of another.

18 c. Written notice of a regular meeting shall be distributed at least seven days prior to the
19 meeting and written notice of a special meeting shall be distributed at least three days
20 prior to the meeting.

21 d. A quorum shall be a majority of the members of the Faculty.

22 e. A Parliamentarian, if necessary, shall be appointed by the Chairperson of the Faculty to
23 serve at Faculty meetings.

24 2. Agenda. The Chairperson of the Faculty shall prepare the agenda of each regular meeting, in
25 consultation with the Dean, and distribute it to the membership at least seven days prior to the
26 meeting. An agenda will include a section for the Dean to communicate with the Faculty. The
27 agenda for a special meeting shall be developed by either the Dean or Chairperson of the
28 Faculty, whoever is responsible for the meeting, and distributed to the membership at least
29 three days before that meeting.

30 a. Items may be placed on the agenda by members of the Faculty in any of the following
31 ways:

32 1. By notifying the Chair of the Faculty if a special meeting is called by written
33 petition of 25 percent of the Faculty to the Executive Committee.

34 2. During a meeting, for the next meeting, by motion with a second.

35 3. During the meeting, for the present meeting, by a motion approved by a 75
36 percent majority of those present.

1 f. Students may be members of committees, comprising up to 25 percent of the
2 membership. They shall be nominated by the Faculty.

3 2. Standing Committees of the Faculty. The following standing committees have been established
4 by the Faculty:

5 a. The Executive Committee.

6 1. The Executive Committee shall serve as the elected faculty executive body. It
7 shall be composed of the Chairperson of the Faculty as chairperson, the Vice
8 Chairperson of the Faculty, the Secretary of the Faculty, and a Faculty
9 Representative from each Department. The Chair, Vice Chair, and Secretary shall
10 be elected in accord with the provisions of Article I. Each Faculty Representative
11 shall be elected by a majority vote of their respective Departments. The term of
12 the Faculty Representatives is for two years, with about half to be elected each
13 year.

14 2. The Executive Committee shall:

15 a) Be available to serve as a liaison committee between the Faculty and the
16 Senate Executive Committee.

17 b) Serve as a liaison committee between the Faculty and the
18 administration.

19 c) Exercise other functions and powers that may be assigned to it from
20 time to time by the Faculty.

21 d) Assume a leadership role in the identification and presentation to the
22 Faculty of issues deemed of importance.

23 e) Serve as the School Budget Committee and provide feedback and make
24 recommendations to the Dean and Chairs on all matters pertaining to
25 the budget.

26 1. Twice each year, the Dean will provide a budget summary and
27 presentation to the Faculty in as much detail as deemed
28 necessary by the Faculty Executive Committee.

29 2. The Dean will provide to the Faculty Executive Committee an
30 annual schedule of budget decisions and deadlines.

31 3. The Faculty Executive Committee will be available throughout
32 the year to advise the Dean and Chairs on budget matters.

33 f) Emergency meetings may be called during the summer and between
34 semesters by a majority of Faculty Executive Committee members
35 and/or the Dean.

1 b. The Elections Committee.

- 2 1. The Elections Committee shall be composed of the Secretary of the Faculty as
3 chair and two members chosen by the outgoing Chair of the Faculty from the
4 annually elected members of the Executive Committee. The committee shall be
5 reformed each year and the membership shall be announced at the final faculty
6 meeting.
- 7 2. The Committee shall have responsibility for developing, distributing, and
8 conducting procedures, and facilitating nominations, for all elections.

9 c. The School Committee on Promotion and Tenure.

10 The School Committee on Promotion and Tenure shall be elected by the Faculty. The
11 election of members to the Promotion and Tenure Committee shall precede the election
12 of members to the Doctoral and Graduate Faculty Status Committee and the Equity
13 Committee. The committee's charge is to make recommendations regarding promotion
14 and/or tenure in accordance with Department criteria and communicate such
15 recommendations to the Dean. This committee shall function according to procedures
16 established by the Faculty in accordance with University policies and procedures. The
17 School Committee on Promotion and Tenure is comprised of five tenured faculty
18 members to include a minimum of one elected full professor and the four remaining
19 members be elected from the tenured faculty ranks. The chairperson is elected by the
20 committee and is of the rank of professor. A minimum of one faculty member from each
21 Department will be elected to a two-year term. Approximately half of the committee will
22 be elected each year. No person who is a candidate for promotion and tenure may serve
23 on this committee during the year of declared candidacy. A vacancy on the committee
24 shall be filled by special election.

25 d. The Curriculum Committee.

26 Faculty membership on the Curriculum Committee shall be comprised of one
27 representative from each of the Departments of the School elected to two-year terms by
28 the members of their respective Departments. Approximately half of the membership
29 shall be elected in any given year. The duties of the Curriculum Committee are to review,
30 report, and recommend on behalf of the Faculty action on matters relating to the
31 following:

- 32 1. Addition or elimination of courses.
- 33 2. New degree programs.
- 34 3. Modification of existing programs and courses.
- 35 4. Policies and procedures related to curricular matters involving other units of the
36 University.

1 e. The Committee on Academic Standards.

2 The Committee on Academic Standards shall rule on all special applications or petitions
3 for admission, readmission, or continuance on probation, as well as on exceptions to the
4 general requirements and regulations, concerning undergraduate students. The
5 Committee is composed of one Faculty member from each Department that serves
6 undergraduate students (i.e., offers undergraduate programs or courses), each serving a
7 term of two years, and terms will be staggered for continuity. The Dean's representative
8 with primary responsibility for undergraduate student academic affairs will be an ex
9 officio member. The Committee shall elect a Committee Chair from among its elected
10 members each year.

11 f. The Doctoral and Graduate Faculty Status Committee.

12 The Doctoral and Graduate Faculty Status Committee is charged with reviewing faculty
13 applications for doctoral and graduate faculty status in the School of Graduate Studies.

14 There shall be three members on the Committee. All members shall be graduate faculty
15 members with at least two (2) members on the doctoral faculty. The members shall be
16 elected by voting members of the School Faculty. Members shall be elected for a two-
17 year term with at least one elected each year. A faculty member shall be elected to the
18 Doctoral and Graduate Faculty Status Committee only when that faculty member has
19 been chosen by a plurality of those voting.

20 g. The Equity Committee.

21 The Equity Committee is charged with reviewing School policies, procedures, actions,
22 and outcomes and making recommendations to the Dean for the purpose of equity.

23 The Equity Committee shall be composed of one faculty representative from each
24 Department exclusive of the Department Chairs. The Committee Chair is elected by the
25 Committee. Each faculty representative will serve a two-year term. The terms of office
26 for the faculty representatives will be staggered to ensure continuity on the Committee.

27 3. Committees of the Dean. Faculty members may also be appointed to ad hoc and standing
28 committees established by the Dean and advisory to them, such as the Administrative Team.

- 29 a. In the case of promotion for NTTs, the Dean shall form a faculty committee in
30 consultation with the Faculty Executive Committee and in accordance with CRR 310.053.
31 The committee shall include at least two NTTs of the same aspired rank or above and at
32 least one tenured faculty member.

33 4. School Representatives to Campus and University Bodies.

- 34 a. Graduate Council. A Faculty member of the School shall be elected, with an alternate,
35 for a term of three years.
- 36 b. UMKC Faculty Senators. One or more Faculty members whose current appointments
37 involve less than 50 percent administrative responsibilities within the University shall be

1 elected to serve on the Faculty Senate. The number of Faculty members elected will be in
2 accord with UMKC bylaws, as will the length of their terms. If more than one Faculty
3 member is to serve, they shall be elected in alternating years.

- 4 c. Other School Representatives shall be elected from among the Faculty in accord with
5 UMKC bylaws or UM System CRR's.

6 ARTICLE VI

7 DEPARTMENTS

- 8 1. Membership. Each person holding academic appointment to the School shall be assigned to
9 membership in one of the Departments.

- 10 2. Academic Program Responsibilities. The Faculty in Departments has responsibility for academic
11 work correspondent to that discipline. Specifically, in and for its discipline(s), a Department
12 may:

- 13 a. Develop and implement curriculum plans and courses for existing degree and other
14 academic programs, and for consideration and approval by the Dean, new degree
15 programs. Such activities include:
- 16 b. Prescribe detailed course content and experiences, including prerequisites.
- 17 c. Select course requirements and other educational experiences, for students in academic
18 programs within its purview, designed to produce professional growth above the
19 minimum requirements at that level established for the entire School.
- 20 d. Interpret faculty policy on specific courses used to meet certification or degree
21 requirements when these courses are correspondent to that discipline.
- 22 e. Establish admission requirements above those of the University, the School of Graduate
23 Studies, or the School of Education, Social Work, and Psychological Sciences.
- 24 f. Advise the department chair in the development and implementation of the
25 administrative operation of the Department. Activities include:
- 26 1. Establish policies and procedures concerning the work of the Department that
27 are in accordance with governing practices of the University, the School of
28 Graduate Studies, and the School of Education, Social Work, and Psychological
29 Sciences.
- 30 2. Recommend new Faculty members to the Dean.
- 31 3. Determine faculty academic advisors.
- 32 4. Bring the discipline's perspectives to bear on procedures, plans, and programs
33 that affect the School as a whole.

1 ARTICLE VII

2 OTHER GOVERNING REGULATIONS

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

5 ARTICLE VIII

6 AMENDMENTS

- 7 1. Amendments to these Bylaws require the following steps:
- 8 a. A reading and discussion of the proposed amendment(s) at a regular faculty meeting,
9 followed by:
- 10 b. A majority affirmative vote by ballot after the meeting, either by mail or at a subsequent
11 meeting, of Faculty members eligible to vote during that semester.
- 12 2. A majority of the voting Faculty may vote to suspend these Bylaws, or any portion thereof, for a
13 specified period of time.