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

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ARTICLE I

ORGANIZATION

1. Components. The organizational components of the School are Departments and Centers. Departments are units responsible to the Faculty for the academic programs of the School, each having special course content areas and/or degree programs within its purview. Centers are separate administrative operations with permanent staffing.
2. Relationship between Departments and Centers. Centers are administratively independent of the Departments for their special functions. Each Center faculty member holds academic appointment in the Department appropriate for their area of specialization. Courses offered by Center faculty for academic credit must be part of one of the Departmental programs and are subject to Departmental approval. Any faculty member may serve as a Center staff member at such time and for such duration as they are needed, provided that the heads of the appropriate Department and Center and the Dean of the School approve the allocation of their time.
3. Identification of Departments and Centers. The present Departments and Centers of the School:
  - Department of Teacher Education and Curriculum Studies (TE&CS)
  - Department of Educational Leadership, Policy, and Foundations (ELPF)
  - Department of Psychology and Counseling
  - Department of Social Work
  - Berkley Child and Family Development Center
  - Institute for Urban Education (IUE)
  - Urban Education Research Center (UERC)
  - Regional Professional Development Center (RPDC)

Proposals for new or reformed Departments are adopted when approved by the Faculty and the Dean. Centers are established by the Dean, after consultation with faculty, in accordance with CRR 50.010. Centers shall be reviewed every five years.
4. Internal Departmental Organization. Where intra-Departmental organization seems desirable to facilitate the development and direction of degree programs, a Department may be structured on one or both of two dimensions. It may be composed of degree committees by level of degree; or, where the Department is responsible for degrees in more than one subject area, it may be organized into special field committees according to the content of the degree programs.
5. Officers of Administration. The Officers of Administration include the Dean, Associate Dean(s) and Assistant Dean(s). The administrative functions, titles, and status of these officers shall be distinct and severable from their functions, titles, and status, if any, as academic staff members.
  - a. The Dean shall be the chief executive officer of the School, responsible to the Chancellor for the operations of the School. They are responsible for providing leadership, in collaboration with the Faculty Executive Committee as described in Article V of the Bylaws, toward achievement of excellence in teaching, research, and service activities of the School.

- b. The Associate Dean(s) and the Assistant Dean(s) shall be administrative officers of the School, responsible to the Dean and performing such duties as shall be assigned to them by the Dean.

6. Officers of the University Exercising Delegated Administrative Authority presently include Department Chairs and Center Directors. The administrative functions, titles, and status of these officers shall be distinct and severable from their functions, title, and status, if any, as academic staff members.

- a. The Department Chairs are the academic leaders of Departments and are responsible for effective and efficient administration. They are responsible for providing leadership toward achievement of excellence in teaching, research, and service activities of the Department.

1. Chairs are appointed or replaced by the Dean, in consultation with the Faculty, in accordance with CRR 21.110 and UMKC Bylaws.
2. The Chairs are responsible to the Dean and accountable to their faculty for conducting the academic and personnel affairs of their Department in a manner that will make the most effective use of the human, financial, and physical resources available.
3. In addition to these internal concerns, the Chairs have responsibility for relating their Department appropriately to other campus units and to the University, as well as to the outside community.

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

7. Officers of the Faculty. The Officers of the Faculty are the Chair, the Vice Chair, 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 (greater than half) vote of the faculty, and no more than two may be from the same 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 Chair 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 Chair, the second as Chair of the Faculty. For the initial election under this provision, a Chairperson of the Faculty shall be elected to a one-year term. The Secretary serves a one-year term.

- a. The Chair of the Faculty serves as the Chair of the Executive Committee and may call emergency meetings of the faculty and prepare the agenda for such meetings. The Vice Chair of the Faculty acts as Chair in the absence of the Chair. The Secretary of the Faculty prepares and distributes the minutes of faculty meetings, serves as Secretary of the Executive Committee and as Chair of the Elections Committee.
- b. In the event that the Chairperson or Vice Chairperson is unable to discharge their responsibilities, the Secretary shall supervise a special election conducted by the Elections Committee of a new Chairperson or Vice Chairperson to serve the remainder

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

5 ARTICLE II

6 MEMBERSHIP AND PARTICIPATION

- 7 1. Faculty. The Faculty of the School shall consist of:
- 8 a. The Chancellor, non-voting.
  - 9 b. The Provost/Vice Chancellor for Academic Affairs, non-voting.
  - 10 c. The Dean of the School.
  - 11 d. The Associate Dean(s) of the School.
  - 12 e. Academic staff of the University who hold tenure-track (TT) academic appointments to  
13 the School.
  - 14 f. Academic staff of the University who hold ranked, nontenure-track (NTT) faculty  
15 appointments as defined in CRR 310.035, of .75 FTE or greater in the School.
  - 16 g. Academic staff of the University who hold unranked, nontenure-track (NTT) faculty  
17 appointments as defined in CRR 310.035, of .75 FTE or greater in the School for at least  
18 nine consecutive months.
- 19 2. Participation and Voting. Members of the Faculty, except those who are on leave of absence for  
20 more than 50% of their time during the period of leave, shall be entitled to attend meetings and  
21 participate in deliberation of the Faculty, to serve with full privileges on committees of the  
22 Faculty and of the School, and to vote in all actions of the Faculty, except that only those  
23 members who are also members of the Graduate School Faculty may vote on graduate matters,  
24 and only those holding TT academic appointments may vote on issues specific to TT faculty.  
25 Members of the faculty who meet the preceding criteria are considered “declared faculty” for  
26 any given term.
- 27 Members of the Unranked NTT Faculty shall be entitled to exercise all the privileges  
28 enumerated above except the right to vote on matters reserved to the Faculty under Article III.
- 29 3. Student Involvement. Faculty are encouraged to consult with students and have student  
30 representation on committees and at faculty meetings.
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ARTICLE III

POWERS RESERVED TO THE FACULTY

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

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

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

Additionally:

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

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

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

ARTICLE IV

MEETINGS OF THE FACULTY

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

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

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

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

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

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

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

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

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

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

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

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

- 1 b. After two hours, no agenda item other than the one under discussion may be  
2 considered at a regular meeting except by consent of three-quarters of those present. An  
3 item under consideration after two hours shall not be voted upon except by 75 percent  
4 consent of those present.

5 3. Voting.

- 6 a. Voting at in-person meetings shall be by show of hands or by written ballot, if called for  
7 by any member of the Faculty. Written ballots shall be distributed by the Secretary to  
8 those eligible to vote. The collection and counting of these ballots shall be done by the  
9 Secretary of the Faculty and those designated by the Secretary to assist.
- 10 b. Voting at virtual meetings shall be by an analog of show of hands or an analog of written  
11 ballot, if called for. The collection and counting of these ballots shall be done by the  
12 Secretary of the Faculty and those designated by the Secretary to assist.
- 13 c. A motion calling for a mail ballot, whether paper or electronic, on any item under  
14 consideration at a meeting shall require a majority affirmative vote by those present.

15 Meetings, if necessary, shall be conducted in accordance with Robert's Rules of Order, Newly  
16 Revised except when in conflict with the Bylaws.

17 ARTICLE V

18 COMMITTEES AND SCHOOL REPRESENTATIVES

- 19 1. Committees of the Faculty. There shall be two kinds of committees of the Faculty: standing and  
20 ad hoc.
- 21 a. Standing committees shall be established by a vote of those Faculty eligible to vote.  
22 Election to a committee shall be determined by a plurality (i.e., the greatest portion) of  
23 the votes cast, providing that the total number voting is a number equal to at least a  
24 majority of the number of declared Faculty for that semester (see Article II.3). Elections  
25 shall be initiated in spring semester. Newly elected committees shall assume their  
26 responsibilities the following fall semester.
- 27 b. Ad hoc committees and their memberships shall be by appointment of the Executive  
28 Committee when requested and empowered to do so by the Faculty for specific  
29 purposes.
- 30 c. With the exception of the Executive Committee and the Elections Committee,  
31 committee chairpersons shall be elected by committee members.
- 32 d. No person may serve on more than two standing committees at a time.
- 33 e. In the event that a faculty member, elected by the Faculty to serve on a committee or as  
34 a representative of the School, is unable to complete their term, the unexpired term  
35 shall be filled by special election.



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

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

a. The Executive Committee.

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

2. The Executive Committee shall:

- a) Be available to serve as a liaison committee between the Faculty and the Senate Executive 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 School Budget Committee and provide feedback and make recommendations to the Dean and Chairs on all matters pertaining to the budget.
  1. Twice each year, the Dean will provide a 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.
- f) 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. The Elections Committee shall be composed of the Secretary of the Faculty as chair and two members chosen by the outgoing Chair 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 final faculty meeting.
2. The Committee shall have responsibility for developing, distributing, and conducting procedures, and facilitating nominations, for all elections.

c. The School Committee on Promotion and Tenure.

The School Committee on Promotion and Tenure shall be elected by the Faculty. The election of members to the Promotion and Tenure Committee shall precede the election of members to the Doctoral and Graduate Faculty Status Committee and the Equity Committee. The committee's charge is to make recommendations regarding promotion and/or tenure in accordance with Department criteria and communicate such recommendations to the Dean. This committee shall function according to procedures established by the Faculty in accordance with University policies and procedures.

The School Committee on Promotion and Tenure is comprised of four tenured faculty members (one from each department, to include a minimum of one elected full professor) and four ranked non-tenure track faculty members at the rank of associate or above (one from each department, if such faculty exist). The chairperson is elected by the committee and is of the rank of tenured full professor. Each member will be elected to a two-year term. Approximately half of the committee will be elected each year. No person who is a candidate for promotion and tenure may serve on this committee during the year of declared candidacy. A vacancy on the committee shall be filled by special election. The review committee of tenure track or tenured faculty is composed of the chair and three tenured faculty at the promotable rank or above. The review committee of ranked non-tenure track faculty is composed of the chair and four ranked non-tenure track faculty at the promotable rank or above.

d. The Curriculum Committee.

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

1. Addition or elimination of courses.
2. New degree programs.
3. Modification of existing programs and courses.

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4. Policies and procedures related to curricular matters involving other units of the University.

e. The Committee on Academic Standards.

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

f. The Doctoral and Graduate Faculty Status Committee.

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

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

g. The Equity Committee.

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

The Equity Committee shall be composed of one faculty representative from each Department exclusive of the Department Chairs. The Committee Chair 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.

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

4. School Representatives to Campus and University Bodies.

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

b. UMKC Faculty Senators. One or more Faculty members whose current appointments involve less than 50 percent administrative responsibilities within the University shall be elected to serve on the Faculty Senate. The number of Faculty members elected will be in accord with UMKC bylaws, as will the length of their terms. If more than one Faculty member is to serve, they shall be elected in alternating years.

c. Other School Representatives shall be elected from among the Faculty in accord with

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UMKC bylaws or UM System CRR’s.

ARTICLE VI

DEPARTMENTS

- 1. Membership. Each person holding academic appointment to the School shall be assigned to membership in one of the Departments.
  
- 2. Academic Program Responsibilities. The Faculty in Departments has responsibility for academic work correspondent to that discipline. Specifically, in and for its discipline(s), a Department may:
  - a. Develop and implement curriculum plans and courses for existing degree and other academic programs, and for consideration and approval by the Dean, new degree programs. Such activities include:
  
  - b. Prescribe detailed course content and experiences, including prerequisites.
  
  - c. Select course requirements and other educational experiences, for students in academic programs within its purview, designed to produce professional growth above the minimum requirements at that level established for the entire School.
  
  - d. Interpret faculty policy on specific courses used to meet certification or degree requirements when these courses are correspondent to that discipline.
  
  - e. Establish admission requirements above those of the University, the School of Graduate Studies, or the School of Education, Social Work, and Psychological Sciences.
  
  - f. Advise the department chair in the development and implementation of the administrative operation of the Department. Activities include:
    - 1. Establish policies and procedures concerning the work of the Department that are in accordance with governing practices of the University, the School of Graduate Studies, and the School of Education, Social Work, and Psychological Sciences.
  
    - 2. Recommend new Faculty members to the Dean.
  
    - 3. Determine faculty academic advisors.
  
    - 4. Bring the discipline's perspectives to bear on procedures, plans, and programs that affect the School as a whole.

ARTICLE VII

OTHER GOVERNING REGULATIONS

These Bylaws are subordinate to all past or future actions of the Board of Curators and to the

ARTICLE VIII

AMENDMENTS

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