

**COLLEGE OF HUMAN ECOLOGY  
FACULTY COUNCIL BYLAWS**

**I. PURPOSE**

Human Ecology Faculty Council is the primary body representing faculty in the College of Human Ecology governance structure. The charge of the Faculty Council includes, but is not limited to, the items presented in the Committee of Faculty Organization Report, approved November 1984. The role of the council relative to the overall governance structure of the college appears in Appendix A. Items 1 through 8 below are taken from the November 1984 document.

College faculty: The College Faculty shall consist of all faculty of the College of Human Ecology carrying *regular appointment* as defined in the KSU University Handbook (FHB Section C10).

1. Elect officers:  
     Chair  
     Chair-elect  
     Secretary  
 (Responsibilities of officers are outlined in Section IV of the bylaws.)
2. Develop agenda for faculty meetings and distribute to faculty members one week prior to meeting date. Agenda items should be to the chair ten days prior to the meeting date.
3. Conduct faculty meetings.
4. Distribute minutes of faculty meetings within one week of meeting date.
5. Propose by-laws and conduct faculty council elections.
6. Receive, implement and coordinate actions of the three standing committees: Academic Affairs, Faculty Affairs, and Diversity and Internationalization. (The responsibilities of the three standing committees and the relationship of the three standing committees to the Faculty Council are outlined in Appendix B.)
7. Serve as advisory committee to the Dean for public relations, status of college, budget concerns, long-range planning, and other college related issues.
8. During the academic year meet monthly. Additional meetings may be called by the chair. During the summer meet at the call of the chair.
9. Function as the College of Human Ecology Planning Advisory Group (CPAG) as adopted in the Faculty Senate Comprehensive Institutional Planning Document, November 1984. The purpose of the CPAG is to provide a mechanism for organized continual faculty input regarding college planning. Once every five years the CPAG should develop a College Status Report and submit it to the Dean and college faculty. After approval, the Dean should submit the report to the University Planning Advisory Group (UPAG) which will be appointed by the president.

10. Provide a subgroup which will serve as the College of Human Ecology Committee on Planning (CCOP). The CCOP is required by the University Financial Exigency Document (Faculty Handbook Appendix A) and is to advise the Dean when financial exigency is declared by the President.

## **II. MEMBERSHIP**

1. Faculty Council shall consist of the following thirteen voting members and three non-voting ex-officio members as listed below.

Departmental/School Representatives (one each) from:

Apparel, Textiles, and Interior Design  
Human Nutrition  
Family Studies and Human Services  
Hospitality Management and Dietetics

Center on Aging (one)

At-Large Representatives (two)

Dean's Office Faculty Representative (one)

College Committee Chairs:

Academic Affairs (one)  
Faculty Affairs (one)  
Diversity and Internationalization (DiveIn) (one)

Student Representatives:

Undergraduate Student (one)  
Graduate Student (one)

Ex-Officio, non voting:

Faculty Senate Executive Committee Member  
Dean  
FSCOUP Representative

2. The College Planning Advisory Group (CPAG) membership shall be the same as the Faculty Council membership.
3. The College Committee on Planning (CCOP) includes the following seven voting members and the FSCOUP representative as a non-voting, ex-officio member:

Elected Departmental Representatives from:

ATID, HN, FSHS, HMD

At-Large Representatives (two)

Dean's Office Representative

FSCOUP Representative (Non-Voting)

### **III. ELIGIBILITY**

#### 1. Eligibility To Serve on Faculty Council as At-Large and Departmental/School Representative

All faculty (except for deans, associate deans, assistant deans and department heads/school director) with a .1 or greater appointment at the rank of instructor or above in a department/school in the College of Human Ecology are eligible to be elected as at-large representatives and departmental representative to faculty council and the standing committees outlined in Appendix B.

Faculty in the College of Human Ecology Dean's Office with a .1 appointment at the rank of instructor or above and a .5 or greater appointment at KSU are eligible to serve as area representatives to Faculty Council and the standing committees outlined in Appendix B.

#### 2. Eligibility To Vote at Faculty Meetings

All faculty with a .1 or greater appointment at the rank of instructor or above in the College of Human Ecology are eligible to vote at faculty meetings of the College of Human Ecology.

#### 3. Eligibility to vote at Departmental and School Meetings

Eligibility to vote at Departmental and School Meetings is at the discretion of the department or school.

### **IV. OFFICERS**

Faculty Council shall elect a secretary at the first meeting of each academic year. Officers of Faculty Council and responsibilities are as follows.

**Chair:** The chair will conduct faculty council and general faculty meetings and will relate faculty council recommendations to the dean. The chair will be responsible for developing and distributing the agenda for faculty council meetings and faculty meetings.

**Chair-elect:** The chair-elect will be responsible for acting in the chair's place in the chair's absence. The chair-elect will be the primary faculty council person responsible for elections, as outlined in the section on elections.

**Secretary:** The secretary will be responsible for taking and distributing minutes of faculty council and faculty meetings, determining if a quorum is present at faculty council meetings, meeting with the dean and chair to relate faculty council recommendations.

## **V. ELECTIONS**

Elections will be held each spring using written or electronic ballots. The chair-elect of faculty council will be in charge of the elections, obtaining the names of eligible faculty from the dean's office.

1. Department Representatives to Faculty Council.  
Term: two years, overlapping  
FSHS, HMD elected in odd years.  
ATID, HN, Dean's Office elected in even years.

Department/school representatives will be elected in the spring before the end of the semester. The department head or school director, in cooperation with faculty council department/school representative, will conduct the election.

2. Center on Aging Representative  
Term: two years, elected in even years

The Center on Aging representative will be elected in the spring after the at-large representative has been elected. The representative will be selected from the pool of Human Ecology appointed gerontology faculty. Faculty will nominate at least two people to be on the Center ballot. Gerontology faculty will conduct the election.

3. Faculty At-Large Representatives.  
Term: two years, overlapping

An at-large representative will be elected each spring for a two year term. This person will serve as chair-elect of Faculty Council in the first year of the term and as chair in the second year of the term. The current chair-elect will be responsible for soliciting nominations from the faculty and preparing, distributing and collecting ballots with clerical help from the dean's office. Ballots will be counted by the current chair-elect and chair of Faculty Council. The chair is responsible for notifying those elected. Any faculty member in the college may nominate a faculty member to be on the college ballot. The election will be conducted by the last working day of March. The chair will notify the faculty member elected.

4. Department/School Representatives to Standing Committees.  
Terms: two years, overlapping

Faculty representatives to Academic Affairs, Faculty Affairs, Diversity and Internationalization, and Promotion and Tenure committees will be selected from each department or school after the election of the at-large and departmental/school representatives to Faculty Council. The departmental/school representative will be responsible for making sure that the departmental/school representatives are selected according to the schedule on the following page. The departmental/school representative may ask for volunteers to serve or hold an election. Information about the composition of each committee is found in Appendix B.

<u>Dept</u>	<u>Even Year Elections</u>	<u>Odd Year Elections</u>
HN	Faculty Council Repr. **** Academic Affairs Comm. Faculty Affairs Comm. ****	**** Promotion & Tenure Comm. Academic Affairs Comm. **** Diversity/Internationalization Comm.
ATID	Faculty Council Repr. **** Academic Affairs Comm. Faculty Affairs Comm. ****	**** Promotion & Tenure Comm. Academic Affairs Comm. **** Diversity/Internationalization Comm.
HMD	**** Promotion & Tenure Comm. Academic Affairs Comm. **** Diversity/Internationalization Comm.	Faculty Council Repr. **** Academic Affairs Comm. Faculty Affairs Comm. *****
FSHS	**** Promotion & Tenure Comm. Academic Affairs Comm. **** Diversity/Internationalization Comm.	Faculty Council Repr. **** Academic Affairs Comm. Faculty Affairs Comm. ****
HE	Faculty Council Repr. (No P&T Repr.) Academic Affairs Comm. Faculty Affairs Comm.	**** (No P&T Repr.) **** ****
Center on Aging	Faculty Council Rep	Academic Affairs Rep

- Center on Aging Representative to Academic Affairs Committee.  
Term: two years, elected in odd years

One Gerontology faculty member will be selected by the Center on Aging to represent the Center on Aging Academic Affairs Committee. The Gerontology faculty member does NOT have to be a College of Human Ecology faculty member. The director of the Center on Aging will assure that a representative is selected.

6. Committee Representatives to Faculty Council.

After the completion of elections of department/school representatives to college committees, the committees will convene with their new membership before the end of the spring semester to select a chair for the following year, who will be a voting member of Faculty Council, and a secretary who will be responsible for taking, writing and distributing minutes. The committees are responsible for developing their own operating procedures which shall be approved by Faculty Council. The charges of the committees and their position in faculty governance organization of the college is indicated in Appendix B.

7. Student Representatives to Faculty Council and Committees

Undergraduate. One undergraduate student will be elected to represent undergraduate students on the Faculty Council, one undergraduate student will be elected to represent undergraduate students on the Academic Affairs Committee, and one undergraduate student will be elected to represent undergraduate students on the Diversity and Internationalization Committee. The election will be conducted by the Human Ecology College Council. The representatives will be elected before the first Faculty Council meeting of the fall.

Graduate. One graduate student will be elected to represent graduate students on the Faculty Council, one graduate student will be elected to represent graduate students on the Academic Affairs Committee, and one graduate student will be elected to represent graduate students on the Diversity and Internationalization Committee. Graduate student representation will be rotated among the departments and school, and departmental/school elections will be held among the graduate students enrolled in a department or school. The four year rotation for each unit shall be as follows.

	Year 1	Year 2	Year 3	Year 4
Academic Affairs Committee	HMD	ATID	FSHS	HN
Faculty Council	FSHS	HN	HMD	ATID
Diversity/Internationalization	ATID	HMD	HN	FSHS
No reps elected	HN	FSHS	ATID	HMD

In those years in which a department/school representative is to be elected, election shall be by means of a written ballot distributed to graduate students enrolled in the department or school. The representatives will be selected prior to the first Faculty Council meeting of the fall.

8. Vacancies.

In the event a position on the Faculty Council is vacated, a new election will be held promptly using the election procedures outlined above. The person elected will serve out the remainder of the term of the original council member.

## **VI. MEETINGS**

### 1. Faculty Council

During the academic year Faculty Council shall meet each month or when called by the chair. The first meeting of the academic year will normally be in September. The Faculty Council may change any meeting date in order to avoid conflicts with the University calendar, or dispense with a regular meeting if there is no agenda to be presented. However, in no case shall two consecutive meetings be canceled. The calendar of meetings for each semester will be established at the first meeting of each semester.

### 2. Human Ecology Faculty

Human Ecology faculty meetings will be held no less than four times a year.

### 3. College Committees

College committees that report to Faculty Council shall select a meeting time prior to the Faculty Council meeting time, allowing adequate time to distribute relevant documents prior to the Faculty Council meeting.

## **VII. QUORUM**

### 1. Faculty Council

A quorum at Faculty Council meetings shall consist of not fewer than two-thirds of the voting members of the Faculty Council, and no meeting shall be official unless a quorum is present. It is the responsibility of the member to notify the chair of a proxy.

### 2. Human Ecology Faculty

A quorum at Human Ecology Faculty meetings shall consist of at least one-third of those eligible to vote. A simple majority of the votes cast shall carry the motion.

A proxy is recognized if the faculty member to be absent provides written notification of the proxy to the secretary or to the chair of Faculty Council prior to the start of the general faculty meeting or when leaving the meeting.

## **VIII. BUSINESS**

Disposition of all Faculty Council recommendations is to be early on the agenda of each general faculty meeting.

Minutes of the Faculty Council meetings shall be posted electronically by the secretary to all Faculty Council members (one copy each) and to department heads/school director. Minutes of Human Ecology faculty meetings shall be distributed to all faculty members, the dean, and department heads and school director.

College business will be conducted at faculty meetings but may be conducted and voted upon electronically as needed.

## **IX. BYLAWS AMENDMENT**

CHE Bylaws can be amended by 2/3 vote of College of Human Ecology faculty provided that the proposed change has been presented at the previous faculty meeting.

Adopted May 7, 1987  
Revised May 5, 1988  
Revised October 14, 1988  
Revised August 19, 1991  
Revised September 11, 1992  
Revised February 10, 1995

Revised April 5, 1996  
Revised April 2, 1999  
Revised February 16, 2001  
Revised April 24, 2006  
Revised October 13, 2008

## KANSAS STATE UNIVERSITY

College of Human Ecology  
Structure

## DEAN

DEPARTMENTS	DEAN'S OFFICE	FACULTY COUNCIL	ALUMNI BOARD
Resident instruction regular session summer session intersession undergraduate instruction graduate instruction	College leadership & coordination  Student advising  United Way  Public relations	Elect officers Chair Vice-chair Secretary  Plan faculty meeting agenda and conduct faculty meetings	Advise on: Academic programs Career development  Assist in student recruitment  Assist in financial support
Non-resident instruction credit non-credit	Grants/funding  Student recruitment  Career development	Develop and revise college by-laws and election procedures	Enhance alumni loyalty  Annual meeting
Research	National advisory board	Receive, implement, coordinate actions of standing committees Academic Faculty Diversity & Internationalization	Network
Extension	Scholarship		
Public service	Reinstatement		
Grants/funding		Serve in advisory capacity to the Dean for: Public relations Budget Long range planning & College related issues Status of College	
Recruitment student faculty			
Career development			
Advisory boards			

10/2/84  
Revised 4/24/06  
Revised 10/13/08

**COLLEGE OF HUMAN ECOLOGY**

**FACULTY\***

**Faculty Council**

**100 Academic Affairs**

110 Course & Curriculum

120 Honors Program

Criteria

Policy

**200 Faculty Affairs**

210 Faculty Welfare

Faculty evaluation,  
including dept. heads

Work load

Other faculty concerns

220 Faculty Honors and Awards

**300 Diversity and Internationalization**

310 Diversity and multicultural programs

320 Internationalization

**400 Promotion & Tenure**

410 Tenure

420 Promotion

\*The College Faculty shall consist of all faculty of the College of Human Ecology carrying regular appointments as defined in the KSU University Handbook (Section C10). All chairs will be faculty members.

10/2/84

Revised 5/5/88

Revised 2/11/94

Revised 5/9/97 & 5/18/97

Revised 4/2/99

Revised 4/24/2006

Revised 10/13/08

Academic Affairs Committee charge and composition as defined by Faculty Council.

Name of Committee:

100 Academic Affairs

Charge of Committee:

Considers policies and criteria relating to academic affairs:

110 Course & Curriculum  
120 Honors Program - criteria, policy

To whom does the committee report:

Faculty Council

Meeting date/time:

Meet in September, October, November, January, February and April of each year. Additional meetings may be called at the discretion of the chair.

Course and curriculum change proposals will need to be to committee members 6 class days prior to the Academic Affairs meeting. The chair of the Academic Affairs Committee will notify each department head or school director of these deadlines by September 1 of each academic year.

Composition of Committee: (12 voting members)

Two faculty members per unit- unclassified - instructor or above - one of which must be a member of graduate faculty – two year term with staggered election in spring (HN, ATID, HMD, FSHS - one member elected each year).

One faculty representative from the Center on Aging. Member elected in odd years for two year term.

One faculty member representing programs in General Human Ecology - elected by faculty in those areas for a two year term; elected in even years.

One graduate student member – one year term.

One undergraduate student – one year term.

Associate Dean for Academic Affairs - Ex Officio

Human Ecology Faculty Senator from Academic Affairs committee - Ex Officio

Faculty Affairs Committee charge and composition as defined by Faculty Council.

Name of Committee

200 Faculty Affairs

Charge of Committee

Upon referral, considers policies and procedures relating to faculty affairs, to include, but not limited to:

210 Faculty Welfare  
Faculty evaluation, including department heads/school director  
Work load  
Other faculty concerns

220 Faculty Honors and Awards

To whom does the committee report:

Faculty Council

Meeting date/time

Meet monthly during fall and spring semesters; additional meetings called as deemed necessary by chair.

Composition of Committee

1. Voting Members  
One faculty member per unit - instructor or above – two year term (HN, ATID - even years; HMD, FSHS - odd years).  
  
One faculty member from the Dean's Office to be elected in even years by faculty in the Dean's Office.
2. Non-Voting members:  
  
Ex-Officio - one department head or school director to be elected yearly by Dean's Administrative Council.  
  
Ex-Officio - Faculty Senate Faculty Affairs Committee representative.

Diversity and Internationalization Committee charge and composition as defined by Faculty Council.

Name of Committee

300 Diversity and Internationalization

Charge of Committee

Upon referral, considers policies and procedures relating to diversity and international initiatives, to include, but not limited to:

310 Diversity and multicultural programs

320 Internationalization

To whom does the Committee Report

Faculty Council

Meeting Date/Time

Meet at least twice each semester during the fall and spring semesters; additional meetings called as deemed necessary by chair.

Composition of Committee: (7 voting members)

One faculty member per unit - instructor or above – two year term (HN, ATID - odd years; HMD, FSHS - even years).

Academic Services and Diversity Coordinator will serve as the Ad Hoc Dean's Office Representative.

One graduate student member – one year term.

One undergraduate student – one year term.

Associate Dean for Academic Affairs - Ex Officio

College Promotion and Tenure Committee charge and composition as defined by Faculty Council.

Name of Committee

400 Promotion and Tenure

Charge of Committee

To review the documentation submitted by each candidate for tenure and/or promotion, the unedited comments of the tenured departmental faculty (and of the faculty at the appropriate rank for promotion decisions), the vote of these faculty, and the recommendation of the department head/school director.

To assure that all applicable procedures have been followed and that the department/unit in arriving at a recommendation did so fairly by applying established criteria and guidelines for tenure/promotion. The committee, in advising the dean, will base its recommendation exclusively on a comparison of the candidate's credentials with the criteria, standards, and guidelines of the candidate's department/unit (Kansas State University Handbook C113 and C153).

To discuss this information and provide a written recommendation and committee vote to the dean as to whether or not all applicable procedures were followed. The report must also contain the rationale behind the committee's recommendation by providing a detailed evaluation of the candidate's credentials with regard to how they meet or fail to meet the specific criteria, standards, and/or guidelines of the candidate's department/unit (Kansas State University Handbook C113 and C153).

Note: A committee member may **not** vote on candidates seeking tenure and/or promotion in his/her academic unit, but may contribute to the discussion and to the written comments given to the Dean. Therefore, only three faculty will be voting on each candidate.

To Whom Does the Committee Report

College Dean

Meeting Date/Time

Once in the fall semester after committee members have reviewed the candidates' files. Additional meetings may be called, if necessary, by the chair.

Composition of Committee (4 voting members)

Members must be tenured with the rank of professor. If no one in a department holds the rank of professor, then an associate professor may serve.

One faculty member shall be elected from each department serving two-year staggered terms (ATID and HN elected in odd years, HMD and FSHS in even years).

Elections will take place in the spring. The departmental representatives to faculty council will be responsible for making sure that a tenured professor is elected to serve on this committee, every other year, from their department. (See elections section of the by-laws.)

If a faculty member with extension tenths is being considered for tenure and/or promotion, and none of the departmental representatives on the committee has an extension appointment of more than 5 tenths, the Dean will appoint a tenured faculty member with an extension appointment of more than 5 tenths, who also holds the rank of professor or associate professor, as a non-voting ex-officio member of the committee. The ex-officio member will contribute to the discussion and to the written comments given to the Dean only for the candidate with extension tenths.

Revised 2/16/01

Revised 10/30/05