**Lurie College of Education**

**Personnel Committee**

**Bylaws**

**ARTICLE I**

NAME

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

ARTICLE II

PURPOSE

Section 1

The purpose of this Committee shall be to:

1. make recommendations on the progress of probationary faculty seeking retention, tenure, and promotion (RTP);
2. make recommendations on RTP matters on behalf of the College to the University;
3. make recommendations on faculty seeking promotion from associate to full professor;
4. make recommendations to the Dean on faculty sabbatical applications;
5. assist with other projects and tasks related to faculty personnel issues as requested by the Dean.

ARTICLE III

MEMBERSHIP

The Personnel Committee membership shall be composed of one tenured, full professor from each of the College’s departments.

ARTICLE IV

APPOINTMENT

Section 1

The members shall be elected representatives from their academic departments. No more than one faculty member shall be elected from each academic department for service on this committee. Each department in the LCOE shall forward the name of their elected representative to the Office of the Dean in May. The departmental balloting will be conducted in accordance with University policies.

Section 2

All Committee members shall be elected for a 3-year term.

Section 3

Committee members are not eligible to serve concurrently on either a department- or university-level personnel committee.

Section 4

Participants in the Faculty Early Retirement Program (FERP) may serve on the Committee with the approval of the Dean and the Office of Faculty Affairs.

Section 5

If a member wishes to resign, the member shall inform the respective Department Chair and the Dean. In the event that an unexpired term is vacated, a replacement shall be elected immediately from the affected department to complete the term.

Section 6

If a member engages in behavior that undermines the successful completion of the Committee’s work, the Committee may, by a majority vote, request that the respective Department elect a replacement. If the Department fails to respond in a timely manner, the Committee may, by a majority vote, request that the Dean oversee a replacement.

Section 7

Members are eligible for re-election.

ARTICLE V

MEETINGS

Section 1

The Personnel Committee shall meet on an as needed basis throughout the academic year. The dates and times shall be determined at the beginning of each semester, taking into account the schedules of the Committee members and all pertinent deadlines. All meetings will be posted on the Lurie College of Education’s master calendar.

Section 2

The Dean will convene and charge the committee at the beginning of every academic year.

Section 3

Prior to deliberations, all members must receive training in the use of the current University policies on the criteria, standards, and procedures for retention, tenure, and promotion.

Section 3

A quorum shall be one-half plus one of the voting members.

ARTICLE VI

THE CHAIR

Section 1

The Personnel Committee shall select a Chair to preside at all Committee meetings and represent the Committee to the Dean and the faculty of the College. The voting members of the Committee shall elect the Chair annually in May. The Chair shall be a current member of the Personnel Committee.

Section 2

The Chair will be responsible for scheduling the meetings, overseeing the timely completion of reviews, writing and distributing the meeting minutes and agendas, and other work as needed. All minutes and agendas must be sent to the Office of the Dean each month to allow for the posting of these materials on the LCOE website.

Section 3

In the event of a vacancy in the Chair position, the Committee shall elect a member to complete the vacant term and shall duly report the changes to the Dean and the College faculty.

ARTICLE VII

AMENDMENTS

These bylaws may be amended according to the *Policy to Change Bylaws for the Lurie College of Education’s Standing Committees (2012)*:

…changes in the bylaws for a standing committee will be put to a vote by the entire faculty in the Lurie College and decided by a majority of the voters with temporary faculty having a vote that is proportional to their appointment in a given term when a vote is to be cast.