

BYLAWS
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND FOUNDATIONS
WESTERN CAROLINA UNIVERSITY

The purpose of department bylaws is to provide a governance structure to ensure the fulfillment of the mission of the department through faculty participation.

The Mission of the department rests on the following two principles: personal and professional integrity and respect for the worth of the individual. All our actions and interactions are to use these as our guideposts. Our Mission has three emphases. First and foremost, department members create instructional environments that contribute to students meeting their personal and professional learning goals. Secondly, and above all else, we are teachers. As teachers, our mission extends beyond the immediate classroom environment to the provision of service to educational and education-related agencies. Finally, our mission emphasizes each faculty member being a learner through research into discipline-related topics, through creating learning environments, and through the provision of professional service.

ARTICLE I
MEMBERSHIP

SECTION I. The voting membership of the Faculty shall consist of all full-time tenured and tenure-track faculty members and phased retirees who devote at least one-half time to teaching or other academic duties excluding administration.

SECTION II. The non-voting membership shall consist of (1) full time university employees with special faculty appointments in the Department of Educational Leadership and Foundations as designated by their personnel records and (2) all affiliate members. Other university faculty may participate as non-voting members at the invitation of the department.

ARTICLE II
ADMINISTRATIVE STRUCTURE

For departmental governance considerations, the administrative staff of the department shall consist of the Department Head who shall be the presiding officer for all departmental faculty meetings. If unable to attend a meeting, the department head shall appoint a faculty member to act as presiding officer.

ARTICLE III
MEETINGS

SECTION I. At the beginning of each semester, the Department Head shall distribute a schedule of meetings. The Department Head may schedule other meetings at his or her discretion or upon petition of one third of the voting membership of the department.

SECTION II. The Department Head shall circulate to the Faculty, one week prior to the regularly scheduled meetings, a request for items to be included on the agenda. Written notification of the agenda shall be provided to the Faculty at least 24 hours prior to the meeting and shall include notice of any vote concerning a substantive matter. In the case of a meeting being called with less than one-week notice, only the announced business may be conducted.

SECTION III. A quorum shall be 50% of the voting members of the faculty. (See Article I Section I for a definition of voting member.)

SECTION IV. The Department Head shall designate a representative of the department (faculty member or administrative assistant) as Secretary for each department meeting. The Secretary will take notes and prepare written minutes of the meeting. The Department Head shall distribute to the faculty written minutes of each meeting. Each subsequent meeting will call for approval of the minutes.

SECTION V. Matters requiring departmental approval such as program changes, admissions, and changes to departmental tenure and promotion guidelines shall be brought to the department for a vote. A simple majority of present members is required for approval.

ARTICLE IV DIVISIONS

SECTION I. For organizational purposes, each tenured, tenure-track, or other permanent faculty member will be a member of one of three divisions: Educational Administration, Curriculum and Instruction, and Higher Education. Division membership shall be at the discretion of the faculty member and should be based on typical course assignments and research interests. Membership in a division does not determine teaching assignments.

SECTION II. Any faculty member may request membership in a second division by submitting a letter to the Department Head requesting such membership and must be an active participant in that division.

ARTICLE V COMMITTEES

SECTION I. Committees will function to deal with the general and special needs of the department. The Department Head will be responsible for ensuring appropriate representation from each division on all committees.

SECTION II: General Committees

a. Tenure, Promotion and Reappointment Committee. The TPR committee shall be comprised of the Department Head and up to six tenured members of the department, in accordance with

Faculty Handbook guidelines. TPR committee duties are established in the Department's TPR guidelines and in the Faculty Handbook.

b. Budget Committee. The purpose of the budget committee is to review and make decisions about funding allocations according to the Department's budget committee procedures. The committee shall consist of one member from each of the divisions, elected in a manner consistent with the budget committee procedures. Each member will serve a two-year term, and elections will be staggered.

c. Program Coordinators Committee. This committee will work with the Department Head to develop the fall, spring, and summer schedules; to secure adjunct faculty; and to make recommendations concerning curriculum matters and recruitment.

d. AFE/TPR Review Committee. The Department Head shall appoint one faculty member from each division to review each year the departmental AFE/TPR document and make recommendations for changes to be brought to the faculty for approval. This committee shall actively solicit input from all tenured and tenure-track faculty. AFE/TPR revisions shall be placed on a regularly scheduled faculty meeting agenda for discussion.

e. Social Committee. One member from each division will serve with both departmental administrative assistants on a departmental social committee. This committee will collect donations from the faculty for a department social fund. This group will plan social gatherings and will be responsible for sending get well, sympathy, and other greetings and gifts as needed. Appointments shall be made by the Department Head according to the Alpha List. (See V.II. below.)

f. Faculty Search Committees. For any tenure-track faculty position(s), the Department Head will consult with faculty about priorities for the position(s), and will appoint a search committee in consultation with the faculty. At least half of the members including the chair will be from the affected division. Members from outside the department will be included and efforts will be made to ensure diverse committee membership. As part of the campus interview process, all department members will have the opportunity to give feedback to the search committee. Once the search committee has interviewed the finalists, the committee will discuss its findings with the entire department at a department meeting. At this meeting, the search committee will explain its assessment of the candidates and ask for comments from the department. The search committee will submit its recommendation to the Dean, in accordance with university guidelines. Search committees are subject to university guidelines and procedures.

g. Special Committees: The Department Head may appoint ad hoc committees and define their duties in consultation with the faculty. Unless special circumstances warrant, appointments shall be made according to the Alpha List. (See VI.II. below.)

**ARTICLE VI
OTHER ASSIGNMENTS**

SECTION 1. Freshman Convocation and Graduation. Each full-time faculty member is required to attend once a year Freshman Convocation or one of the three graduations. The Department Head will circulate a sign-up list at the beginning of the year. In the event a faculty member cannot attend, that faculty member is responsible for securing a replacement.

SECTION II. Alpha List. The chair shall maintain an alphabetical list (referred to as the “Alpha List”) of the full-time faculty for the purpose of assigning members to committees and for making other special assignments with duties rotating throughout the department in alphabetical order. The list shall be maintained from year to year with new faculty being added in the appropriate spot. Two faculty members shall be responsible for Undergraduate Open House and shall be exempted from the Alpha List.

**ARTICLE VII
AMENDMENTS TO THE BYLAWS**

The Bylaws may be amended by a two thirds vote of the voting membership of the department provided the proposed amendment has been distributed to each member at least two weeks prior to the voting. Members who are absent from the meeting may file absentee ballots with the Department Head or a designated representative of the Department Head at any time prior to the meeting.