



UNIVERSITY OF SOUTH ALABAMA  
COLLEGE OF EDUCATION  
AND PROFESSIONAL STUDIES

## **Faculty Council Bylaws**

### **ARTICLE I: NAME**

The names of the bodies constituted in this document shall be the Faculty Assembly and the Faculty Council of the College of Education and Professional Studies of the University of South Alabama, Mobile, Alabama.

### **ARTICLE II: MISSION STATEMENT**

The mission of the Faculty Council of the College of Education and Professional Studies of the University of South Alabama is to:

Provide collaborative planning and consultation on matters as they relate to policies of the College of Education & Professional Studies that directly affect the teaching, research, and service activities of the faculty.

Inherent in this process is the shared responsibility for maintaining channels of communication between the College of Education & Professional Studies Administration and the Faculty Assembly.

**ARTICLE III: MEMBERSHIP** The membership of the College of Education & Professional Studies Faculty Assembly shall be determined by academic appointment. The Assembly shall consist of all members of the active, full-time faculty of the College of Education & Professional Studies holding the rank of Professor, Associate Professor, Assistant Professor, and Instructor. Each member shall have one vote. The members of the Faculty Assembly shall elect departmental Delegates to the College of Education & Professional Studies Faculty Council.

### **ARTICLE IV: PURPOSE AND FUNCTION**

#### **Section 1. Purpose**

The purpose of the Faculty Council is to support the College of Education & Professional Studies in its pursuit of excellence in all aspects of teaching, research, and service in accordance with the powers delegated to the Faculty by the Board of Trustees of the University of South Alabama.

The Faculty Council shall act as the advocate for the Faculty Assembly subject to the provision of Article X as stated herein. The Dean is the chief administrative officer of the College and is responsible for approval of and implementation of all policy decisions.

The College of Education & Professional Studies Faculty Council will:

1. Advance the mission of the College as a working group by providing the College with assistance in addressing matters of concern or of interest to the Faculty Assembly.
2. Serve as an organized body for the discussion of policies and procedures affecting the Faculty Assembly within the College .
3. Provide an avenue of communication between the Faculty Assembly and the Dean of the College on matters involving the Faculty.
4. Provide support for the College's commitment to promote an atmosphere where understanding of and respect for diversity is ensured.

## **Section 2. Function**

The functions of the College of Education & Professional Studies Faculty Council shall include the following:

1. To provide regularly for the collective expression of Faculty concerns and viewpoints.
2. To facilitate full communication among the Faculty.
3. To promote collaborative efforts in areas relating to the purposes of the College .
4. To participate in the activities of the College concerning but not limited to:
  - a. Development of the College mission, priorities, and strategic plans.
  - b. Annual review of progress towards College goals and the strategic plan, with recommendations for future directions.
  - c. Review, revision, and generation of new policies affecting the Faculty.

## **ARTICLE V: DESIGNATIONS**

### **Section 1. Delegates**

The faculty of each department shall elect Delegates to the College of Education & Professional Studies Faculty Council. Delegates should represent different programs from within each department to the greatest extent possible. The Caucus Leader of the University Faculty Senate representing the College shall also serve as a Delegate.

Each department shall have one Delegate for each five (5) Faculty members or a fraction thereof.

The election of Delegates shall be held annually during the spring semester prior to April 1. The term of office for Delegates shall be two years with the term of office to begin May 1. Delegates shall be eligible to succeed themselves for one (2 years) additional term. The terms of Delegates shall be staggered such that half of the Delegates are elected annually to 2-year terms. The term of office for the Faculty Senate Caucus Leader shall be concurrent with the elected term on the University Faculty Senate.

More than two unexcused absences from the meetings of the Faculty Council within one academic year will result in removal of the Delegate from the Council. The Delegate's department shall be requested by the Chair of the Executive Committee to elect a new Delegate to fill the vacancy. Any Delegate may send a departmental representative to vote in his/her absence with prior notice to the Chair or Secretary of the Executive Council. When a Delegate is unable to attend meetings of the Faculty Council for a prolonged period (e.g., due to a leave of absence, sabbatical, prolonged illness), the department shall elect a Delegate to serve the remainder of the term. In the case where a departmental representative replaces a Delegate and serves out the remainder of a term, such Delegate shall be eligible to succeed him- or herself for up to two (4 years) additional terms. After serving two continuous terms on the Faculty Council, one calendar year must elapse before such faculty member is eligible to stand for election.

## **Section 2. Officers**

The officers of the Executive Committee of the Faculty Council shall consist of the Chair, Chair-elect, and Secretary. The Faculty Senate Caucus Leader shall serve as an ex officio member.

The Chair-elect shall be elected annually from the membership of the Faculty Council no later than May 15 and will take office immediately. This person will serve as Chair-elect for one year and as Chair for the subsequent year. The election for Chair-elect will require a simple majority vote of the members of the Faculty Council, which if not attained by any one candidate, will require a run-off election between the two candidates receiving the largest number of votes. In the case of a tie, the tie shall be decided by the vote of the Chair.

The Secretary shall be elected annually from the membership of the Faculty Council no later than May 15 and will take office immediately. The election of Secretary will require a simple majority vote,

which, if not attained by any one candidate, will require a run-off election between the two candidates receiving the largest number of votes. In the case of a tie, the tie shall be decided by the vote of the Chair.

### **Section 3. Quorum**

A simple majority of the total membership of the Faculty Council shall constitute a quorum. The vote of a simple majority of the members at a meeting at which a quorum is present is required for any official action of the Faculty Council. Except in elections, voting in the Council shall ordinarily be by hand, voice, or roll call, with the Secretary recording yeas, nays, and abstentions by Council members.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

The Executive Committee shall constitute a faculty advisory committee to provide advice to the Dean and other administrators of the College, where appropriate. The purpose of the Executive Committee is to propose the agenda for Faculty Council and Faculty Assembly meetings, to direct the business of the body to appropriate committees and through administrative channels of the College, and to advise and assist the Chair of the Executive Committee in carrying out responsibilities of the Faculty Council.

**Section 1. Functions** The College of Education & Professional Studies Faculty Assembly entrusts to the Executive Committee, based on College and University policy, responsibility to:

1. Communicate faculty points of view to the Dean.
2. Advise the Dean on matters pertaining to the Faculty.
3. Set dates for meetings of the Faculty Assembly and Faculty Council.
4. Establish the agenda for meetings of the Faculty Council and Faculty Assembly.
5. Interpret and implement the purposes and functions of the Assembly.
6. Report its actions, policy proposals, and recommendations to the Assembly.
7. Coordinate the activities of standing and ad hoc committees with the Dean's office.
8. Establish ad hoc committees as needed.
9. Conduct annual University Faculty Senate elections.
10. Conduct annual Faculty Council elections.
11. Perform other functions as approved by the Assembly consistent with this Plan of Organization.

## **Section 2. Duties**

1. The Chair shall preside at all meetings of the Faculty Assembly, Faculty Council, and Executive Committee and shall perform such other duties as prescribed in this Plan of Organization.
2. The Chair-elect shall assist the Chair and preside at meetings in the absence of the Chair.
3. The Secretary shall be responsible for minutes of all meetings; maintain the permanent records of the College Assembly; inform the Faculty Assembly of actions of the Faculty Council; keep records of meetings; record attendance; validate the roster of the Faculty Assembly prior to each meeting of the Assembly; and revalidate the roster in the spring semester in preparation for election of Delegates to the Faculty Council. The Secretary shall also be responsible for validating the list of those faculty members eligible to vote and to serve.
4. Officers shall perform the duties prescribed by parliamentary authority in addition to those outlined in this Plan of Organization.
5. Vacating officers shall deliver to their successors all official materials not later than 15 days following the election of their successors.

## **Section 3. Vacancies**

In the event of vacancies in the offices of Chair, Chair-elect, or Secretary, the Faculty Council shall hold a special election at its first meeting following the notice of vacancy.

## **ARTICLE VII: MEETINGS**

### **Section 1. Agenda**

Agenda items for Faculty Assembly, Faculty Council, and Executive Committee meetings may come from within the Faculty Council, the Faculty Assembly membership, or from the Dean. Agenda items are to be submitted in writing to the Secretary at least fourteen (14) days before the next scheduled meeting. The agenda shall be distributed at least seven (7) days prior to the meeting. Additional agenda items may be introduced from the floor with the consent of a simple majority of those members present. In the circumstance that a faculty member who does not serve on the Faculty Council or Executive Committee wishes to introduce an agenda item to the Faculty Council or the Executive Committee prior to a meeting and is not supported by members of the Faculty Council or Executive Committee, he or she may do so by written petition signed by at least fifteen (15) members of the Faculty Assembly. The Dean may request that the Executive Committee place items on the agenda of the Faculty Council or Faculty Assembly at any time.

The Executive Committee shall make every effort to grant such requests.

### **Section 2. Meetings of the Faculty Assembly**

The Faculty Assembly shall meet in regular session at least once during both the fall and spring semesters at times, dates, and places to be determined by the Chair. A quorum requires a simple majority of the total membership. The vote of a simple majority of the members at a meeting at which a quorum is present is required for any official action of the Faculty Assembly. Meetings shall be open to all voting members of the Faculty Assembly.

### **Section 3. Meetings of the Faculty Council and Executive Committee**

Regular meetings of the Faculty Council and Executive Committee shall be held at least twice during the fall and spring semesters at times, dates, and places to be determined by the Chair. The vote of a simple majority of the members at a meeting at which a quorum is present is required for any official action. The Executive Committee or its representative is expected to meet regularly and at least twice each semester with the Dean in the course of carrying out its functions.

### **Section 4. Special Meetings**

Twenty-five percent of the Faculty Assembly may petition for a special meeting of the Faculty Assembly. The petitioners shall present with their petition a proposed agenda for the meeting, which shall be the only order of business at the meeting. A special meeting must be scheduled within 30 days of the Executive Committee Chair receiving the petition. Announcements of the agenda, time, and place shall be made at least seven (7) days prior to the meeting date. A quorum for a special meeting will require a simple majority of the total membership of the Faculty Assembly. The vote of a simple majority of the members at a meeting at which a quorum is present is required for any official action.

## **ARTICLE VIII: COMMITTEES**

### **Section 1. Nominations and Elections Committee**

The function of the Nominations and Elections Committee shall be to accept nominations and conduct elections for membership on the Faculty Council and standing ad hoc committees. This committee shall be composed of eight members elected from each department as follows: *Counseling & Instructional Sciences* = 2 members; *Health, Kinesiology and Sport* = 2 members; *Hospitality & Tourism Management* = 1 member; *Integrative Studies* = 1 member; and *Leadership and Teacher Education* = 2 members.

The call for nominations to serve on the Nominations and Elections Committee shall be made by February 1; nominations shall be submitted in writing by March 1, elections conducted by April 1, and committee membership to begin on May 1. At the first meeting of the Nominations and Elections Committee, the members shall elect a chair from within the committee membership to serve for one year. All committee members shall serve two (2)-year terms, with elections conducted to ensure that approximately one-half of the members' terms expire each year. At no time, shall there be more than one departmental program representative from a particular department on this committee. Except in elections, voting shall ordinarily be by hand, voice, or roll call, with the yeas, nays, and abstentions recorded by one of the members.

## **Section 2. Standing Committees**

Standing Committees of the Faculty Council may be formed upon recommendation of the Faculty Council and established by a simple majority vote of the total membership of the Faculty Assembly under Articles IX and XI of this Plan of Organization. The coordination of responsibilities for the duties of each committee is assigned to the committee chair. Except in elections, voting shall ordinarily be by hand, voice, or roll call, with the yeas, nays, and abstentions recorded.

## **Section 3. Ad Hoc Committees**

Ad Hoc Committees of the Faculty Council may be formed upon recommendation of the Faculty Council. The Faculty Council is authorized to establish and appoint members to Ad Hoc Committees. The purpose, procedures, and status of an Ad Hoc Committee shall be established with each committee's creation. Members of the Faculty Assembly may be requested to serve as members of Ad Hoc Committees. The document specifying such establishment shall be circulated to the membership of the Faculty Assembly and will include the name of the committee and its charge, the size and composition of its membership, and scope of responsibilities.

## **Section 4. Standing and Ad Hoc Committee Chairs and Members**

Standing and Ad Hoc Committee chairs shall be nominated and elected from the Committee membership at the first meeting and shall take office immediately. The Chair of the Executive Committee shall be an ex officio member of all Standing and Ad Hoc Committees. In addition, a member of the Faculty Council appointed by the Chair of the Executive Committee shall serve as a non-voting member of all Committees to serve as a liaison between the Executive Committee and the Standing or Ad Hoc Committee. The Chair shall preside at all Committee meetings and committees shall function as prescribed by parliamentary authority. Vacating

chairs shall deliver to their successors all official materials of the committee not later than 15 days following the election of their successor.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the College of Education Faculty Assembly and Faculty Council in all cases in which they are applicable and in which they are not in conflict with this Plan of Organization.

## **ARTICLE X: BY-LAWS**

The Faculty Council shall have the power to organize its constituents and to make by-laws and regulations for its own proceedings so long as those by-laws do not contravene the federal and state laws as well as any organizational documents or rules and regulations governing the University, its Board of Trustees, the Dean of the College of Education and Professional Studies, the Senior Vice-President for Academic Affairs, the University President, and this Plan of Organization.

## **ARTICLE XI: AMENDMENTS, REVIEWS AND REVISIONS**

### **Section 1: Amendments**

Amendments to the Faculty Council's By-Laws shall be presented in writing to the Faculty Assembly membership seven (7) days in advance of any regular meeting and shall require approval by a two-thirds affirmative vote of the members of the Faculty Assembly present. Voting shall take place at a meeting of the Faculty Assembly and take place by written ballot, hand, or voice, with the yeas, nays, and abstentions recorded.

### **Section 2: Revisions**

The requirements for adopting a revision of the Plan of Organization shall be the same as those for adopting an amendment to the Plan of Organization as described in Article XI, Section 1.

### **Section 3: Ratification**

Adoption of a new Plan shall go into effect at the beginning of the fall semester following ratification. All procedures specified in the newly adopted Plan and By-Laws shall be in force.

### **Section 4: Implementation**

The Executive Committee and those additional persons invited by the Executive Committee to assist shall facilitate implementation of the new Plan and By-Laws.



## **ARTICLE XII. RECALL and MEMBERSHIP**

### **Section 1. Recall**

The Executive Committee and other elected or appointed persons covered by this Plan of Organization are subject to recall by the body, which elected or appointed them.

### **Section 2. Annual Roster of Committees**

A list of persons serving on Committees is to be made available to the Faculty Assembly at the first meeting of the fall semester. The Chair of the Nominations and Elections Committee in cooperation with the Chair and Secretary holds responsibility for preparation and distribution of this list.

*3/25/05: Proposed by the College of Education Faculty Senate Caucus (John E. Kovaleski; Rebecca M. Giles; P. Irene McIntosh; Vaughn S. Millner; John J. Sachs).*

*4/22/05: Accepted by the Faculty of the College of Education for forwarding and review by the Dean of the College of Education and the Senior Vice-President for Academic Affairs.*

*8/22/05: Revised document.*

*10/15/2014: Revised by a vote of the Faculty of the College of Education and approved by the Dean.*

*05/16/2017: Revised document to reflect College and Department changes.*

*06/20/2017: Revised by a vote of the Faculty of the College of Education & Professional Studies and approved by the Dean.*