

# Department of Human Development and Family Sciences

## Organization, By-laws and Department Procedures

Approved by the HDFS Faculty on

Amended 4/21/2017, Final Approval April 2019

### Organization and Bylaws

#### Article I -- Mission of the Department

As a department of the College of Education and Human Development (CEHD), the Department of Human Development and Family Sciences (HDFS) is an interdisciplinary department that addresses the needs of children, adults, and families across the life course. HDFS has a commitment to preparing undergraduate students for careers in a wide variety of human service environments and graduate students for careers in academic, and applied leadership positions in human services, public policy and early childhood education. The Department's affiliated applied Centers focus on aspects of early childhood education, disability and college counseling. HDFS seeks excellence in its educational programs and in the applied services through our affiliated centers.

#### Article II -- Governance

HDFS operates on a collegial basis between faculty, staff and students. The governance of the department operates as defined by these by-laws. When making decisions, HDFS follows The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition, Sturgis, Alice, The American Institute of Parliamentarians, McGraw-Hill, New York 2001.

The Director of the Laboratory School is a faculty member in HDFS. The DIECC Director is appointed by the HDFS Chair.

### **Article III -- General Powers**

#### 1.0 Source of Powers

- 1.1 All matters relating to the educational and administrative affairs of the Department are consistent with the University Charter, the Bylaws of the Board of Trustees, the University Faculty By-Laws and other applicable University regulations in force, the Bylaws of the College of Education and Human Development and delegated to the departmental faculty and professional staff for the purposes of effectuating the governance of the department.

#### 2.0 Authority of Department Faculty

- 2.1 The Department Faculty have the authority for and responsibility to: (1) approve all faculty appointments in the department, subject to the criteria set forth in these by-laws; (2) develop and approve curricula and courses; (3) determine educational and academic policies for admissions to the department's programs; (4) determine the requirements for degrees and certificates and recommend candidates for diplomas, degrees and certificates; (5) recommend educational and academic policies to the CEHD Dean as they pertain to the department; (6) recommend and advise the CEHD Dean on issues related to the governance of the College.

### **Article IV -- Departmental Community Membership**

The Department of Human Development and Family Sciences operates under the principle of shared faculty governance through faculty meetings and a standing and ad-hoc committee structure. Committees play a central role by providing advice and counsel to the faculty and the Chairperson on academic and administrative matters. This document describes the basic organization of these groups and procedures for their operation. Faculty, staff, and students participate in discussions and provide input on issues.

#### 1.0 Definitions

- 1.1 Faculty refers to all individuals with continuing employment who hold the rank, approved by the faculty and noted in their letter of appointment, of Instructor, Assistant Professor, Associate Professor or Professor. Faculty have voting rights at faculty meetings.
- 1.2 Secondary appointments refer to faculty members who hold a primary appointment in another unit of the University of Delaware, but contribute to the teaching, scholarship and/or service mission of the Department of Human Development and Family Sciences on a consistent basis. Secondary appointments may be offered, upon the vote of the faculty, for a period not to exceed three academic years and are renewable. Faculty members with secondary appointments do not have voting rights at faculty meetings.

- 1.3 Affiliated faculty appointments refer to faculty members whose expertise contributes to the mission of the Department of Human Development and Family Studies but who are not paid by the department. Affiliated faculty appointments may be offered, upon the vote of the faculty, for a period not to exceed three academic years and are renewable. Affiliated faculty do not have voting rights at faculty meetings.
- 1.4 Standing committees deal with recurring administrative and academic issues, as well as such issues designated by the Chairperson, or voted on by the faculty. Standing Committee members are voted on by the faculty. All members of committees may vote in the committee, regardless of their voting status at faculty meetings.
- 1.5 The Chairperson may appoint, without approval from the faculty, ad hoc committees for a specific purpose. Ad hoc committees are dissolved upon the completion of the purpose for which they are appointed.

#### **Article V. -- Meetings**

##### 1.0 Faculty Meetings

- 1.1 Regular Meetings. Faculty meetings are called by the Chair with at least 10 days notice, and are conducted by the Department Chairperson or another faculty member he/she appoints. The Chairperson's appointee shall preside in his/her absence.
- 1.2 Special Meetings. The Chair may call special meetings on two working days notice. Any 3 faculty with primary appointments may also call a special meeting with two working days notice. The faculty calling for the special meeting must all sign the call for meeting.
- 1.3 Meetings must be called electronically, via the department's list serve.
- 1.4 Quorum. A quorum is 50% plus one member of the voting faculty.
- 1.5 Proxy. Voting faculty may designate their vote to the Chair, in writing either on paper or via electronic mail, to another member of the voting faculty. Votes must be on previously published, motions/resolutions and the name of the proxy holder must be given in writing to the Chairperson or his/her designee, a prior to the start of the meeting.
- 1.6 A proxy does not count for purposes of the quorum in 1.4. above.
- 1.7 Only full time employees of the University of Delaware, whose primary faculty appointment is in the Department of Human Development and Family Studies, may vote.

- 1.8 Center Directors may be offered voting faculty status, upon vote of the Faculty.
- 1.9 Affiliated faculty. Affiliated faculty are appointed as members of the HDFS faculty for a limited period of time during the year(s) in which they are actively involved and hold a full time position that is related to the HDFS department. Persons holding appointment as Affiliated (Professor, Associate Professor, Assistant Professor, or Instructor) must make a substantial contribution to HDFS in the form of teaching adults, program development, research, or consultation. Affiliated faculty hold voting status in committees to which they are appointed.
- 2.0 Affiliated status is accorded only after the regular academic review and evaluation by the HDFS faculty. Rank is established according to the same criteria as regular faculty, and HDFS shall be responsible for determination of initial rank and promotions. Such determinations do not require the approval of the college or university promotion and tenure committees. Affiliated faculty are not eligible for tenure. No stipend is paid unless an additional appointment, such as an adjunct appointment, also exists; terms of appointment are up to three years, and contracts are renewed by an affirmative vote of the faculty upon the recommendation of the chair.
- 2.1 Temporary employees, those on S-contract, part-time faculty, those with Secondary Faculty Appointments and Adjunct Appointments who are not full-time University of Delaware employees, staff, and students are not eligible to vote.
- 2.2 Closed sessions. A majority of faculty members present or by proxy may vote to hold a closed session where only tenured, tenured track and continuing track faculty are present.
- 2.3 Agenda items. The Chairperson will make calls for agenda items ten days prior to regularly scheduled faculty meetings. The agenda for the faculty meeting shall be prepared by the Chairperson or his/her designee and distributed at least 48 hours prior to the meeting. Any committee motions/resolutions must accompany the agenda to be acted on at the meeting. Any motion/resolution, which is not a published agenda item, will not be acted upon unless the faculty present and by proxy agrees to do so by two-thirds vote.
- 3.0 Minutes will be taken by a departmental secretary and will be distributed as soon as possible after the meeting, and attached to the agenda of the subsequent meeting.

## **Article VI -- Faculty Recruitment**

Meetings to discuss faculty-hiring recommendations: During a scheduled faculty meeting, the Chairperson of the Search Committee shall preside over an open discussion of all candidates who have been interviewed. A compilation of all written feedback (from faculty, staff, and students) will be available at the discussion. At the close of discussion, the faculty staff shall vote by secret ballot separately on the “acceptability” of each interviewed candidate. A candidate shall be deemed

“acceptable” if he/she receives a vote of “acceptable” by a simple majority vote. If there are two or more candidates who have been deemed “acceptable”, a second vote by secret ballot shall be conducted to determine the rank order of preference for the “acceptable” candidates. The outcomes of these ballots shall be communicated, within the context of the search committee’s written recommendation, which may be in electronic mail, to the Department Chair. The Department Chairperson will communicate the results of the department vote to the Dean.

## **Article VII -- Standing Committees**

The standing committees of HDFS are:

1. Graduate Committee
2. Early Childhood Education Undergraduate Committee
3. Human Services Undergraduate Committee
4. Promotion and Tenure Committee

The HDFS Chairperson is an ex-officio member of all committees.

Election Procedures/Terms: Committee nomination forms for the next academic year will be distributed to department faculty and staff by the final regularly scheduled faculty meeting of the academic year. Ballots will then be distributed with the results of the voting to be published. Except where indicated, committee membership terms normally run from September 1 to May 31. The Department Chairperson shall appoint the chairs/co-chairs of the standing committees prior to the start of the academic year in question.

### **1. *The Graduate Committee***

The Graduate Committee shall consist of the Graduate Coordinator, Program Coordinator(s), three (3) members of the full-time faculty elected by the faculty, and a representative of the graduate students (elected by the Graduate Student Association by the end of the academic year). The graduate student member may participate and vote in all meetings except those devoted to student evaluation, funding, and admissions, or as otherwise decided by the Committee.

Duties:

- A. Develop recommendations concerning graduate curriculum and programs, policy, procedures, and academic matters. Forward recommendations for action to the department faculty and forward all approved recommendations to the appropriate College committee.
- B. Oversee the implementation and evaluation of graduate policies and procedures approved by the faculty.
- C. Develop recruitment strategies and coordinate the dispersal of recruitment materials, coordinate the review of applications and admit prospective graduate students. Develop policies and procedures regarding graduate students’ professional development.

- D. Make recommendations to the Chairperson regarding graduate funding and fellowships. Input about assignments will be solicited from faculty who are assigned graduate assistants.
- E. Complete an annual overview of graduate courses each academic year, as well as periodic program reviews at least every 5 years.
- F. Assist in identifying and implementing strategies to maintain diversity among the graduate student population.
- G. Develop and evaluate procedures for graduate student advisement.
- H. Coordinate linkages between graduate and undergraduate HDFS programs.

## 2. ***Early Childhood Education Undergraduate Committee***

The Early Childhood Education Undergraduate Committee shall consist of the Undergraduate Coordinator, the Directors of the Early Learning Center and the Laboratory Preschool (Early Childhood Laboratory Preschool), the ECE coordinator and at least three (3) members elected by the faculty. The chair of the Early Childhood Undergraduate Committee shall be a faculty member other than the ECE coordinator or the Undergraduate Coordinator.

Duties of the Early Childhood Education Undergraduate Committee:

- A. Develop recommendations concerning the Early Childhood Education curriculum and program. Forward recommendations for action to the department faculty at a faculty meeting and forward all approved recommendations to the appropriate College committee.
- B. Oversee the implementation and evaluation of undergraduate policies and procedures approved by the faculty.
- C. Review applications and make admission decisions for internal transfer applicants.
- D. Complete an annual overview of undergraduate curriculum by October 15, as well as periodic program reviews at least every 5 years.
- E. Assist in identifying and implementing strategies to maintain diversity among the undergraduate student population
- F. Review, evaluate, and implement procedures for undergraduate student advisement and recruitment.
- G. Identify students for the various undergraduate students awards and honors and make recommendations to the Awards and Scholarship Committee
- H. Coordinate linkages between graduate and undergraduate HDFS programs

### 3. ***Human Services Undergraduate Committee***

The Human Services Undergraduate Committee shall consist of the Undergraduate Coordinator, the Human Services Internship Coordinator, and at least three (3) members elected by the faculty. The chair of the Human Service Undergraduate Committee shall be a faculty member other than the Undergraduate Coordinator or the Human Services Internship Coordinator

Duties of the Human Services Undergraduate Committee:

- A. Develop recommendations concerning the Human Services curriculum and program. Forward recommendations for action to the department faculty at a faculty meeting and forward all approved recommendations to the appropriate College committee.
- B. Oversee the implementation and evaluation of undergraduate policies and procedures approved by the faculty.
- C. Review applications and make admission decisions for internal transfer applicants.
- D. Complete an annual overview of undergraduate curriculum by October 15, as well as periodic program reviews at least every 5 years.
- E. Assist in identifying and implementing strategies to maintain diversity among the undergraduate student population.
- F. Review, evaluate, and implement procedures for undergraduate student advisement.
- G. Identify Students for the various undergraduate student awards and honors and make recommendations to the Awards and Scholarship Committee.
- H. Coordinate linkages between graduate and undergraduate HDFS programs.

### 4. ***Promotion and Tenure Committee***

The Promotion and Tenure Committee shall be the body responsible for the departmental promotion and tenure review. It is also responsible for faculty reviews of tenure-track faculty, continuing track faculty. The Committee is also responsible for updating the Department Promotion and Tenure Document, insuring that it is in compliance with current College and University guidelines. The term of the Committee is May 1 to April 30.

The Committee will have at least four members elected by the faculty and shall elect a chair. All Committee members may participate in deliberations. However, only members above the rank of the candidate (in cases of promotion recommendations) or who hold tenure (in the cases of tenure recommendations) may vote. In all cases, there must be an odd number of at least three (3) eligible to vote on a candidate. Should there be fewer than three or an even number of members eligible to vote, additional faculty at the appropriate rank shall be elected to the Committee at a special faculty election. Additional members shall only be included in the discussion and vote on the candidate for whom they were added.

Duties of the Promotion and Tenure Committee:

- A. Make recommendations to the Chairperson on matters concerning the promotion and tenure of the faculty.
- B. Make recommendations to the Chairperson on the re-appointments of non-tenured faculty.
- C. Carry out the peer reviews of tenured and non-tenured faculty required by University policies of promotion and tenure (when applicable).
- D. Review department policies for making promotion, tenure, re-appointment, and peer review decisions and recommend changes, if need, to the faculty.

5. ***Ad-Hoc Committees.***

The Chair may, from time to time, appoint ad-hoc committees for purposes related to the work of the department. Such committees are time limited and will be dissolved after their task is completed.