



## College of Education Bylaws

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### **I. PURPOSE**

The purpose of college and academic unit bylaws is to create a formal, transparent, functional, and common language for guiding governance and decision-making within the unit. In this way, bylaws contribute to a culture of shared governance, academic freedom, and peer review as described in UW Reg. 2-411.

### **II. PREAMBLE**

Etched on the sandstone entrance of the College of Education's (CoE) building are the words, "The whole power of education must be used," by Noah Webster and "Go forth and teach this people," by Horace Mann. Over the history of the College of Education at the University of Wyoming, the graduates of the College of Education at the University of Wyoming (UW) have done just that in classrooms, schools, educational agencies, community colleges, and at the University of Wyoming. Graduates from College's Counseling programs have played an outsized role supporting mental health and well-being in communities and schools across the state. Graduates of UW's College of Education have assumed distinctive and notable roles in educational leadership and counseling in the state, region, and nation.

The College of Education shares deeply in the land-grant mission of the University of Wyoming. Not only has the College provided necessary initial preparation for clinical counselors, school counselors, and the teachers and leaders of Wyoming's schools, it also has extended continuing professional support and development opportunities to teachers and leaders of the schools and school districts across the wide breadth of Wyoming's expansive geography. The College of Education takes pride in supporting professional counselors and educators across the arc of their careers. Those entering the College of Education's programs enjoy a career-long commitment from the College's outstanding faculty and staff. In response to the small population of the state of Wyoming coupled with its long distances between scores of small towns and cities, the College of Education is always seeking new ways to serve students, teachers, and school leaders in the state of Wyoming. As helping professions, personal contact is a top priority in all our offerings. The realities of vast distances, Wyoming weather, and the expressed needs of working professionals motivate the College's commitment to virtual and hybrid options enhancing access to the highest quality teaching and learning opportunities across the state and region.

## **MISSION**

The University of Wyoming College of Education is committed to providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources. This vision informs our teaching, research, and service as a research-based College with deep expertise in education and counseling fields.

### **III. DEFINITIONS:**

#### **A. PERSONNEL**

The College of Education personnel is composed of faculty, staff, and administrators.

*Faculty* is defined as part-time and full-time personnel whose majority job descriptions in the College are primarily composed of instruction, professional development, directing student research and conducting and reporting research, creative works, and scholarship.

*Staff* is defined as full-time and part-time personnel whose majority job descriptions in the College are primarily composed of administrative services, clerical, scheduling, and budgeting support, and other duties as assigned.

*Administrators* are defined as follows with their attendant duties:

#### **Dean: Duties and Responsibilities**

The chief administrative officer of the College shall be the Dean appointed in accordance with UW Regulation 2-8 and UW Regulation 1-1.

The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. The Dean as chief administrative officer of the college shall exercise general administrative supervision over the educational programs and operations of the college. He/she will also encourage and promote an academic setting in which excellence in teaching, scholarship, and service is recognized and rewarded. He/she will recommend, in consultation with the Leadership Council, the college budget, faculty and staff appointments, faculty and staff salaries, and actions concerning faculty promotion and tenure. The Dean will preside at college faculty meetings.

#### **Administrative Officers**

Associate deans, assistant deans, and ad hoc administrative positions shall be appointed by the Dean in accordance with UW Regulations. These individuals shall perform functions assigned by the Dean.

### **Associate Deans: Duties and Responsibilities**

An Associate Dean (AD) is a senior academic leader, teacher, researcher, and collaborator whose primary responsibility is overseeing and managing curriculum and the academic operations of the College of Education. ADs are appointed by the Dean and approved by the Provost in accordance with the UW Regulations. ADs act as Dean's designee when the Dean is unavailable. Associate Deans report directly to the Dean.

### **Assistant Dean for Assessment, Data, and Reporting: Duties and Responsibilities**

The Assistant Dean for Assessment, Data, and Reporting (ADADAR) is responsible for the coordination of assessment, data management, and reporting activities for the College of Education. The ADADAR is appointed by the Dean in accordance with the UW Regulations.

### **Assistant Dean for Student Success: Duties and Responsibilities**

The Assistant Dean for Student Success (ADSS) is responsible for developing, implementing, and assessing comprehensive student affairs/student success functions for the College of Education in support of College and University academic and enrollment management goals. The ADSS is appointed by the Dean in accordance with the UW Regulations.

### **School Directors: Duties and Responsibilities**

School Directors must hold a faculty position. The School Directors are appointed by the Dean in accordance with the UW Regulations. The School Director is the administrator responsible for directing, managing and coordinating the work of the School.

### **Associate School Directors: Duties and Responsibilities**

Each school may support administrative officers or Associate Directors (who must hold a faculty position). Associate Directors of the school shall be responsible for duties as assigned by a School Director. The Directors, in consultation with the Dean, shall appoint Associate School Directors as allowable within the school's budgetary parameters.

### **Other Unit (non-academic) Directors: Duties and Responsibilities**

The Literacy Research Center and Clinic, the Science and Mathematics Teaching Center, the WellSpring Counseling Clinic, the Early Care and Education Center, the Trustees Education Initiative, and other centers or initiatives as developed shall each have a chief administrative officer or Director. The Director shall be responsible for all matters directly relating to the administrative and supervisory affairs of the unit. The Director shall also be responsible for budget management within the unit.

### **Criteria for Professional Rank, Reappointment, Tenure, Promotion, Other Employment Terms**

Criteria for professional rank, reappointment, tenure, promotion, extended and/or fixed-term, as well as specific procedures to conducting performance reviews, including annual reviews,

should be incorporated in the College and/or Unit policies and procedures are found in the following document: *College of Education, Reappointment, Promotion and Tenure and Post-Tenure Review Guidelines: A Supplement to UW Regulations 2-7, and 2-10, as approved and updated by the Faculty.*

## **B. STUDENTS**

Students are those enrolled in the College of Education's courses.

The *College of Education Student Appeals and Hearings for Academic Matters* document governs student appeals and other academic matters in the College of Education, see the current student appeals document maintained by the Assistant Dean for Student Success.

Specific programs within the College also have policies and procedures related to admissions, program progress, and dismissal.

## **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

The general voting membership of the College shall include the Dean and all members of the College Faculty, whether full-time or sharing an appointment in another college.

The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, or lecturer. All individuals holding full-time temporary faculty positions become voting members of the faculty after employment for two consecutive academic years or longer. The College Affairs Coordinator will be responsible for determining voting eligibility.

The ex officio membership of the College shall have no voting privileges and shall include the following:

(1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti, (3) visiting and adjunct professors; (4) all individuals holding temporary or part-time faculty appointments of less than two consecutive academic years, and (5) those full-time temporary faculty employed in the College of Education for less than two consecutive years.

Insofar as voting privileges on academic matters, the College Faculty as previously defined have full voting rights on decisions related to curriculum, program changes, revisions, and approval. With respect to reappointment, tenure, and promotion decisions, the College faculty have voting rights as allowed by the candidates or applicants for retention, tenure, and promotion.

### **Faculty Hours**

It is the policy of the faculty of the College of Education to be available to students for advice, counseling, and academic instruction outside of the classroom. Office hours in the

CoE shall comport with the Standard Administrative Policy and Procedure on Course Syllabus Requirements.

Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours.

## **V. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF STAFF MEMBERS**

The members of the voting-eligible College staff shall consist of all persons having full-time benefited positions in the College of Education. Voting eligible staff may participate in voting on College of Education matters that directly impact the job descriptions and work responsibilities of staff members. Staff are not eligible to vote on academic or faculty matters.

## **VI. ORGANIZATION AND GOVERNANCE**

### **Academic Schools and Collaborative Units**

The College of Education is organized into two academic schools – the School of Counseling, Leadership, Advocacy and Design (CLAD) and the School of Teacher Education (STE) – and one non-academic division – the Research, Innovation, and Engagement Division (RIE).

Faculty in the academic schools are authorized to conduct instruction, conduct research relevant to their discipline, and to establish degree requirements for their programs. Questions of autonomy and jurisdiction between schools and programs in the College shall be decided by the Dean.

### **Internal Research, Service, and Outreach Units**

#### **College of Education Student Success Center**

The College of Education Student Success Center (CoESSC) oversees undergraduate student success. The office assists students who have declared education majors whose programs are associated with teacher licensure and endorsements.

#### **Literacy Research Center & Clinic**

The UW Literacy Research Center and Clinic (LRCC) serves as a center for disseminating literacy knowledge and evidence-based practices in Wyoming, offering professional development for practicing teachers, a clinical setting for preparing pre-service teacher candidates, and cutting-edge research conducted by faculty and graduate students on literacy education.

#### **Early Care and Education Center**

The UW Early Care and Education Center (ECEC) serves families of the University of Wyoming and the Laramie community. The ECEC provides programming for infants, toddlers, pre-school children, and after-school programs. With connection to colleges across

campus, the ECEC facility provides a safe learning environment with practice led by research. The director of the ECEC reports directly to the Dean or the Dean's designee.

### **Trustees Education Initiative**

To ensure Wyoming has vibrant, innovative teachers for early childhood programs and its K-12 system, the University of Wyoming Board of Trustees established the UW Trustees Education Initiative (TEI) by resolution in 2014. The Dean serves as the Executive Director of TEI. The managing director of TEI reports directly to the Dean or the Dean's designee.

### **Science and Mathematics Teaching Center**

The Science and Mathematics Teaching Center (SMTC) is devoted to excellence in pre-K-20 science and mathematics teaching and learning. Functioning as an interdisciplinary collaboration from the College of Education, the SMTC facilitates professional development that support educators in Wyoming and across the United States. The director of the SMTC reports directly to the Dean or the Dean's designee.

### **WellSpring Counseling Clinic**

WellSpring Counseling offers free and confidential counseling services for individuals, couples, families, adults, adolescents, and children. Services are offered to UW students as well as to the Laramie community. There are limited tele-mental health services available for anyone residing in Wyoming. The director of the WellSpring Clinic reports directly to the Coordinator of the Counseling Program.

### **External Collaborative Units**

#### **University of Wyoming Laboratory School**

The UW Lab School is a public school of choice in Albany County School District #1 (ACSD#1), located on the University of Wyoming campus. It is a laboratory setting and partner school that assists the college in fulfilling its teaching, research, and service missions. The primary functions of this setting include providing a quality learning experience for kindergarten through eighth grade students, the development and dissemination of knowledge about how people learn and how to translate that knowledge into strategies of teaching and organizing educational systems to achieve those ends, and the provision of high-quality clinical experiences for preservice teacher education students. The Principal of the UW Lab School shall serve on the Leadership Council as an ex-officio representative. All UW Lab School personnel are employees of ACSD#1.

#### **Wyoming School-University Partnership**

The mission of the Wyoming School-University Partnership shall be to address collaboratively with the College of Education and Wyoming school districts the major areas of concern common to the education of school age youth in Wyoming. Authority to establish policy for the partnership shall be vested in a governing board that selects an executive director to provide administrative leadership for the partnership.

## **Wyoming Early Childhood Outreach Network**

The Wyoming Early Childhood Outreach Network (WYECON) reaches school systems, Head Start centers, home-based childcare providers, and early childhood development centers, strengthening ties and facilitating collaboration. The network delivers professional development opportunities to elevate early childhood education in Wyoming.

## **VII. MEETINGS**

The Dean shall announce and conduct at least one meeting each fall and spring semester to update College faculty and staff on issues relevant to the College. In addition, the Dean shall call and conduct meetings with the Leadership Council (defined in section VIII below) as necessary for effective functioning of the College.

## **VIII. STANDING COMMITTEES AND COUNCILS-METHODS OF ESTABLISHMENT, MEMBERSHIP, AND DUTIES**

### **Standing Committees**

The College may establish such standing committees as are necessary to provide effective and representative governance. The membership, duties, and governing procedures for such committees shall be defined in the Bylaws in consonance with any relevant UW Regulation.

### **Leadership Council**

The Dean, Associate Deans, School Directors (representing their perspectives of the faculty and staff in their respective schools), the Chair of Research, Innovation and Engagement, Assistant Deans, the Director of Business Operations, and the College Affairs Coordinator shall constitute the Leadership Council which shall be advisory to the Dean on administrative and instructional issues. Other ex-officio members of the Council may be appointed at the discretion of the Associate Deans. The Leadership Council will meet as needed to address important and pressing issues affecting the College of Education.

### **Reappointment, Tenure, and Promotion Committee**

There shall be a Reappointment, Tenure, and Promotion Committee composed of six faculty members in the College of Education, five holding the rank of associate or full professor and one non-tenure track faculty member holding the rank of “associate” or higher. Members on the committee shall serve staggered three-year terms with service typically beginning in August and ending in August. Each of the College’s two schools shall have two representatives on the committee. A fifth member and the lecturer shall represent the College at-large. Two alternates shall be selected annually to serve a one-year term, if a regular member of the committee is not able to serve.

Each spring semester, the existing committee shall elect a Chair for the next academic year. The Chair’s one-year term shall begin at the start of the fall semester. The Chair must be a tenured member of the College of Education faculty. Each spring semester, the College will elect members to fill vacancies caused by the completion of a member’s three-year term. The

relevant School Director will provide the Dean with a list of school faculty members who are eligible and willing to serve as either a school, at-large, lecturer, or alternate representative. The Dean will prepare the ballot of the election of members to the committee. College faculty will be asked to vote for two candidates per school to fill vacant school representative seats and to vote for one lecturer and one at-large member. Candidates receiving the highest number of votes shall be selected. In the case that any school does not have an eligible faculty member willing to serve on this Committee, the Alternate will serve in the place of that school representative. The term of the Alternate will not exceed one year; the At-Large Member will serve a term of three years.

The five-faculty holding the rank of associate or full professor shall review and vote on all faculty candidates for reappointment, promotion, and tenure in the College of Education, including review of applicants considered for tenure at the time of hire. The non-tenure track faculty member holding the rank of “associate” or higher shall vote on non-tenure track candidates only, including those who are considered for associate or senior rank at the time of hire. The Committee provides recommendations to the Dean based on the vote of the Committee as stipulated in UW Regulation 2-7. In addition, this Committee shall review and make recommendations to the Dean regarding any requests for academic sabbatical leave.

#### **Advisory Council on Graduate Education**

This advisory body informs graduate education program faculty and administrators about trends in the field and communicates with external stakeholders on initiatives and program innovations. Meets as needed.

Two members of STE, two members of CLAD, and two graduate students. Committee members are appointed by the Associate Deans, who shall also serve as an ex-officio (non-voting) member. Faculty and staff members shall serve a three-year term, and graduate students shall serve a one-year term with the option to renew. The Chair of the Advisory Council on Graduate Education will be elected at the first fall meeting from the voting committee members.

#### **Advisory Council on Undergraduate Education**

This advisory body informs undergraduate education program faculty and administrators about trends in the field and communicates with external stakeholders on initiatives and program innovations. Meets as needed.

One member of STE, one member of CLAD, one representative from CoESSC, and one in-service teacher from Early Childhood, Elementary, Secondary or Special Education. Committee members are appointed by the Assistant Dean of Student Success (ADSS) in consultation with the directors of STE and CLAD. The ADSS shall also serve as an ex-officio (non-voting) member. Faculty and staff members shall serve a three-year term, and the in-service teacher shall serve a one-year term with the option to renew. The Chair of the Advisory Council on Undergraduate Education will be elected at the first fall meeting from the voting committee members.

### **Student Appeals Committee**

The Committee will hear student appeals concerning academic matters involving students, faculty, or administrative staff in the College of Education. (Only the following are accepted as a basis for appeal: capriciousness, prejudice, and error.) The composition of the Committee includes three faculty members and two student representatives (one graduate, one undergraduate) all of whom will be appointed (as vacancies occur) from the College of Education by the Dean at the start of each academic year. Committee members with vested interests in specific appeal cases are to request exclusion from these cases. Vested interest exclusions are to be approved by the Associate Deans of the College of Education. If necessary, alternates will be appointed by the Associate Deans. The Senior College Affairs Coordinator for Academic Affairs and Graduate Studies will audio record and compile written minutes of each appeal hearing to be given, along with related materials, to the Associate Deans. The term of service for the faculty representatives will be three years (staggered terms) and for the student representatives it will be one year (can be reappointed for an additional two years). The Chairperson will be elected from the three faculty Committee members. The Chairperson will have voting privileges in all cases. The Committee will meet when notified by the Associate Deans that an appeal is pending, or at other times agreed to by a majority of the members. The Associate Deans will also notify the Assistant Dean for Student Success of the pending appeal. A quorum for any meeting will be a majority (three) of the members, including one student representative. This committee will also serve as the Dean's designee for academic dishonesty hearings in accordance with UW Regulation 802.

### **Research, Innovation, and Engagement Committee**

This committee is responsible for overseeing and promoting activities related to research, innovation, and engagement. The committee encourages and coordinates research activities among faculty, staff, and students. This may involve developing interdisciplinary research and grant funding opportunities, facilitating collaborations, and promoting a research-friendly environment. The committee fosters innovation and entrepreneurial activities across and beyond the College of Education. The committee may facilitate the organization's engagement with external stakeholders, such as industry partners, government agencies, community organizations, and the public. They may develop partnerships, collaborations, and outreach activities to enhance the organization's social impact and relevance. The members of this committee consist of the non-academic Directors in the College of Education as outlined in the bylaws and the Wyoming Excellence Chairs.

### **Ad Hoc Committees**

Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with the Leadership Council. The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the college.

## **IX. CURRICULUM OF THE COLLEGE**

Establishing and/or changing curriculum requirements in the College of Education requires an approval chain as follows: a) program faculty; b) relevant school faculty (School of Counseling, Leadership, Advocacy, and Design OR School of Teacher Education), and c) the Dean. For all course and curriculum changes, once approval is obtained within the College of Education, university guidelines are followed as needed for additional approvals.

## **X. OTHER**

### **DEGREES AND PROGRAMS.**

#### **A. Degrees**

The degrees offered by the College shall be those specified in the UW Regulations.

#### **B. Programs**

The academic programs offered by the college and the requirements thereof are approved by the relevant School, the appropriate standing committee, the University Course and Curriculum Committee, and are published in the University Catalog.

## **XI. AMENDMENT OF THE BYLAWS**

Consistent with UW 2-404, Bylaws must be approved by 2/3 of faculty quorum within the college, where a quorum is defined as 50% of the faculty within the College. Alternatively, the Bylaws may be approved by a majority of the faculty and staff within the College. The Bylaws must be approved the by the Provost and Vice President of Academic Affairs.

## **XII. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

Exceptions to the College of Education Bylaws must be approved by the Dean, and where appropriate, by the College Leadership Council.

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

**BYLAWS ACCEPTED AT FACULTY MEETING ON:** Electronic Vote, April 12, 2023; Revision Approved by Faculty on September 19, 2024

**Approved by Provost: September 19, 2024**

**Revision Approved by Provost: September 5, 2024**