Mission Statement:

The diverse disciplines within the School of Applied Human Sciences are bound together by our common interest in the theoretical and empirical study of the Social and Behavioral foundations of people and their environments. Rooted within our disciplines, we also develop interdisciplinary connections within and outside our School in order to enrich teaching and scholarship. We are committed to executing high quality, rigorous, professional undergraduate and graduate education programs of excellence that will produce ethical and responsible graduates who are life-long learners.

ARTICLE I. NAME

The name of this unit shall be the School of Applied Human Sciences, hereafter also referred to as “School”. The School of Applied Human Sciences shall function as one of the academic units in the College of Social and Behavioral Sciences and operates under the general policies and procedures of that College and the University.

ARTICLE II. DEPARTMENTAL ORGANIZATION

Section 1. Director

The School of Applied Human Sciences shall have as its chief executive officer a Director. The Director shall be appointed by the University administration after consultation with the School faculty. The Director reports to the Dean of the College of Social and Behavioral Sciences. As the chief executive officer of the School of Applied Human Sciences, the Director is responsible for its ongoing operations, programs, and objectives consistent with the School of Applied Human Sciences strategic plan. More specific duties include (but are not limited to) the following:

a. Call meetings of the School of Applied Human Sciences; establish the agenda and chair those meetings.

b. Establish the manner in which department business is handled.

c. Prepare the budget and make recommendations pertaining thereto.

d. Prepare annually (in consultation with each division), or more often, a list of equipment needed by the School to be forwarded to the Dean of the College of Social and Behavioral Sciences.

e. Review continually the objectives, programs, and priorities of the School of Applied Human Sciences; analyze the extent to which they are being achieved; and initiate or review proposals for changes.

f. Make recommendations to the Dean for establishment and continuation of budget lines for faculty and staff positions, including merit pay increase.

g. Monitor the conduct of searches for new faculty.
h. Coordinate recruitment and hiring of adjunct faculty  
  i. Coordinate course schedules  
  j. Recommend candidates for faculty appointments, reappointments, promotion, and tenure to the Dean of the College of Social and Behavioral Sciences.  
  k. Establish teaching assignments for faculty  
  l. Allocate existing space and facilities; formulate space and utility requests.  
  m. Supervise the preparation and maintenance of school records, files and reports, including Academic Program Review and accreditation reports.  
  n. Establish ad hoc committees to review or study special problems in the School of Applied Human Sciences  
  o. Represent the School of Applied Human Sciences to the rest of the University, to the public, and to the national scene of higher education in Counseling, Family Studies, Gerontology, Interior Design, and Textiles and Apparel.  
  p. Engage in fund-raising activities for the School of Applied Human Sciences  
  q. Supervises office personnel  
  r. Coordinates the advising of undergraduate students (through new and transfer orientation)  
  s. Other duties as assigned by the Dean

Section 2.0 Divisions

In order to function as a comprehensive School of Applied Human Sciences, some interconnection is necessary. The divisions are interdependent and intersecting entities within the school.

Section 2.1 Divisions and Division Council Defined:

The present divisions are: Graduate program in Counseling; Family Studies & Gerontology, Interior Design & Textiles and Apparel

Division Council will consist of all division chairpersons within the School of Applied Human Sciences. The council will advise the Director in matters pertinent to each division.

Section 2.2 Establishment of Divisions

Any group of faculty members who perceive themselves as fulfilling the definition of a Division as stated above, and who believe that they can better accomplish their educational mission by so doing, may petition the Division Council to establish a new Division, dissolve an old Division, or merge, split, or redefine existing Divisions. The petition should be in writing and should state why the proposed action is desirable and how it will benefit the School of Applied Human Sciences. The same sort of petition may also come from an individual faculty member or from the Director. The Division Council will report the petition to the Director with its recommendation for, against, or to amend the proposed action.

Section 2.3 Functions of each division:
a. Recruit students to the Division/School of Applied Human Sciences
b. Design and recommend degree requirements of Division majors to the curriculum committee.
c. Implement approved curriculum.
d. Engage in both short-range and long-range planning in accordance with both the School’s and College’s strategic plans.
e. Consult with other divisions on matters of common concern.
f. Consult with the Director in regards to faculty searches or other issues, when appropriate.

Section 2.4. Division Chairperson

a. The Division Chair is appointed by the Director for a period of two years. The Division Chair must be tenured at the rank of associate professor or higher.

b. Appointment and Reappointment
The Division Chair is reviewed every two years. Reappointment should be the result of a positive reaffirmation of confidence by both the Director and the Division in question.

c. Duties of the Division Chairperson:
   a) Serve as the initial contact person for the programs in that division
   b) Recommend instructors of courses in the Division.
   c) Call meetings of the Division faculty.
   d) Consult with the Division faculty, and report the results of such consultation to the Director in matters where appropriate such as:
      • recommendations for admission of undergraduate and graduate students,
      • recommendations for scholarships,
      • recommendations for teaching and research assistantships,
      • teaching loads,
      • research assignments, and
      • curriculum requirements.
   e) Schedule classes and room assignments in consultation with the Director.
   f) Assist the Director in revising those sections of the University catalog that pertain to the division programs.
   g) Forward to the curriculum committee recommended curricular revisions.
   h) Serve as a member of the Division Council.
   i) Market, promote and recruit Division’s majors via School and University events, and electronic and print media.
   j) Identify and solicit internal and external funding to support technology needs of the division.
   k) Prepare reports as required periodically by the University, the College of Social and Behavioral Sciences, the School, and accreditation bodies (as applicable).
l) Communicate accreditation requirements and standards to Division faculty (as applicable).
m) Manage, maintain and compile reports on Student Outcomes Assessment data for the Division (including alumni survey every 2 years).
n) Initiate and compile equipment requests.
o) Manage and maintain division resources, i.e., the equipment, labs, and libraries (as applicable).
p) Prepare and maintain student advising and faculty materials (brochures, plan of study, handbooks, documentation for faculty, etc.)
q) Conduct enrollment management procedures and portfolio reviews (as applicable)

ARTICLE III. THE FACULTY

Section 3.0 FacultyDefined

Any person who holds faculty rank in the School and who shall carry at least a one-half (50%) appointment over an academic year or full (100%) appointment for a semester, shall be considered a member of the School of Applied Human Sciences faculty and entitled to all the rights and privileges pertaining thereto. Members of the faculty who hold the rank of Assistant Professor, Associate Professor, and Professor are members with vote; members with instructor, affiliate, visiting, adjunct or emeritus rank are members without vote. Exceptions to non-voting status may be made by a vote of the faculty of the School.

Affiliate Scholar
Grant-funded faculty
People on sabbatical from other institutions doing research and/or teaching
Those interested in cross-disciplinary work or grant writing
Is anyone whose primary responsibility lies outside the School, college and the university.

Affiliate Practitioner
Is anyone whose primary responsibility lies outside the School, college and the university but is closely associated with the mission of the program.

Section 3.1 Procedures for Regular Appointment

3.1.1 Filling a faculty vacancy – When a vacancy occurs or a position is created, the Director will appoint a search committee and designate a faculty member as chair. The Office of Compliance and Equity Management “Faculty Recruitment and Hiring Guide” is to be followed in all recruiting and hiring procedures. The Search Committee will consult the most recent version of this document for appropriate current hiring procedures. A link to a PDF of this document may be found at: http://www.uni.edu/equity/hiring.shtml An appropriate position description will be formulated by the committee and forwarded to the Director and Dean for approval.
1) Circulating Position Description - (Position Announcements/Advertising) of the “Faculty Recruitment and Hiring Guide”.

2) Reviewing Applications - (Applications and Screening and Selecting Applicants…) of the “Faculty Recruitment and Hiring Guide”.

3) Interviewing and Committee Recommendation of Candidates - (Interviews) of the “Faculty Recruitment and Hiring Guide”. On-campus interviews of the top candidates are to be held in all but extraordinary circumstances. All faculty and students of the School of Applied Human Sciences will have an opportunity to meet with each candidate, and to attend a lecture and/or class presentation, and to provide comments to the search committee. Following the interview or interviews, a meeting of the search committee will be held again to evaluate the candidates and to determine whether an appointment to the faculty can be recommended to the Director of the School of Applied Human Sciences. The committee’s report will be provided to the director in writing, outlining specific strengths and weaknesses of each candidate sent forward for the position. If in agreement, each committee member must read and sign off on the report. A signed minority report may also be written by any member to accompany the committee’s report.

4) Recommendation of Appointment of Candidate - see Faculty Search Recommendation Form (updated). The search committee’s written report, including any minority reports, along with the Director’s recommendation, will be forwarded to the Dean in a timely fashion.

5) Appointment of Candidate – The selection of a candidate should be made as early as possible.

ARTICLE IV. COMMITTEES

Section 4.0 School Committees

Standing committees consist of the Curriculum Committee, Scholarship Committee, Technology Committee, Professional Assessment Committee, Graduate Faculty Committee, and the Professional Development Committee. Both the Director and the Division Council may establish ad hoc committees to review or study special problems in the School of Applied Human Sciences.

Section 4.1 Curriculum Committee

4.1.1 Duties – The Curriculum Committees (Undergraduate and Graduate) report directly to the faculty of the School of Applied Human Sciences and makes recommendations on at least the following:

1) Monitor various curricula in order to determine whether each is in
compliance with accrediting School of Applied Human Sciences objectives.

2) Evaluate proposals from the divisions for new courses, existing curricula, and expansion of curricula.

3) Review on a continuing basis the appropriateness of courses listed to fulfill School of Applied Human Sciences degree requirements. Substantial changes in required courses, involving content, mode of presentation, and prerequisites, are subject to approval by the faculty. Proposed changes will first be submitted to the Curriculum Committee for its study and response. Separately approved processes are in effect for the operation of the Curriculum Committees.

4.1.2 Membership
The Curriculum Committee shall be composed of one member from each Division

4.1.3 Term of Office
All members of the Curriculum Committee, shall take office on the first day of the Fall semester, and shall serve until their successors have been selected. The members shall serve three-year staggered terms.

4.1.4 Selection of Members
Members of the Curriculum Committee shall be selected from the tenure and tenure-track faculty, without regard to rank.

Section 4.2 Scholarship Committee
The Scholarship Committee shall consist of one faculty member from each Division (three total). The Scholarship Committee shall publish its policy statement with respect to the awarding of scholarships in general based on the criteria of specific scholarships. The Committee shall make its recommendations to the faculty of the School and final recommendations are submitted to the Director.

Section 4.3 Technology Committee
The Technology Committee shall consist of one faculty member from each Division (three total). The Committee shall assess the technology needs of each Division, prioritize requests, and submit final requests to the School Director.

Section 4.4 Professional Assessment Committee
Procedures and responsibilities relative to the assessment of faculty for purposes of making recommendations as to promotion, tenure, retention, dismissal and salary increases are detailed in the School of Applied Human Sciences Professional Assessment Procedures (revised annually) and the Master Agreement (ratified biennially).

Section 4.5 Professional Development Committee
The Professional Development Committee shall consist of at least three faculty...
from the School at large. Its purpose is to plan, organize and initiate professional development activities.

Section 4.7 Meetings

4.6.1 A School meeting for all faculty and staff shall be held at the beginning of each fall semester.
1) All School standing committees shall meet at this time to form and elect a Chair
4.6.2 The School faculty shall meet at least twice a month
4.6.3 Meetings of each division shall be held at least once a month
4.6.4 The Division Council shall meet at least once a month

ARTICLE V. Ratification and Amendments

These By-Laws shall be reviewed annually. The By-laws shall be approved by a two-thirds vote of those faculty members present and voting. Approval of amendments to the By-Laws shall require the same procedure. These By-Laws are subject to the University of Northern Iowa Policies and Procedures Manual and are subject to any limitations imposed by the policies and procedures of the CSBS, UNI and the collective bargaining Master Agreement.

Ratified by the School of Applied Human Sciences faculty: