

**ADELPHI UNIVERSITY**  
**COLLEGE OF EDUCATION AND HEALTH SCIENCES**  
**By-Laws and Operating Procedures**

**Article I. Name**

**College of Education and Health Sciences**

**Article II. Purpose**

Section A. Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the College of Education and Health Sciences (“the College”) Faculty, in accordance with the University Bylaws, Articles of Governance, and Provisions for Peer Review, is organized to act on educational matters within the scope of its academic domain. This document specifies the authority and governing policies for assuming such responsibility.

Section B. The faculty has primary responsibility for the curriculum, methods of instruction, research, faculty status, and those aspects of student life which relate to the College’s programs. The College includes the School of Education, Department of Health and Sport Sciences, and Department of Communication Sciences and Disorders.

**Article III. Parliamentary Authority**

Section A. Robert’s Rules of Order Revised shall govern the faculty in all cases in which they are applicable and in which they are not inconsistent with the University’s Bylaws.

Section B. The Dean shall appoint the parliamentarian who shall serve for the academic year. The person may be reappointed.

**Article IV. Ratification and Amendment**

As specified by the Articles of Governance of Adelphi University, Article VII, these By-Laws and any amendments of them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following a majority vote of the eligible faculty (as defined in Article V). These Bylaws may be amended, suspended, or revised at a meeting of the full faculty by a majority of the faculty at a meeting at which a quorum is present *and* in which each of the three units of the College are represented by a quorum of their respective units. Any and all amendments to these Bylaws shall be presented at a full faculty meeting and voted upon at a subsequent meeting.

**Article V. Membership**

During any academic year, the voting faculty of the College shall consist of all full-time faculty in the departments and programs. Voting privileges are simultaneous with the date of initial appointment and

terminate with the date of severance, for whatever reason, from the College. Voting faculty include full-time tenured and untenured faculty, and full-time clinical faculty pursuant to the Collective Bargaining Agreement and Accreditation Agency requirements. The Dean of the College is the chief executive officer.

#### **Article VI. Meetings of the Faculty**

1. Meetings may be called by:
  - a. The Dean
  - b. Any twenty (20) percent of the voting members of the Faculty
2. The Dean of the College or the Dean's designated representative shall preside at all meetings of the faculty.
3. A recorder of the minutes and a parliamentarian shall be designated for each meeting of the faculty.
4. Fifty (50) percent plus one of the voting faculty shall constitute a quorum.
5. All decisions of the faculty shall be determined by majority vote except as stated in other sections of these by-laws.
6. The College includes the School of Education, Department of Health and Sport Sciences, and Department of Communication Sciences and Disorders.

#### **Article VII. Standing Committees**

Information from standing committees shall be disseminated to the full-time faculty, adjunct faculty department members, staff members, and academic and administrative program directors by verbal report during faculty meetings and/or via email. All decisions of standing committees shall come to the full faculty for information purposes, and shall be recorded in the minutes of all Faculty Meetings. Standing committee members are elected by voting faculty, and standing committee chairs are elected by each committee's respective members. Committee member terms are three years, and may be renewed by election.

Committees of the College may establish sub-committees, standing or ad hoc, as it may deem necessary to carry out the regular business of the College, and pursuant to the Collective Bargaining Agreement.

The standing committees shall consist of at least five and on more than 15 members elected from the voting faculty.

Each committee shall establish sub-committees, standing or ad hoc, as it may deem necessary to carry out the regular business of the College, and pursuant to the Collective Bargaining Agreement.

Standing committees shall be as follows:

### **Academic Affairs Committee**

The Academic Affairs Committee has primary responsibility for review of curricula within the College, including review and approval of all programs, courses, and any curricular adaptations, modifications, and changes proposed by departments within the College. Any proposal brought before this committee must have approval of the relevant department or departments via faculty vote, and associate dean (and/or other required parties on the official proposal signature page) before formal submission to the Academic Affairs Committee of the Faculty.

Committee membership shall consist of at least five members elected by majority vote of full-time faculty of the College, with at least one member chosen from each department: The School of Education, Department of Health and Sport Sciences, and Department of Communication Sciences and Disorders. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Teacher Education Assessment, Standards and Policies Committee**

The Teacher Education Assessment, Standards and Policies Committee shall establish the College's policies and practices, including assessment, admission, retention and dismissal standards, and shall annually review the College's policies and practices for appropriateness within the teacher education programs.

Committee membership shall consist of five voting members of the College faculty elected by vote of full-time faculty of the College. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Clinical Assessment, Standards and Policies Committee**

The Clinical Assessment, Standards and Policies Committee shall establish the College's clinical policies and practices, including assessment, admission, retention, and dismissal standards, and shall annually review the College's clinical policies and practices for appropriateness within the clinical programs of Health & Sport Sciences and Communication Sciences and Disorders.

Committee membership shall consist of five voting members of the College faculty elected by vote of full-time faculty of the College. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Committee on Diversity**

The College of Education and Health Sciences Diversity Committee shall review and monitor any and all practices, policies, and curriculum related to diversity within the College. The Committee shall develop an accessible, organized system that ensures the routine documentation of the College's diversity practices, policies, and curriculum. The Committee shall cultivate a culture that values and supports the College's Core Values of Diversity and Inclusion.

Committee membership shall consist of at least five members elected by the full-time faculty of the college. The chair shall be elected by majority vote of the committee. A representative from this committee shall serve on the University Diversity Committee. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Teacher Education Fieldwork and Educational Preparation Committee**

The Teacher Education Fieldwork and Educational Preparation Committee shall act as a discussion and grievance forum for issues and concerns associated with the preparation of teacher education candidates and shall set consistent policies regarding their work in the field.

Committee membership shall consist of five voting members of the College faculty elected by vote of full-time faculty of the College. The Director of the Office of Professional Experiences & Community Engagement shall serve as an ex-officio member. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Clinical Fieldwork and Educational Preparation Committee**

The Clinical Fieldwork and Educational Preparation Committee shall act as a forum for issues and concerns associated with the preparation of clinical candidates and set consistent policies regarding their work in the field.

Committee membership shall consist of five voting members of the College faculty elected by vote of full-time faculty of the College. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **The Governance and Elections Committee**

The Governance and Elections Committee shall: a) oversee governance and compliance with the bylaws of the; b) apply eligibility standards for candidates for Committee membership within the College; c) to voting faculty a list of eligible full-time faculty candidates for University and Faculty Senate Committees; d) voting faculty a slate of candidates for part-time faculty representation; and e) review periodically bylaws of the College so that they are timely, are in accordance with University bylaws and standards of governance, and to address faculty concerns. The Committee shall supervise faculty elections, including College representatives for Faculty Senate, and hold any other College-wide election as deemed necessary.

Committee membership shall consist of at least five members elected by majority vote of full-time faculty of the College, with at least one member chosen from each department: The School of Education, Department of Health and Sport Sciences, and Department of Communication Sciences and Disorders. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **School of Education Peer Review Committee**

The School of Education Peer Review Committee operates in accordance with the University's Collective Bargaining Agreement, and policies and procedures promulgated by the Faculty Committee on Retention, Tenure and Promotion). The shall establish the standards and policies for peer review within the School

of Education. These policies shall govern annual reviews, reviews for reappointments, tenure, promotion, sabbatical leaves, and research released time, and any and all additional responsibilities related to peer review as delegated to the Committee by the School of Education faculty. The Committee shall create and distribute at least annually its operating procedures to all School of Education faculty and staff. The Committee shall meet in closed session, except when considering matters of general faculty concern, or upon invitation to faculty to meet with the Committee.

Committee membership shall consist of at least five tenured members of the faculty elected by vote of full-time faculty of the School of Education. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Health and Sport Sciences Peer Review Committee**

The Health and Sport Sciences Peer Review Committee operates in accordance with the University's Collective Bargaining Agreement, and policies and procedures promulgated by the University committee, Faculty Committee on Retention, Tenure and Promotion. The Committee shall establish the standards and policies for peer review within the Department of Health and Sport Sciences. These policies shall govern annual reviews, reviews for reappointments, tenure, promotion, sabbatical leaves, and research released time, and any and all additional responsibilities related to peer review as delegated to the Committee by the Department of Health and Sport Sciences faculty. The Committee shall create and distribute at least annually its operating procedures to all Health and Sport Sciences faculty and staff. The Committee shall meet in closed session, except when considering matters of general faculty concern, or upon invitation to faculty to meet with the committee.

Committee membership shall consist of at least five tenured members of the faculty elected by vote of full-time faculty of Health and Sports Sciences. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Communication Sciences and Disorders Peer Review Committee**

The Peer Review Committee operates in accordance with the University's Collective Bargaining Agreement and policies and procedures promulgated by the Faculty Committee on Retention, Tenure and Promotion. The Communication Sciences and Disorders Peer Review Committee shall establish the standards and policies for peer review within the Department of Communication Sciences and Disorders. These policies relate to annual reviews, reviews for reappointments, tenure, promotion, sabbatical leaves, and research released time and whatever other responsibilities related to peer review are delegated to it by the Communication Sciences and Disorders faculty. The committee shall be responsible for creating and distributing its operating procedures to Communication Sciences and Disorders faculty. The committee meets in closed session except under the circumstances when it deals with matters of general faculty concern or invites faculty to meet with the committee.

Committee membership shall be composed of at least five tenured members of the faculty elected by vote of full-time faculty of Communication Sciences and Disorders. The chair shall be elected by majority vote of the committee in which a quorum is present.

### **Technology Committee**

The College of Education and Health Sciences Technology Committee shall have the primary responsibility for leadership in shaping the College's approach to technology issues. The Committee shall:

i. Integrate technology into the College's instructional planning, practice, evaluation and assessment;

ii. Examine emerging technologies for teaching and learning in the College;

iii. Create new learning opportunities involving technology for students within the College;

iv. Work with the University IT staff to improve delivery of technological services for academic and administrative purposes;

v. Work with the Faculty Center for Professional Excellence to meet the technological training needs of faculty;

The committee shall be composed of a minimum of five members elected by vote of full-time faculty of the College, including representatives from each department. Each representative will serve as program liaison between the committee and their program. The chair shall be elected by majority vote of the committee in which a quorum is present.

#### **Article VIII. Referenda**

Twenty percent (20%) of the voting faculty may petition the Dean for a referendum by the faculty on any specific issue. Moreover, either the Dean or members of Standing Committees may conduct a referendum. A majority vote in which each of the three units of the College are represented by a quorum of their respective units shall prevail and supersede any existing policy or other action of Standing Committees.