COLLEGE OF EDUCATION
PERSONNEL COMMITTEE

ARTICLE I

NAME

The name of this committee shall be the College of Education (COE) Personnel Committee (PC).

ARTICLE II

PURPOSE

Section 1 The purpose of this committee shall be to:

2.1.1 to make recommendations on the progress of probationary faculty seeking retention, tenure, and promotion (RTP);
2.1.2 to make recommendations on RTP matters in behalf of the College to the University;
2.1.3 to make recommendations on faculty seeking promotion from associate to full professor;
2.1.4 to make recommendations to the Dean on faculty applying for sabbatical leaves;
2.1.5 to serve as a consultative body to the Dean and other faculty on broad faculty related issues.

Section 2 The PC reports concurrently to the faculty and staff of the College of Education and Dean of the College of Education.

ARTICLE III

COMPOSITION

The Coordinating Council membership shall include one tenured full professor from each of the eight academic departments in the College of Education. An ex-officio member of the committee will be a representative from the Dean’s Office, and will have the specific role of conveying and charging the committee at the beginning of each academic year.

ARTICLE IV

APPOINTMENT

All appointments to the PC will be for a period of three years, with representation staggered so that one-third of the membership rotates off each year. Members are eligible for re-election.
ARTICLE V

FREQUENCY OF MEETINGS

Section 1. The Personnel Committee shall meet on a regularly scheduled basis, with dates and times determined at the beginning of each academic year. All meetings will be placed on the College of Education master calendar.

Section 2 A special called meeting may be held as requested by any member of the Personnel Committee.

Section 3 A quorum for the Personnel Committee shall be one-half plus one of the elected members.

ARTICLE VI

OFFICERS

At the first meeting of each academic year, the Personnel Committee shall elect a Chairperson. The Chairperson will be responsible for securing meeting room assignments, establishing a meeting schedule, and communicating meeting information to the Dean.

ARTICLE VII

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Personnel Committee members. The vote may be taken either at a regular or a called meeting, or through ballot. Proposed amendments must be circulated to Personnel Committee members at least two weeks before voting can be conducted. Amendments may be proposed by any member of the Personnel Committee or by an Ad Hoc committee established or that purpose.