

**The University of Texas**  
**Rio Grande Valley**<sup>TM</sup>

.....  
*College of Education  
& P-16 Integration*

**BYLAWS**

Approved by Faculty: March 20, 2018

Approved by Dean: March 20, 2018

Approved by Executive Vice President for Academic Affairs : June  
3, 2019

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## BYLAWS

### COLLEGE OF EDUCATION AND P-16 INTEGRATION

#### PREAMBLE

These Bylaws provide a framework within which the faculty of the College of Education and P-16 Integration participate in the educational and decision-making processes of the College. These Bylaws are valid to the extent that they comply with policies, procedures, and processes set forth by the State of Texas, The University of Texas System Regents' Rules and Regulations, The University of Texas Rio Grande Valley (UTRGV) Handbook of Operating Procedures (HOP), and the Guidelines established by the Office of the Executive Vice President for Academic Affairs.

#### ARTICLE I: Name

This organization shall be known as the College of Education and P-16 Integration (CEP) at The University of Texas Rio Grande Valley. It is comprised of the Office of Educator Preparation and Accountability; the following Academic Departments: Bilingual and Literacy Studies, Counseling, Human Development and School Services, Organization and School Leadership, and Teaching and Learning; and the Counseling Training Clinic.

#### ARTICLE II: Membership

The General Faculty of CEP shall consist of all fulltime faculty members within the College (i.e., tenured, tenure track, professors in practice, and fulltime lecturers). This includes CEP faculty holding joint positions in other colleges, institutions or agencies.

#### ARTICLE III: Vision and Mission

The vision of the College of Education and P-16 Integration is to be the catalyst for educational success for individuals, families, communities, the region, and our society at large through thoughtful, culturally sustaining partnerships with our schools and communities, demonstrating responsiveness to a growing bilingual and biliterate population.

The mission of the CEP is to:

- Provide rigorous programs of study founded on the belief that scholarship and life experiences are strengthened when integrated, that diversity in all its manifestations is a fundamental component of excellence in education, and that partnerships that foster authentic social and community engagement are vital.
- Engage in continuous improvement through curricular and technological innovation in order to remain responsive to the changing educational and global reality.
- Develop highly effective multi-culturally responsive and sustaining, innovative scholars, learning leaders, and education professionals who challenge the status quo and serve as change agents who make a difference by promoting social justice, embracing diversity in its broadest definition, inspiring thought leadership, and pursuing lifelong learning, and;
- Lead through evidence-based decision-making, and data literacy in order to share our story with the academic and broader research communities, as well as our public-school partners, families

and policy makers.

#### ARTICLE IV: Organizational Structure

CEP's Organizational Structure and description of duties are depicted in Appendix "A" as they exist from time to time.

#### ARTICLE V: Meetings

##### Section 1. General Meetings.

A meeting of the General Faculty shall be held at least twice a year. Special meetings may be called by the Dean or by a petition signed by at least one quarter of the General Faculty.

Notice of meetings of the General Faculty shall be delivered by e-mail no less than seven calendar days prior to the set meeting time.

Agenda items requiring action of the General Faculty can be submitted to the Dean via e-mail up to five working days prior to the meeting date. Items not included on the agenda may be raised as new business at the meeting.

**Section 2. Special Meetings.** Special meetings of the General Faculty may be called by the Dean, with the purpose stated in the call. Special meetings called by petition of the faculty must be held within 14 calendar days of the delivery of the petition to the Dean's office.

**Section 3. Meetings of the Standing Committees.** A meeting of each Standing Committee (listed in Article V) shall be held at least twice per year. **Unless otherwise noted in Article VI**, standing committees will adhere to the following:

*Appointment of Committee Members:* The department representatives to the standing committees shall be appointed by the chair following a selection process adopted by the full-time faculty of the department.

*Leadership of Committees:* Each committee chair shall be elected from among the committee members at the first meeting of each academic year. The committee shall select a recording secretary. Both will serve for a period of one year. There is no term limit for either position except for the faculty member's term on the committee.

*Length of Terms:* All standing committee appointments will be for one three-year term unless otherwise determined by the committee. At the start of each academic year each standing committee should attempt to maintain staggered terms as provided in Appendix C.

*Meeting Schedule and Quorum Requirements:* Committees shall meet at least once each fall and spring semester. Additional meetings will take place as necessary in order to meet the charge of the committee. A quorum to conduct the official business of the Committee consists of voting members present. A simple majority of members present shall decide an action of the Committee at a meeting.

*Voting Procedures:* Decisions and recommendations shall be approved by the members present and voting by unanimous consent or by majority vote by voice, show of hands, or secret ballot as appropriate. Any committee member can ask for a secret ballot. Committees should weigh the importance of the issue

being voted upon to determine the voting method. An ex-officio committee member, unless otherwise noted, is a nonvoting committee member unless also serving in the role of departmental representative on the standing committee.

Electronic voting is permissible in circumstances in which a committee agrees by unanimous consent of the members present. In such cases, electronic voting shall be open either for a period of five business days, closing at 5:00 p.m. local time on the final day, or until a decisive majority of eligible voting members have cast their electronic votes, should they do so in less than five business days.

*Action by Unanimous Consent without a Meeting:* An action may be taken by the members of a committee by unanimous consent in writing or by electronic transmission without a meeting. The writing or electronic transmission shall state the action to be taken, and be signed and dated, on paper or digitally, by each member of the committee. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the committee. “Electronic transmission” means any form of electronic communication, such as email, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

*Meeting Participation:* One or more members may participate in a meeting of the committee by means of a remote electronic communication system, including telephone or videoconferencing technology or the Internet, only if the communication means provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with all other participants with access to all documents, visual aids, and discussion presented at the meeting.

*Reporting Requirements:* Within a week following the meeting, the recording secretary of the meeting shall circulate to the members in attendance a draft form of the minutes. The draft minutes also shall be attached to the agenda for the next meeting and shall be presented for approval. Once approved, and corrected if necessary, the approved minutes and agenda for the reported meeting shall be posted to a secure CEP electronic file-sharing platform accessible by appropriate constituents.

*Parliamentary Procedure:* Except as otherwise provided herein, or by unanimous consent of the members, the procedures governing CEP standing committee meetings shall be in accordance with the latest edition of Robert’s Rules of Order.

*Dismissal from Academic Standing Committee:* A committee member may be dismissed from a standing committee if that member has three (3) unexcused absences from properly noticed committee meetings during an academic year.

*Unanticipated Vacancy:* If a standing committee vacancy occurs before the normal end of term, the corresponding department chair, in consultation with his or her faculty will identify a replacement. If the vacancy is for less than half of the standing committee’s term the faculty member filling the vacancy will be eligible for a second term.

*Standing Committees’ Use of Subcommittees:* Standing Committees can and should utilize ad hoc subcommittees for specialized/focused issues. Subcommittees shall be chaired by a Standing Committee member. Composition of subcommittee membership shall be determined by the subcommittee chair and may include non-standing committee members. Ad hoc subcommittee members shall have no vote on Standing Committees

## ARTICLE VI: Standing Committees

Section 1. General Guidelines (unless otherwise noted in Section 2, standing committees will adhere to these guidelines)

### Section 2. List of Committees

#### *Educator Preparation Council*

The Educator Preparation Council (EPC) is a college-wide committee established to represent the entire Educator Preparation Program (EPP) in curricular and policy matters. It includes faculty, staff, and community stakeholders involved in educator preparation of both initial and professional certifications (i.e., elementary, secondary, P-12, and other academic departments that lead to state certification). EPC represents one voice in advocacy of the educator preparation at national, state and local forums by aligning the committee's mission and values to that of the College's vision.

#### Charge

The purpose of the CEP Educator Preparation Council (EPC) is to provide a forum for informed discussions, advocacy of educator preparation along with review of curricular and policy matters with a broad representation in membership. Members discuss curriculum, national and state regulations and legislation governing certification, changes to certification programs and review accountability measures. EPC has a faculty committee named the Educator Preparation Faculty Committee.

#### Membership

The council is comprised of members of CEP and other college faculty across departments, and administrative professional staff to represent programs that prepare teachers, school leaders, and school service personnel which lead to certification. Members will serve a minimum of one 2-year term. Terms will be staggered to allow for consistency across time.

#### General Responsibilities

1. Report to the CEP TEA required Advisory Committee at annual meetings.
2. Discuss state proposals impacting educator preparation and disseminate information to stakeholders for the purpose of taking a unified position.
3. Represent the university at state (i.e., SBEC Meetings) and national (i.e. AACTE) forums.

#### Educator Preparation Faculty Committee Responsibilities

1. Committee reaches consensus on issues relating to policies and implications on curriculum, candidates' denials of admission, academic infractions, certification, testing and criminal background check reviews.

The committee comprised of CEP-faculty is responsible for monitoring candidate requirements for both initial certification and professional certification programs. Included in the responsibilities are review of issues relating to post baccalaureate program and student teaching/internship admission, student adequate progress, and review of academic and other infractions. In addition, this committee serves to review criminal background history cases of students. The committee reviews curricular and policy changes (including initial certification and professional certification) impacting teacher education, post baccalaureate and graduate programs leading to state certification. The Associate Dean for Initial Preparation Program serves as co-chair of the committee and the Director of the Educator Preparation

and Accountability serves as co-chair of the committee; both non-voting members. The Educator Preparation Council shall at no time override the department faculty decisions regarding curricular and policy changes (including initial certification and professional certification) impacting teacher education, post baccalaureate, and graduate programs leading to state certification, unless such changes are in direct conflict with state law or regulation.

### *Curriculum Committee*

Eligible lecturers, tenure-track, and tenured faculty initiate program changes in the curriculum. Academic programs are the purview of the faculty within that program. Therefore, changes to the program should be fully vetted by program faculty and approved. Department chairs oversee the academic programs and must approve curriculum requests. Once approved by the chair, the requests should be presented to the CEP Curriculum Committee for approval.

The CEP Curriculum Committee will be comprised of five members, one from each department in the College of Education and P-16 Integration, along with the Associate Dean for Research and Graduate Programs who will serve as non-voting ex officio members. Department representatives will be elected by each department. Members will serve a minimum of one 3-year term. Terms will be staggered to allow for consistency across time.

### *Charge*

The purpose of the CEP Curriculum Committee is to examine curricular proposals and program changes from the broad perspective of the College with consideration to College mission, vision and goals. The committee will review and vote on curriculum and program changes. The Curriculum Committee shall at no time override the department faculty decisions regarding curricular and policy changes (including initial certification and professional certification) unless such directly impact the delivery of another approved program in the college other than those programs in the originating department or are shown to be in conflict with the mission of the University or the College.

These proposals will be sent to the Dean and, if approved, forwarded to the University Undergraduate Curriculum Committee or Graduate Curriculum Committee for final decision. University Curriculum Committees meet monthly. If not approved, the proposal will be returned to the program for revision and resubmission. The CEP Curriculum Committee will also meet monthly unless there are no requests to review.

Any proposed changes that potentially impact other departments and/or colleges in the university, must be discussed with the respective department/college and evidence of this communication should be documented.

Curriculum change (as per ADM 06-202)-"refers to, but is not limited to, any additions, deletions, or revisions to courses, programs, degrees, majors and certificates including the requirements for admission, progression and completion."

### *Undergraduate Recruitment and Outreach Committee*

The Undergraduate Recruitment and Outreach Committee (UROC) will serve to promote the academic programs, events and activities in the College. The goal is to have a strong presence in the Rio Grande Valley by offering professional knowledge, academic programs of study, and other information to prospective students, families, businesses and other community members.

### *Composition*

Revisions Approved by Faculty – March 20, 2016: Approved by Executive Vice President for Academic Affairs – June 3, 2019



The CEP Undergraduate Recruitment and Outreach Committee will be comprised of faculty and staff across departments in the College of Education and P-16 Integration. The committee will be chaired by the Associate Dean for Initial Preparation Program and Academic Affairs and co-chaired by a Department Chair.

### Charge

The purpose of the committee is to provide organization and systematic planning for disseminating and promoting of undergraduate academic programs and educational opportunities in the college. The committee will work with university-level agencies to coordinate and manage recruitment efforts in K-12 schools, community and businesses.

UROC will review and update the CEP website, social media, and materials used for recruitment and outreach purposes of undergraduate programs

- Work closely with university-sponsored Recruitment and Scholarship Department
- Deliver presentations on programs and admissions to schools, community organizations, community colleges and businesses;
- Visit middle and high schools and other learning institutions to publicize CEP UG Programs;
- Organize recruitment events in local community;
- Work with workforce solutions and school districts to strategically target groups of students and programs to highlight;
- Collect and analyze data and develop reports to monitor activity.

### Timeline

The Committee will meet 3-4 weeks before the beginning of the academic year to plan recruitment and outreach activities for the year. Regular monthly meetings will be held.

### *New Faculty Induction Committee*

The New Faculty Induction Committee provides leadership in ensuring new faculty are supported as they acclimate to CEP and UTRGV.

### *Assessment Committee*

The College of Education and P-16 Integration (CEP) Assessment Committee is composed of faculty representing every department in the CEP. The committee is organized into faculty-led sub-committees. The assessment committee focuses on ensuring continuous program improvement by 1) facilitating and monitoring evidence-based decision making at the program and unit levels, 2) reviewing unit assessments and making recommendations for the development and revision of unit assessments, and 3) overseeing systematic data collection at the program and unit levels. The ultimate goal of the assessment committee is to ensure a culture of inquiry guides decision-making in the CEP.

The CEP Assessment Committee meets regularly and is governed by the following policies:

1. The CEP Assessment Committee shall be composed of 12 members:
  - a. Ten members shall be full-time, tenured or tenure-track faculty representing each of the 5 departments of the CEP and the Brownsville and Edinburg campuses.
    - i. Each department chair shall appoint two full-time, tenured or tenure-track faculty members to serve on the CEP Assessment Committee.
  - b. The CEP data analyst and the College of Education Assessment Coordinator shall be ex-officio members of the assessment committee and attend all meetings.
  - c. The Associate Dean for Assessment and Accreditation of the CEP and the Director of the Office of Educator Preparation and Accountability shall be members of the

- assessment committee.
- d. A faculty member with expertise in research, statistics, psychometrics, and assessment instrument development and validation shall serve as the assessment committee research consultant.
  2. Each of the 10 full-time faculty members of the assessment committee representing the 5 CEP departments shall serve a minimum of one 2-year term.
  3. Faculty members may serve as many consecutive terms as agreed on by the individual faculty member and the respective department chair.
  4. Members of the assessment committee from the same department shall complete their terms on alternate years.
  5. The Associate Dean for Assessment and Accreditation and one faculty member of the assessment committee shall serve as co-chairs of the committee.
    - a. The co-chair of the assessment committee shall be selected by the members of the committee following a process of nomination and voting.
    - b. The co-chair of the assessment committee shall serve for the duration of his/her term unless otherwise decided by the individual faculty member.
  6. Serving on the CEP Assessment Committee shall constitute service at the college level.

### *Marketing*

Traditional Educator Preparation Programs continue to face mounting critiques regarding the extent to which they produce highly effective, profession ready educators. The College of Education and P-16 Integration is committed to changing the rhetoric around educator preparation and strives to produce data-based information that demonstrates our worth and the quality of educators we prepare. The Marketing Committee is one mechanism by which the college will counter the meta-narrative that currently surrounds educator preparation.

### *Charge*

- Develop a marketing plan, aligned to college goals and objectives that highlights the work we do and our contributions to the community and the field.
- Action plan for each academic year.
- Work with UTRGV marketing department and college departments to support marketing efforts.
- Assist with development/design of the CEP website (e.g., suggestions on additions such as highlighting one of our faculty via a brief video, CEP newsletter, CEP annual report, etc.).

### *Membership*

The council is comprised of members of CEP and may include members from marketing or other departments throughout the university as pertinent to the charge of the committee. Members will serve a minimum of one 2-year term. Terms will be staggered to allow for consistency across time.

### *College Council*

The College Council of the College of Education & P-16 Integration is committed to ensuring a healthy and robust academic environment through dialogue that supports teaching, learning, research, and general productivity and development of the college faculty and staff. The college council examines general issues and makes recommendations to the General Faculty and the Dean regarding faculty and staff issues such as workload, morale, and internal processes of the college. Membership is comprised of two faculty members from each department and one staff member from each department. The College Council will be comprised of faculty and staff from the Edinburg and Brownsville campuses.

## Membership

The council is comprised of members of CEP. Members will serve a minimum of one 3-year term. Terms will be staggered to allow for consistency across time.

## *Endowed Chair*

The purpose of the Endowed Chair committee is to solicit nominations for the endowed positions from the relevant departments and ensure there is an open and fair search process in which all qualified candidates, internal and external, are given serious consideration. The committee will adhere to the UTRGV guidelines for filling endowed positions

<https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/utrgv-guidelines-for-filling-endowed-positions.pdf> and HOP Policy ADM 06-403: Endowed Appointments and Reappointments.

## *Student Scholarships & Awards Committee*

The Student Scholarships & Awards Committee shall administer CEP scholarships and awards. The Committee evaluates applications, makes recommendations to UTRGV, and reports to the Dean to keep her/him informed of all decisions. The Committee shall be composed of one faculty member from each department.

## *Tenure, Promotion and Annual Review Committee*

The Tenure, Promotion and Annual Review Committee shall conduct independent evaluations and provide substantive feedback to reviewed faculty every year, faculty seeking tenure and/or promotion, tenure-track faculty in their fourth year of employment, and other faculty as determined by the UTRGV HOP [ADM 6-505](#) (Faculty Tenure and Promotion) and [ADM 6-502](#) (Annual Faculty Review). These independent evaluations shall highlight each faculty member's strengths and weaknesses, as well as areas for improvement. The Committee shall follow the timeline specified by UTRGV procedures. The composition shall follow the composition of the department [school] Tenure and Promotion Committee specified in the UTRGV HOP: ADM 6-505 (Faculty Tenure and Promotion), [Sections E.2.b.ii and iii.](#)

## *College Showcase Committee*

The College Showcase Committee shall plan and run the annual College Showcase, which shares student, faculty, staff and college successes with the broader community, including our CEP family, the university community, local school districts and beyond. The Showcase may include presentations, poster sessions, demonstrations, educational experiments/games/engagements with children, or other activities. A Showcase event will be held at each campus: Edinburg, Brownsville, and Starr County. The committee shall provide regular updates and status reports to the Dean. Membership of the committee shall include representation from each of the following: Each CEP academic department, the ETRC, the CEP Dean's office, the UTRGV Marketing department, the Starr County campus, and a community partner.

## ARTICLE VII: Approval of and Amendments to the Bylaws

Initial adoption of these bylaws requires a simple majority favorable vote of the CEP General Faculty constituting a quorum.

Any standing committee, the Dean, or a petition of twenty-five percent of the General Faculty may propose amendments to the Bylaws.

An amendment to these Bylaws requires a two-thirds favorable vote of the CEP General Faculty constituting a quorum.

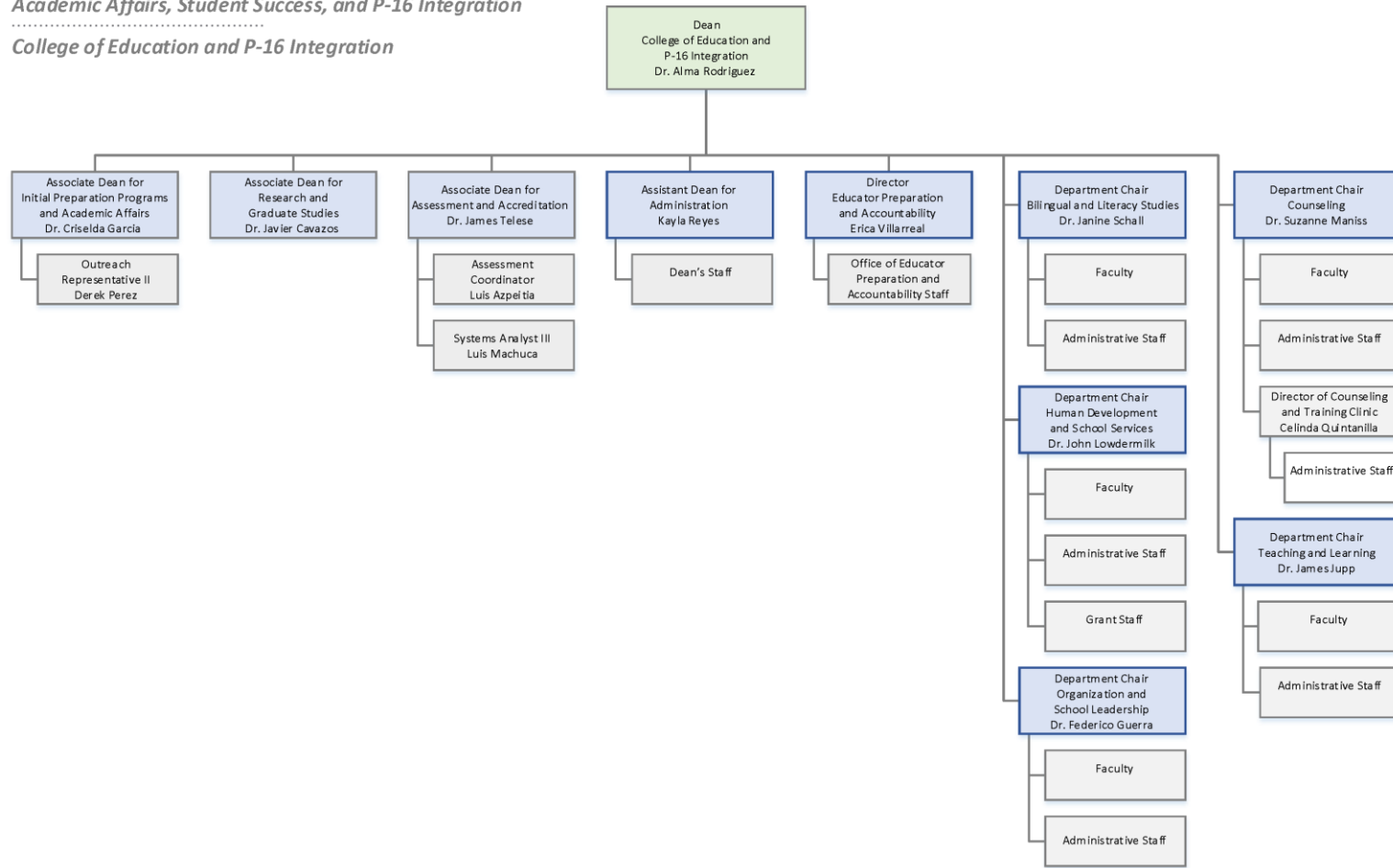
The voting procedure for initial adoption, or any subsequent electronic vote, is as follows:

- a. The proposed bylaws or amendments must be distributed to the CEP General Faculty for electronic voting by the Assistant Dean.
- b. Electronic voting shall be open for at least ten (10) days.
- c. The measure shall pass if (a) a simple majority approves in the case of original adoption, or (b) two-thirds approve in the case of amendments.
- d. The bylaws shall take effect immediately upon approval by the Dean and the Executive Vice President for Academic Affairs. It is expected that proposed bylaws or amendments will be acted upon by the Dean and Executive Vice President for Academic Affairs in a timely manner. If a resolution is not reached, the faculty reserve the right to request a meeting with the Dean and/or Executive Vice President for Academic Affairs in order to resolve the issues.

Amendments become effective upon final approval by the Executive Vice President for Academic Affairs t.

APPENDIX A – ORGANIZATIONAL CHARTS  
UTRGV COLLEGE OF EDUCATION AND P-16 INTEGRATION

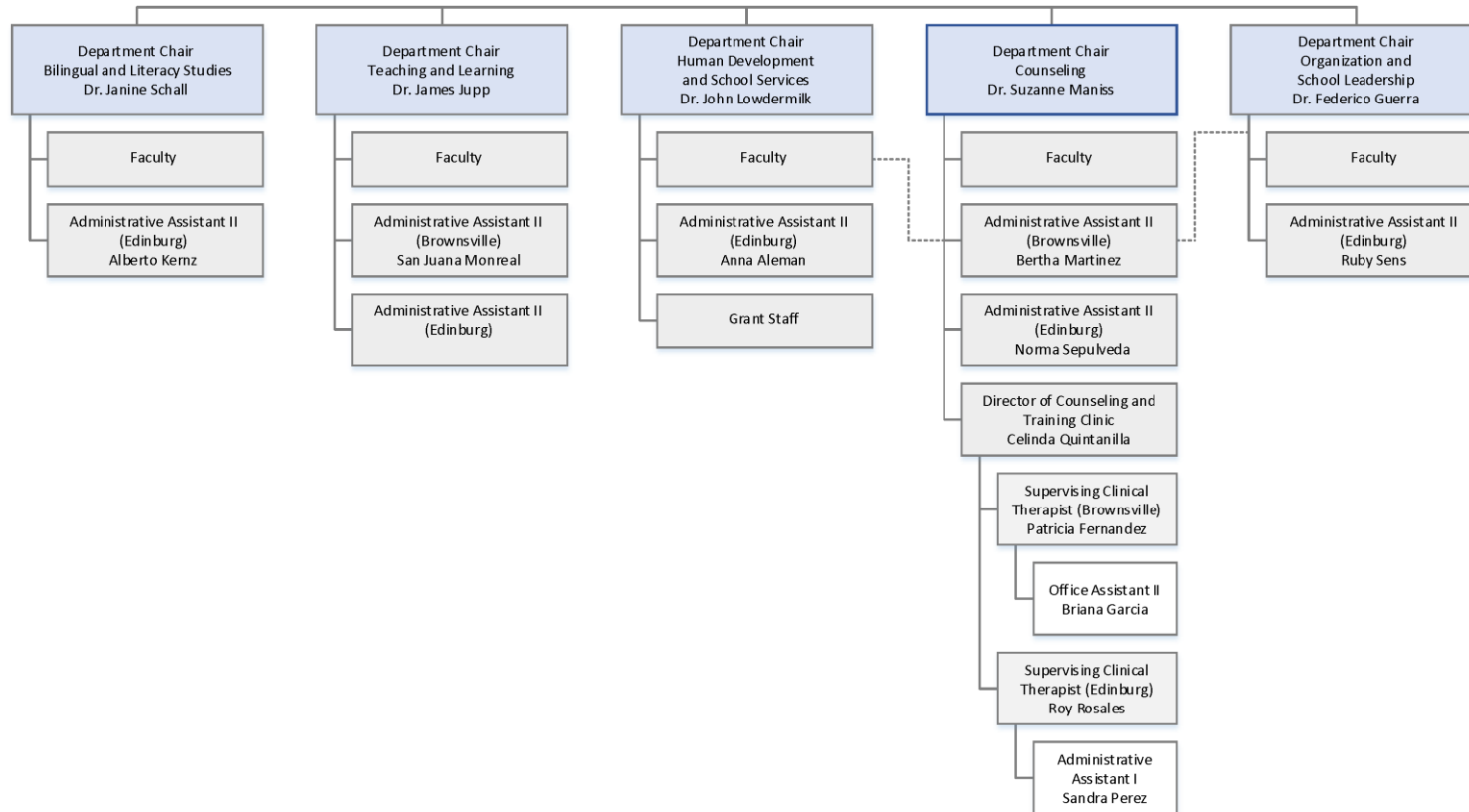
NOTE: organizational structure may be modified or adjusted to meet changing demands of the college.



Return to UTRGV Academic Affairs,  
Student Success, and P-16 Integration  
Organizational Chart

Revised: 02/04/20

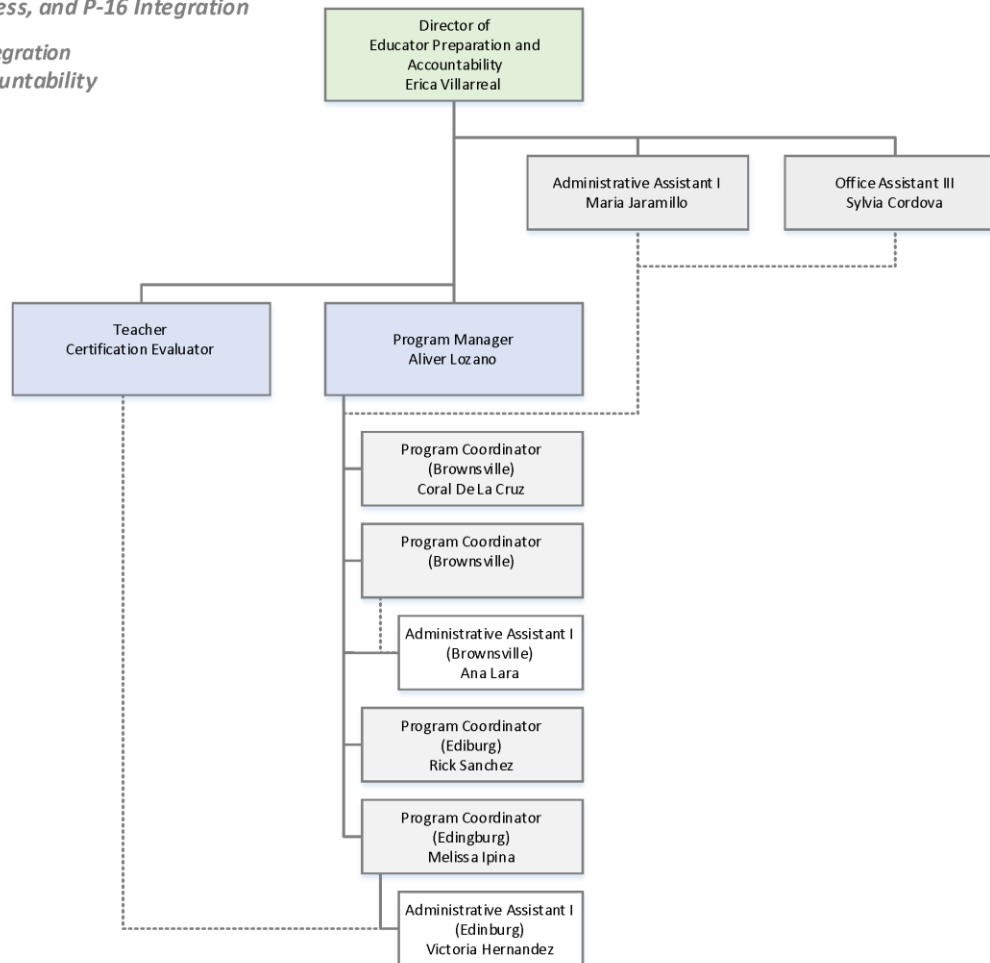
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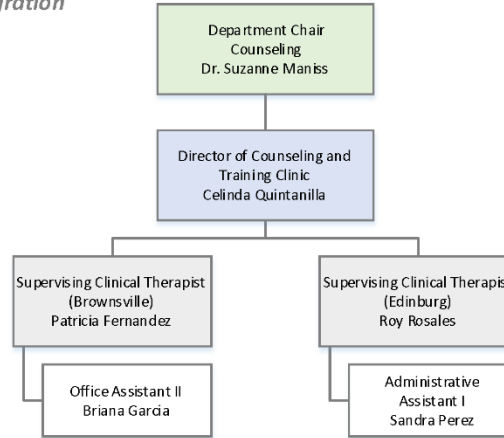


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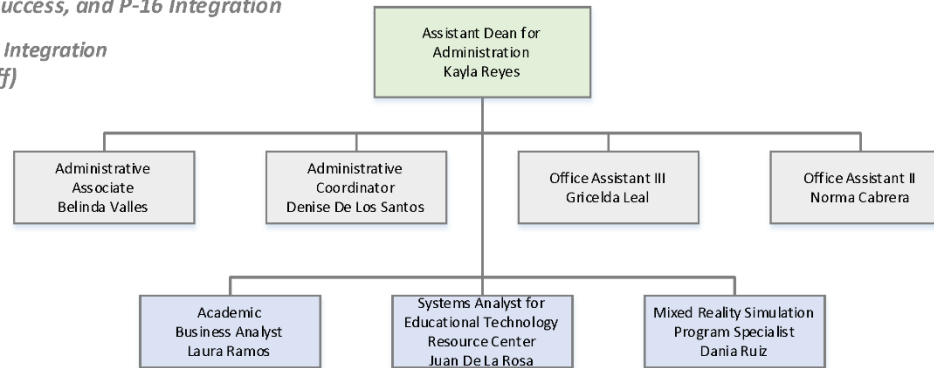




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Organizational Chart

Revised: 01/29/20

## APPENDIX C: PROVISOS

### **Provisos governing the first three years of the College of Education and P-16 Integration Bylaws**

#### Section 1- Article V- Length of Terms

1. To initiate the staggering of terms, 1/3 of each of the standing committee members shall be randomly selected to be one-year appointments, 1/3 to be two-year appointments, and 1/3 to be three-year appointments.
2. Any committee member serving a one- or two-year appointment is eligible to serve one additional three-year term.
3. The beginning of the term of any initial committee member shall be calculated from September 1, 2016 notwithstanding prior appointment.

#### Section 2 – Article VII Adoption and Amendment to the Bylaws

1. During the first three years following adoption of these bylaws, amendments thereto may be approved by a simple majority vote of the General Faculty constituting a quorum.