

School of Education, Health & Society



MIAMI
UNIVERSITY
O X F O R D O H I O

GOVERNANCE

As Approved December 3, 2009

2009-2010 EHS Committee on Governance:

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PREAMBLE

School of Education, Health and Society Vision & Mission

Vision

The School of Education, Health and Society at Miami University will be an innovative leader transforming the lives of those it serves through a holistic, integrated approach that reflects a changing, global society.

Mission

The mission of the School of Education, Health and Society at Miami University is to prepare transformative leaders. Through excellence in teaching, scholarship, and community partnerships, the school provides dynamic and innovative programs that encourage international perspectives. Our integrated human experience prepares graduates to generate knowledge, educate, serve, and promote wellbeing in diverse and global settings through ethical, democratic practices.

Implementing Our Vision & Mission

The EHS community endeavors to develop caring, competent and transformative practitioners who prepare students for their responsibilities in a democracy. A caring practitioner is one who understands the perspective of others and values diversity and because of this, demonstrates sensitivity to family, educational, and community contexts. A competent practitioner is one knowledgeable within the content area(s) in which he/she works. A transformative practitioner is one who engages in critical reflection on present practices informed by theoretical knowledge.

A student completing Miami's programs in the School of Education, Health and Society should be one who:

- a. Is well-grounded in general studies and content knowledge
- b. Appreciates and understands diverse learners, mentors, peers, and learning processes
- c. Demonstrates sensitivities to learning contexts and environments
- d. Demonstrates planning, implementation, and evaluation by utilizing varied strategies
- e. Demonstrates professional commitments and dispositions.

The EHS community is committed to integrating our teaching, scholarship and service. Teaching provides students' with the knowledge and skills necessary to meet the needs of a contemporary, democratic and diverse society. Faculty and students engage in multiple forms of scholarship that has relevance to academics, practitioners, families and students. Faculty and students involve themselves in service that improves the outcomes for children, families, schools, and communities.

School of Education, Health and Society

POLICY MANUAL AND HANDBOOK

PART A – GOVERNANCE AND POLICY

1.0: GOVERNANCE: The Faculty of the School of Education, Health and Society (the Division) assembled in the Divisional Meeting and constituted as provided below is the ultimate deliberative and legislative body of the Division. The Faculty considers and adopts academic policies and procedures that implement the missions and goals of the Division as an academic division of Miami University as set forth in the POLICY MANUAL AND HANDBOOK OF THE SCHOOL OF EDUCATION, HEALTH AND SOCIETY (EHSPMH), subject to such limitations on its prerogatives and authority as may be defined by the University Senate, Faculty Assembly, and the Board of Trustees and as may be set forth in the MIAMI UNIVERSITY POLICY AND INFORMATION MANUAL (MUPIM). In such incidents where the EHS Policy Manual is silent on an issue or procedure, the University Policy Manual (MUPIM) takes precedence.

1.1: The Dean, the chief academic officer of the School of Education, Health and Society, presides over the Divisional Meeting. In the event of the Dean's absence, a designate of the Dean shall preside.

1.2: The Divisional Meeting:

1.21: Regular sessions of the Divisional Meeting shall ordinarily be convened at least once each regular semester of the academic year, and the dates of such sessions shall be announced to the faculty at the beginning of the semester. At least ten working days prior to a regular session, an agenda and appropriate explanatory materials will be distributed to the faculty.

1.22: Additional sessions may be called by the Dean on the Dean's initiative or by faculty initiative. A meeting called by faculty initiative shall require a written petition, delivered to the Dean, signed by no fewer than twenty voting members of the Divisional Meeting. The petition shall specify the topic or topics for consideration and any actions proposed in the form of motions. Notice of an additional meeting shall be given to faculty at least four working days prior to the meeting. An agenda and appropriate explanatory material shall accompany the notice. In the case of a meeting called by faculty petition, the agenda must match the items on the petition.

1.23: The Dean shall ensure that minutes of the Divisional Meeting are recorded and published, and that a copy of the minutes of each session accompanies the agenda of the next session sent to each faculty member.

1.24: Each passed action taken by the Divisional Meeting resulting in a change in policy and/or procedure shall be recorded in the EHSPMH within 30 days of the date of action.

1.3: Voting eligibility of the Divisional Meeting shall extend to all tenured and tenure-eligible members, and all clinical faculty, lecturers, instructors, and long term visiting faculty members (more than one year of service) of the Divisional Faculty on the Oxford, Hamilton, or Middletown campuses. Unless a mail ballot is ordered by the Divisional Meeting, only those eligible and present at sessions of the Divisional Meeting may vote. The counting of any mail ballot shall be the responsibility of the Governance Committee. There shall be no proxy voting. Faculty on early retirement retain their voting eligibility.

1.4: A quorum, defined as a minimum of 20% of the Divisional voting members, must be in attendance in order to conduct official business. A quorum refers to the number of voting members present and not to the number voting. The "number of voting members" shall be determined by the Dean, announced at the first meeting of each academic year, and shall be in effect for that academic year. By a two-thirds vote of the voting members present, the above quorum minimum of 20% of the EHS voting faculty may be set aside and votes taken on business brought before the faculty. Any motion proposed through this procedure must receive positive votes equal to at least 15% of the "number of voting members".

1.5: The rules contained in the current edition of *Roberts Rules of Order*, wherever they are applicable, shall govern the Divisional Meeting in all cases in which they are consistent with this document or with any special rules of order the Divisional Meeting may adopt. The Dean may appoint a parliamentarian to assist in conducting the meetings.

1.6: The customary business of the Divisional Meeting shall be:

- a. to serve as a forum for the discussion of University affairs as they may relate to or affect the Division and its mission, programs, faculty, staff, and students.
- b. to deliberate and adopt academic policies and procedures for the Division, including but not limited to:
 1. establishing, reviewing or changing the Mission of the Division;
 2. reviewing, changing or approving curricula, degree, or program requirements;
 3. establishing and interpreting faculty tenure and promotion criteria and standards;
 4. developing and interpreting faculty, administrative, and program evaluation policy.
- c. to deliberate and adopt resolutions on matters deemed by the Dean or the membership to be of importance or concern.

1.7: The Divisional Meeting may choose to delegate specific tasks to specific groups. However, the Divisional Meeting shall retain final authority for all matters which are within its purview.

1.8: The Divisional Meeting shall approve such committees, including Standing and Ad Hoc committees, as are necessary for the orderly conduct of its business, and shall require timely, regular reports from such committees. The Divisional Meeting shall dissolve committees deemed no longer necessary to the orderly conduct of its business.

2.0: COMMITTEES: The Divisional Meeting designates the several divisional committees to undertake specific tasks on its behalf. The Standing Committees are described in this section. The Divisional Meeting may also call into being an ad hoc committee for a limited task; this committee exists until the completion of its task is reported to the Divisional Meeting.

2.1: Standing Committees: Those committees that are constituted to serve a permanent function in fulfilling a continuing need will be called Standing Committees, although their membership may or may not change from year to year. The Dean or the Dean's designate will serve ex-officio and without vote on all Standing Committees. All Standing Committees will determine their internal operating procedures, consistent with stated policy, and shall select a chair from the committee membership. All Standing Committees report in writing regularly, at least annually, to the divisional meeting.

- a. The Undergraduate Committee consists of a faculty member from each of the Division's departments, chosen for staggered two-year terms according to each department's procedures. The committee reviews all undergraduate courses including those at the 400/500 level and undergraduate degree/program proposals submitted by the faculty and forwarded by a department. The committee also keeps the division informed regarding certification and standards issues.
- b. The Graduate Committee consists of one member from each of the Division's departments, chosen for staggered two-year terms according to each department's procedures. The committee evaluates recommendations for appointments/renewals to Level A and B status and makes recommendations on graduate petitions or appeals. It reviews all graduate courses at the 600 level and above and graduate degree/program proposals submitted by the faculty and forwarded by a department.
- c. The Divisional Undergraduate Petitions Committee consists of one member from each of the Division's departments, chosen for staggered two-year terms according to each department's procedures. The major responsibilities of this committee are handling undergraduate petitions or appeals generated in the Division for any exception to the academic regulations of the Division or of the University. When the University academic regulations are involved, recommendations of the Divisional Undergraduate Petitions Committee are considered and acted upon by the Inter-Divisional Committee of Advisors.

- d. The Faculty Committee for the Evaluation of Administrators consists of one faculty member from each of the Division's departments, chosen for staggered two-year terms according to each department's procedures with such election procedures approved by the university senate. The EHS Faculty Committee for Evaluation of Administrators will review all department chairs, associate and assistant deans in years three (3) and five (5) of their five-year administrative appointments. Divisions may decide to conduct more frequent reviews. Departments and programs may ask the division to conduct more frequent reviews. The divisional faculty committee for the evaluation of administrators will seek evaluations from faculty represented by the administrative unit and will prepare an evaluation report to be submitted to the Dean. Committee reports are intended to serve two functions: (1) to guide the professional development of the individuals, and (2) to record part of the evidence upon which future personnel decisions may be based.
- e. The Committee on Governance consists of a faculty member from each of the Division's departments, chosen for staggered two-year terms according to each department's procedures. The committee provides a forum for faculty concerns and makes recommendations on issues regarding governance.
- f. The EHS Faculty Advisory Committee on Promotion and Tenure reviews faculty applications for promotion and tenure and makes recommendations to the Dean. Membership consists of one tenured faculty member from each department, excluding chairs, elected by the division for staggered two-year terms. Faculty members seeking promotion are not eligible to serve. Faculty are not eligible to serve concurrently on more than one P&T committee (university, division, department).
- g. The EHS Faculty Advisory Committee on Promotion to Professor reviews faculty applications for promotion to full professor and makes recommendations to the Dean. Membership consists of one tenured full professor faculty member from each department, excluding chairs, elected by the division for staggered two-year terms. Faculty members are not eligible to serve concurrently on more than one P&T committee (university, division, department).

3.0: FACULTY: As in any community, the best interests of the School of Education, Health and Society are served when its faculty represent a diversity of interests and multiple ways of knowing. The Division values, supports, and encourages diversity in each faculty member's contribution to scholarly teaching, research/creative activity, and service. At the same time, the Division values and promotes collegiality among its faculty as well as within the community.

It is within the context of community, shared goals, scholarly excellence, and diversity that the standards for recruitment, retention, tenure, and promotion are set forth. It is the assumption of EHS that all faculty, regardless of rank, will demonstrate a consistent pattern of achievement throughout their careers.

3.1: Faculty Searches: Once approval to fill a faculty vacancy within a department is received from the Provost and the Dean, University, divisional, and departmental procedures for recruiting and selecting faculty members will be followed. University and divisional procedures will be used in the case of interdepartmental or interdivisional positions. Search procedures for all vacancies will be conducted in strict accordance with University Affirmative Action policies, and, whenever possible, should extend beyond the minimum to encourage diversity.

- a. Application materials of all finalists for vacancies will be submitted to the Dean for review. In addition, the Dean may request to see the materials of all applicants. Each finalist will have an interview with the Dean or the Dean's designee.
- b. In the case of Departmental vacancy, the Department's recommendation of a candidate to fill the vacancy will be communicated to the Dean for review. If the Dean does not support the Department's recommendation, written reasons for the denial must be provided to the Department and the Dean will meet with the Department to discuss differing viewpoints. The Dean makes the final decision on all faculty appointments.
- c. In the case of an interdepartmental or interdivisional position, the Chair of the search committee will provide the recommendation to the appropriate Deans.

3.2: Faculty Responsibilities: Faculty responsibilities to the University are clearly stated in the MUPIM.

- a. Faculty responsibilities to the Division include:
 - Recognition of and adherence to the divisional standards and procedures described in this document.
 - Appropriate support for special events and cooperative ventures organized by and promoted by the Division.
 - Attendance at meetings of the Division and service on divisional committees.
- b. Faculty responsibilities to the departments are stated in each department's Governance Document.

3.3: Evaluation of Teaching

- a. General: The School of Education, Health and Society emphasizes the pivotal role of high-quality teaching in student learning and recognizes that faculty and departments must determine how teaching effectiveness will be measured.
- b. Teaching Effectiveness Plan: Each department is to develop a teaching effectiveness plan. The purpose of the plan is to enhance the quality of instruction for the improvement of student learning. Plans serve two purposes: (1) to provide faculty information for improving teaching effectiveness and

- (2) to document teaching effectiveness for annual performance reviews and for promotion and/or tenure review.
- c. Teaching Evaluation: Departmental teaching effectiveness plans shall specify teaching evaluation instrument to be used, time period for administering evaluation, third party who can administer evaluation instrument, procedures for processing evaluation and returning feedback to faculty, and how teaching evaluation data will be used (e.g., promotion, tenure, and merit salary increases).
 - d. Guidelines for a Department's Teaching Effectiveness Plan (MUPIM 7.2.C):
 1. The teaching evaluation plan is the responsibility of the department in terms of initial development, implementation, and ongoing revision.
 2. The department's plan shall reflect the complexity of the teaching/learning process by including multiple sources of evaluation data, including both quantitative and qualitative assessment methods. The plan shall also address both formative and summative activities. In addition to end-of-semester student evaluations, summative and formative activities could include, but are not limited to: ongoing classroom assessment, peer evaluations, student portfolios, chair evaluations, faculty teaching portfolios, classroom materials, samples of exemplary classroom lessons or assignments, senior exit surveys, and alumni surveys.
 3. Departmental teaching evaluation plans shall reflect multiple models of teaching and student learning. For example, plans should be sensitive to lecture, discussion, inquiry, or small group instruction.
 4. Formative evaluations are designed to aid in the course and teaching development by the instructor and his or her mentors and peers. These evaluations will not be used for summative purposes, such as promotion and tenure decisions or merit salary increase. Rather, formative evaluations are designed to provide valuable feedback for the improvement of course design and the instructor may conduct instruction, and them.
 5. Summative evaluations conducted at the end of a term will be retained and used as a part of the evaluation process for tenure, promotion, post-tenure review, and merit salary increases.
 6. Unofficial and unregulated student evaluations (e.g., internet evaluations) may not be used for promotion and tenure purposes or any other personnel consideration.
 7. All faculty are required to have all* classes evaluated by students in some formal manner that is appropriate to the specific type of course. These evaluations will constitute a concrete record of teaching effectiveness that can be used for both self-improvement and summative evaluation, and shall be constructed in such a manner as to ensure credibility and integrity:
 - The faculty member shall not administer his or her own evaluation. In accord with departmental procedures, a third party shall announce the evaluation, distribute the evaluation forms, and submit the forms for processing.

- The faculty member shall not receive any evaluation results until final grades for the semester have been submitted.
- If additional evaluations used exclusive for faculty self-improvement are administered, the above two conditions do not apply.

*Independent studies and other such courses, as well as classes with enrollments of fewer than five (5), are generally exempt.

3.4: Faculty Annual Evaluation and Salary Procedures: Each department will determine salary recommendations according to internal procedures within that department. Each tenured and probationary faculty member will submit a written annual report.

The department will complete a written annual evaluation for each faculty member and submit a copy of this report to the faculty member for review. The faculty member will make corrections of error or omission. The revised report will be sent to the Dean. Should the Dean or the faculty member wish to change the evaluation, a conference between Dean, Chair, and the faculty member will be held. If the evaluation is changed, the revised report will replace the original report in the faculty member's personnel file. If the faculty member disagrees with the outcome of this conference, the faculty member has the right to add a letter to the personnel file.

Request for appeals by individual faculty members of their salary increments will be in writing to the Chair and will indicate the basis for the appeal and be supported by additional information/evidence. The Chair will inform the faculty member in writing of the results of this appeal.

Further appeals may be made by the faculty member through internal procedures of the Department and/or University procedures as specified in the MUPIM. Appeals through the department should be exhausted prior to using University procedures.

3.5: Probationary Faculty: Unless otherwise permitted by these policies, all members of the instructional staff holding an appointment with a tenure eligible rank ordinarily serve a probationary period of six years (MUPIM 7.6A).

A person may be considered for promotion and tenure only once (except as permitted by MUPIM Section 7.9C), and consideration will occur in the last year of the probationary period (MUPIM 7.6.A).

At the time of hiring in a tenure eligible position, a person may be accorded, upon agreement of the provost, the dean, the regional campus dean when appropriate, the department chair and the department, credit toward the six-year probationary period (MUPIM 7.6.B).

3.6: Promotion and Tenure: All candidates for retention, tenure, or promotion will assemble a portfolio that represents their professional accomplishments, educational values, and contributions to the educational enterprise. It is the responsibility of the candidate to follow university guidelines as described in MUPIM 7.3 and departmental and divisional guidelines. Candidates are responsible for providing documentation and evidence for all productivity in the areas of teaching, research/creative activity, and service. [For dossier preparation for promotion and/or tenure, see departmental and MUPIM “Guidelines,” which are located at http://www.units.muohio.edu/secretary/policies_guidelines/promotion_tenure/]

- a. Individual faculty will submit appropriate promotion and/or tenure materials to the department according to respective department, division, university, and senate guidelines. The department tenure and/or promotion committee undertakes a review of his or her cumulative professional record and makes a positive or negative recommendation for tenure and/or promotion to the department chair or program director (when appropriate). After receiving the department tenure and/or promotion committee’s recommendation, the department chair or program director (when appropriate) makes a positive or negative recommendation. The candidate’s application is then advanced to the dean.
- b. Each member of the EHS Advisory Committee on Promotion and Tenure will review (1) the respective department's criteria; (2) the EHS promotion and tenure criteria; and (3) the criteria stated in the MU policy and information manual. The Dean will then convene the Advisory Committee to discuss the individual applications. The Advisory Committee seeks to achieve consensus for a recommendation to the Dean and then submits such recommendations in writing or verbally, at the discretion of the Dean.

The Dean will use this recommendation in formulating final divisional recommendations. The Dean will notify the Advisory Committee of the recommendations as sent forward to the University Promotion and Tenure Committee.

- c. The Dean will initiate in a timely manner a private conference with each promotion and/or tenure candidate to review the recommendation of the Advisory Committee on Promotion and Tenure and the Dean's decision. A summary of the reasons for actions by the Dean's Advisory Committee or the Dean will be given in writing to the candidates if requested.

Following these conferences, the Dean will inform each Department Chair of the Divisional status of promotion and tenure candidates from that department. The Dean will submit final Divisional recommendations to the

University Promotion and Tenure Committee according to the timeline established by that committee.

- d. The Dean will submit final Divisional recommendations to the University Promotion and Tenure Committee according to the timeline established by that committee AND IN ACCORDANCE WITH SENATE GUIDELINES 7.4 (TENURE), 7.5 (PROMOTION), 7.9 (RIGHTS OF CANDIDATES...DENIED TENURE AND PROMOTION), AND 8.1 (GRIEVANCE PROCEDURES) IN MUPIM.

3.7: Faculty Appeals

- a. Each department within the Division has a grievance procedure incorporated into its Governance Document. Initially, faculty with a grievance pursue the matter pursuant to their departmental procedures. If the grievance is not resolved at the department level a faculty member is encouraged to seek resolution through the divisional procedures designated in this document.
- b. Upon receipt of a written request from a faculty member, the Dean will initiate meetings, first, with the faculty member, second with whomever else is involved, and third, with the department chair, at which time the Dean shall review all documents that have been generated during the department procedure. The Dean, having reviewed all relevant documentation and having met with all parties involved, shall render a decision and notify all parties in writing.
- c. If a grievance is not resolved at the divisional level, a faculty member is encouraged to seek resolution through the University procedures designated in the MUPIM 8.1.

3.8: Quality Instruction

- a. All faculty members are responsible for adhering to the good teaching practices delineated in the Miami University Policy and Information Manual 5.4. These practices include, among other points, informing students of course content, assignments, examinations, and grading practices; adequate notice of all assignments; establishing fair and impartial performance criteria; returning assignments and examinations in a timely manner; being available during office hours; and treating students with respect.
- b. Grievances related to the MUPIM 5.4 Good Teaching practices.
 1. Grievance by students shall begin at the departmental level. Before the complaint is reduced to writing, the student will meet with the faculty member or chair (when the complaint is against the chair) informally in an attempt to resolve the complaint. This informal meeting will take place at the earliest possible time and not later than fourteen days from the date of the incident or discovery of the incident.

2. If the faculty member's or the department chair's (when the grievance is against the department chair) response is not acceptable to the grievant, she or he may file a written statement of the grievance, including the remedy sought, after the informal meeting. This written grievance shall be filed with the department chair (or the dean's designee when the grievance is against the department chair), who shall respond in writing to the grievance.
3. Upon receipt of a grievance, the chair (or the dean's designee) will share the grievance with the instructor or advisor and give the instructor or advisor an opportunity to submit a written response to the grievance or explain the circumstances as viewed by that individual. If submitted, the instructor's or advisor's written response is also to be placed in the departmental student complaint file.
4. If the department chair's (or dean's designee's) response is not acceptable to the grievant, he or she may file a written appeal to the EHS Academic Appeals Board. This written appeal shall be filed with the Dean's office and reviewed by the Academic Appeals Board. The Dean or Dean's designee shall provide written summaries of the committee's findings to the student, the faculty member, and to the respective Department Chair. The Dean's office maintains an archive of all appeals documents.
5. The Academic Appeals board is the final level of appeal for student grievances with the School of Education, Health and Society. Students should consult the procedures outlined in the Academic Grievance Policy in the Student Handbook for review of a grievance beyond the divisional level.

4.0: ACADEMIC DEPARTMENTAL ADMINISTRATION: The faculty of a department entrusts certain administrative functions to a colleague serving as Chair of the department.

4.1: Appointment of Chairs: When a vacancy exists in the position of chair, it is filled either from within the department, within the University, or through a national search. In the case of an internal search, the department will decide on a procedure which results in the forwarding of a recommendation of departmental preferences to the Dean. In the case of a national search, a prescribed procedure shall be used.

- a. In the case of a national search, the Dean receives nominations derived according to departmental procedures from the Department and appoints a search committee, consisting of four members of the Department (voting), one member from a related discipline (voting), and a department chair from a different EHS department, who will chair the Committee (non-voting).
- b. Evaluations of each candidate are solicited from each of the above.
- c. Application materials of all finalists for vacancies will be submitted to the Dean for review. In addition, the Dean may request to see the materials of all applicants. Each finalist will have an interview with the Dean or the Dean's designee.

- d. The Search Committee provides the Dean and the Department with a qualitative evaluation of no more than three recommended candidates, and the Dean requests a recommendation from the Department concerning the candidates proposed by the Search Committee. The Dean consults with the Department about the candidate to be recommended and then forwards the recommendation to the Provost.

4.2: Chair Annual Evaluation and Salary Procedures: Each Chair will submit an Annual Report of Professional Activities to the Dean. The Dean will also consult the report of the EHS Faculty Committee for the Evaluation of Administrators when such a report exists. The Dean will meet with each Chair to review the Chair's annual report and evaluate both professional and departmental goals. The Dean will submit to the Chair a written copy of the Chair's evaluation and salary recommendations based upon the above procedures.

Early in the fifth year of a department Chair's appointment, the Dean will consult with the Chair regarding reappointment or resignation as Chair. If the Chair wishes to stand for reappointment, a fifth year summative evaluation will be conducted by the EHS Faculty Committee on Evaluation of Administrators. If the Chair is not recommended for reappointment, or if the Chair resigns the position, the Dean will initiate a Department Chair search according to specified procedures.

5.0: DIVISIONAL ADMINISTRATION: The faculty of the Division entrusts certain administrative functions to a colleague serving as Dean of the Division.

5.1: The Dean's Responsibilities: The administration of the School of Education, Health and Society shall be the responsibility of a Dean and appropriate Associate or Assistant Deans, Department Chairs, or Directors.

5.2: Dean's Committees: Other committees may be appointed by the Dean to give advice or otherwise assist in the administration of the division. The composition, term of office, and lifetime of the committee are at the pleasure of the Dean.

- a. Dean's Working Groups: Groups may be appointed by the Dean to give advice and or otherwise assist in the administration of the division. The composition, term of office, and lifetime of the groups are at the pleasure of the Dean.
 1. The Dean's Executive Council: Membership on this Council consists of the Dean, Assistant and Associate Deans, Directors, and others appointed by the Dean. The Council meets regularly and reports on the progress of the division according to member's responsibilities. The Dean will inform members of the division of actions and decision of the Executive Council.
 2. The Chair's Meeting: Membership consists of the Dean and Chairs of each department in the division, and others invited by the Dean. Group meetings

are held regularly. The Chairs meet with the Executive Council regularly to coordinate administrative matters.

3. **Support Staff Meetings:** Membership consists of the Dean and the support staff of the division. The Dean meets monthly with the Dean's office support staff. The Dean also meets with the divisional support staff once each semester. The purpose of these meetings is to share information regarding current projects and to ask and answer questions.
4. **Dean's Student Advisory Council:** Undergraduate Department Chairs and faculty will nominate at least two students per department to serve on the advisory council with the Dean. Other students may be invited at the pleasure of the Dean or the Dean's designee. Meetings are held at least once each semester and are convened by the Student and Academic Services Coordinator.
5. **EHS Advisory Council:** Membership is by nomination from Chairs and/or invitation by the Dean. Membership consists mainly of alumni and friends of the School and University. Members meet with the Dean at least once each semester and serve staggered three-year terms. Topics usually focus on matters affecting the division.

5.3: Evaluation and Salary Increments for Divisional Administrators: Each administrator (Assistant/Associate Deans and Dean's staff) will submit an Annual Report of Professional/Administrative Activities to the Dean. The Dean will also consult the report of the EHS Faculty Committee for the Evaluation of Administrators when such a report exists. The Dean will meet with each administrator to review the Annual Report and evaluate professional and divisional goals. The Dean will submit to the administrator a written copy of the administrator's evaluation and salary recommendations based upon the above procedures.

Five-Year Formal Evaluations: In the fifth year of an administrative (Assistant/ Associate Dean's staff) appointment, a summative evaluation will be conducted by the EHS Faculty Committee for Evaluation of Administrators. If the administrator is not reappointed or if the administrator wishes to resign, the Dean will initiate a search process to fill the position.

5.4: Annual Evaluation of the Dean: The Provost annually evaluates the Dean and recommends a salary increment. The Dean also may initiate other procedures for annual evaluation of the Dean within the Division.

Five-Year Formal Evaluation: The Provost initiates and conducts a formal written evaluation of the Dean early in the Dean's fifth year of service. The items included on the evaluation instrument and the groups surveyed are at the discretion of the Provost.

5.5: Guiding Principles for the Consolidation, Partition, Transfer, or Elimination of Departments, Programs, and Faculty in EHS: The Dean, a department(s), a faculty

member(s), or a faculty/administrative committee may initiate discussions regarding the consolidation, partition, transfer, or elimination of departments, programs, and faculty in EHS. The guiding principles for this procedure are Senate Resolution SR 97-6, approved by the Senate on March 3, 1997, and reproduced here.

6.0: This STATEMENT ON GOVERNANCE AND POLICY OF THE SCHOOL OF EDUCATION, HEALTH AND SOCIETY may be amended through discussion in a divisional meeting and a subsequent mail ballot. A simple majority of those returning the ballot shall be required to approve such an amendment. The Governance Committee will count the ballots.

For the convenience of the Faculty, this EHSPMH serves as a record of policies and procedures and shall be kept current by the Office of the Dean.

7.0: THE HANDBOOK: Accompanying this Statement on Governance and Policy is Part B - HANDBOOK OF COMMITTEE OPERATING PROCEDURES of the Division. The procedures and other material in the Handbook were approved on April 2009, and may be amended by majority vote of the Divisional Faculty.

PART B -HANDBOOK OF COMMITTEE OPERATING PROCEDURES

I

THE ACADEMIC APPEALS BOARD

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE 1: MISSION OF THE ACADEMIC APPEALS BOARD

1.1: To adjudicate all formal student academic grievances at the divisional level in the School of Education, Health and Society.

ARTICLE 2: THE OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: One representative selected from each department pursuant to individual departmental governance procedures.

2.2: ADMINISTRATIVE MEMBERSHIP: The Dean or Dean's designee shall serve as convener and as an ex-officio, non-voting member of the committee.

2.3: MEETINGS: Meetings shall be held at the request of the Dean or Dean's designee whenever a formal student academic grievance has been filed with the Dean's office.

2.31: QUORUM: A quorum shall be a simple majority of the membership.

2.32: VOTING: Each representative shall have voting authority. The Dean or the Dean's designee shall vote only for the purposes of breaking a tie vote.

ARTICLE 3: OPERATIONS AND PROCEDURES

3.1: REPORTING: The Dean or Dean's designee shall provide written summaries of the Committee's findings to the student, the faculty member, and to the respective Department Chair. The Dean's Office is responsible for archiving these documents.

3.2: APPEALS: The Academic Appeals Board is the final level of appeal for student grievances within the School of Education, Health and Society.

Last revised April 2008.

II

THE COMMITTEE FOR THE EVALUATION OF ADMINISTRATORS

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Committee for the Evaluation of Administrators is responsible for advising the Dean regarding administrator performance in the School of Education, Health and Society.

1.2: SPECIFIC MISSION(S):

1.21: The Committee for the Evaluation of Administrators conducts evaluations of the following administrative positions: Assistant and Associate Deans and Department Chairs.

1.22: Mandatory evaluations will be conducted in years three (3) and five (5) of the five-year appointment.

1.23: Committee evaluations are intended to serve two functions: (1) as a formative guide for the professional development of the individuals, and (2) as a summative record of the evidence upon which future personnel decisions may be based.

1.24: This committee is responsible for advising the Dean in a written report summarizing the evaluation of each administrator.

ARTICLE 2: THE OPERATIONAL STRUCTURE OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Committee for the Evaluation of Administrators consists of one full-time, tenure track faculty member from each of the Division's departments, chosen according to each department's procedures for staggered two-year academic terms. The election procedures are submitted to the University Senate in the spring for approval and implementation in the fall of each academic year.

2.2: STUDENT MEMBERSHIP: When and if the Committee for the Evaluation of Administrators chooses, it may invite, either through election or appointment, student representation on the committee for a one academic year.

2.3: ALTERNATE REPRESENTATIVE(S): Each department shall also identify an alternate department representative who may vote in the representative's absence. In the event that

both department representatives are absent for a Committee meeting, the department chair may designate a special alternate to represent the department and vote at that meeting.

2.4: CHAIRPERSON: The previous year's chair shall convene the first meeting of the new academic year and chair the meeting until the new chairperson has been elected.

2.41: The Chairperson of the Committee shall be elected at the first meeting of each academic year from among the departmental representatives and shall serve one academic year.

2.42: The Chairperson shall retain his/her voting status.

2.5: RECORDER: The Chairperson shall appoint a recorder for each meeting.

2.6: MEETINGS:

2.61: REGULAR MEETING TIMES: The Committee will establish its schedule of meetings at the first meeting of the fall term each academic year. The Committee will meet a minimum of once each semester, publishing its schedule of meetings for each semester.

2.62: SPECIAL SESSIONS: The Chair may call special sessions of the Committee when important business necessitates.

2.7: QUORUM: A quorum is present when a simple majority of the voting department representatives is in attendance at a regularly scheduled meeting or a special session.

2.8: AGENDA AND ORDER OF BUSINESS: The Chair will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meetings and all appendices to the committee at least three (3) working days in advance of the meeting. The committee's order of business will be to proceed through the agenda as listed unless the order is altered by a motion and a majority vote to amend the order of business.

2.9: PARLIAMENTARY PROCEDURES: The Committee will follow Robert's Rules of Order during all of its proceedings.

2.10: VOTING: A majority vote consists of simple majority on any motion before the Committee. The voting pattern will be recorded as affirmative, negative, or abstain.

2.11: MINORITY STATEMENTS: Any department representative may request that the minutes show the basis for a minority opinion. This opinion will be so recorded with the understanding that the department and the final vote will not be identified.

ARTICLE 3: APPEALS PROCEDURES: The Committee will consider appeals or re-submissions only when, in the opinion of the Chair the appeal is warranted. Whenever such action is taken, it is reported to the full committee at the committee's next meeting.

ARTICLE 4: REPORTING COMMITTEE ACTION:

4.1: MINUTES: Minutes of each meeting of the Committee will be recorded. These minutes will be distributed with the agenda according to section 2.34.

4.2: REPORTS TO THE ADMINISTRATOR AND DEAN: A summary of the administrative evaluation will be prepared and submitted to the individual being evaluated and to the Dean.

4.3: REPORTS TO DIVISIONAL FACULTY: The Committee will file a summary of the committee's academic year's actions by May 15th of each year. This report will be submitted to the Dean's office for transmission to the EHS Faculty and others if so warranted. The Dean's office is responsible for archiving these documents.

ARTICLE 5: OPERATIONAL PROCEDURES

5.1: Periodically the Committee shall review its mission statement for appropriateness, consistency, and effectiveness for the purpose of making recommendations to the Divisional Faculty. The Committee may appoint subcommittees or hold hearings in order to accomplish this task.

5.2: The Committee will determine its internal operational procedures related to the evaluation instrument, size and nature of the sample, timeline for completion of the evaluation, and reports to the Dean and Faculty.

Last revised April 2009.

III

THE DIVISIONAL UNDERGRADUATE PETITIONS COMMITTEE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Divisional Undergraduate Petitions Committee is responsible to the Divisional Faculty for reviewing all undergraduate student petitions and appeals generated in the Division for any exception to the academic regulations of the Division or of the University.

1.2: SPECIFIC MISSION(S):

1.21: The Divisional Undergraduate Petitions Committee considers student petitions from the divisional undergraduate departments and provides appropriate action to approve or deny these petitions. Where University academic regulations are considered, recommendations of the Divisional Undergraduate Petitions Committee are forwarded to and acted upon by the Inter-Divisional Committee of Advisors.

ARTICLE 2: THE OPERATIONAL STRUCTURE OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Divisional Undergraduate Petitions Committee may consist of one full-time faculty member from each of the Division's departments offering undergraduate programs, and the Director of Clinical Experiences. Length of membership is for a staggered two-year academic term according to each department's procedures.

2.2: ADMINISTRATIVE REPRESENTATION: As designate of the Dean, the Director of Student Services shall serve as Chair and an ex-officio, non-voting member of the Committee. The Chair will convene the committee and serve as recorder of minutes. Essential secretarial assistance with the agenda, minutes, and the processing of student petitions will be provided by the Dean's office support staff.

2.3: ALTERNATE REPRESENTATIVE(S): Each department shall also identify an alternate department representative who may vote in the representative's absence. In the event that both department representatives are absent from a Committee meeting, the department chair may designate a special alternate to represent the department and vote at that meeting.

2.4: MEETINGS: The Dean's designate shall serve as Chair for the Committee.

2.41: REGULAR MEETING TIMES: The Divisional Undergraduate Petitions Committee shall meet at a regularly scheduled time that will occur prior to the meetings of the Inter-Divisional Committee of Advisors.

2.42: SPECIAL SESSIONS: Special sessions of the Committee may be called by the Chair when business necessitates.

2.5: QUORUM: A quorum is present when a simple majority of the voting representatives or their appointed alternates are in attendance at a regularly scheduled meeting or a special session.

2.6: AGENDA AND ORDER OF BUSINESS: The Chair will prepare each petition for action by the Committee. Petitions to be heard by the Committee must be submitted to the Chair in a timely manner in advance of the meeting.

2.7: VOTING: A majority vote consists of a simple majority on any motion before the Committee. The Chair will record the results of the voting as approved, denied or tabled.

ARTICLE 3: APPEALS PROCEDURES: A student may request a reconsideration of a previous committee action. The student should file a new petition containing new evidence. The Chair of the Committee may limit the number of reconsiderations when, in the opinion of the Chair, it is warranted. The Committee's decision is final at the divisional level.

3.1: APPEALS OF DEPARTMENT PETITIONS: Student may appeal department level decisions to the divisional committee.

ARTICLE 4: REPORTING COMMITTEE ACTION:

4.1: MINUTES: Minutes of each meeting of the Divisional Undergraduate Petitions Committee will be recorded by the Chair. These minutes will consist of a record of actions by the committee on each petition.

4.2: REPORT TO DEPARTMENTS/ADVISORS/STUDENTS: Following Committee action on an item, the Chair shall so inform the party/parties accordingly.

4.3: REPORTS TO DIVISIONAL FACULTY: On behalf of the committee, the Chair will submit a summary of the committee's academic year's actions each year. This report will be submitted to the Dean of the School of Education, Health and Society for transmission to the faculty and others if so warranted. The Dean's office is responsible for archiving these documents.

ARTICLE 5: OPERATIONAL PROCEDURES

5.1: REVIEW OF IMPLEMENTATION PROCEDURES:

5.11: The Divisional Undergraduate Petitions Committee is responsible for reviewing all undergraduate student petitions and appeals generated in the Division for any exception to the academic regulations of the Division or of the University. Periodically the Committee shall review the petition procedures for their appropriateness, consistency, and effectiveness for the purpose of making recommendations to the Divisional Faculty and the department(s) concerned regarding their possible action. The Committee may appoint subcommittees or hold hearings in order to accomplish this task.

5.2: SUBMISSION AND ACCEPTANCE OF PETITIONS

5.21: The Committee shall review student petitions regarding Divisional academic regulations and requirements for the purpose of approving or denying them, then forwarding its action to the Inter-Divisional Committee of Advisors when appropriate.

5.22: The Committee shall review only those petitions that are submitted on the correct forms and with proper support or verification materials. Other petitions will be returned for resubmission on the correct forms or for proper documentation. Correct forms are available from the Dean's office. Petitions must be signed by the appropriate individuals.

5.23: The Chair will review petitions when faculty is unavailable for a regular meeting by polling the Committee or their alternates as needed. Polling during the summer months or at other times when face to face meeting is impossible may be done by email or telephone if necessary. The names and responses of each Committee member contacted will be recorded for the record. When a simple majority has voted the same way on the issue, polling may cease. When a simple majority of committee members is not available, the Chair, with consultation with an Associate Dean, is empowered to make decisions on behalf of the Committee. Minutes and actions will be reported at the next regular meeting.

Last revised April 2009.

IV

THE EHS FACULTY ADVISORY COUNCIL

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE 1: THE MISSION OF COMMITTEE

1.1: GENERAL MISSION: The EHS Faculty Advisory Council is an advisory body to the Dean, School of Education, Health and Society.

1.2: SPECIFIC MISSION(S):

1.21: The EHS Faculty Advisory Council considers such items as budget, personal, program development, professional and community relationships, and other items of mutual interest.

ARTICLE 2: THE OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: The Faculty Advisory Council consists of one elected tenured faculty representative from each department and may include others invited by the Council and/or the Dean. Designated members may send alternates to the Faculty Advisory Council meetings when necessary.

2.2: ELECTION OF FACULTY REPRESENTATIVES: According to each department's procedures, one tenured faculty member, excluding the department chair, is elected to serve on the Faculty Advisory Council for staggered two-year academic terms.

2.3: STUDENT REPRESENTATION: One student representative from an undergraduate program and one from a graduate program in the division will be selected, along with alternates. Their selection will be by nomination from professors, chairpersons, and professional societies within the School. They will serve for one academic year.

2.4: CHAIR OF THE COMMITTEE: The Dean or the Dean's designee will chair the Council.

2.5: MEETINGS:

2.51: REGULAR MEETING TIMES: The Dean will establish regular Council meeting times and publish these times for the faculty in the fall and spring of each academic year. The Council will meet at least once each semester during the academic year.

2.52: SPECIAL SESSIONS: The Dean or the Dean's designee may call special sessions of the Council when deemed necessary and with three days advance notice.

2.53: QUORUM: A quorum will be a simple majority of the established membership of the Council.

2.54: AGENDA AND ORDER OF BUSINESS: At least three working days before the Council meets, an agenda will be distributed to the membership. The order of business will be outlined in the agenda.

2.55: PARLIAMENTARY PROCEDURES: The Council will follow Robert's Rules of Parliamentary Procedures.

2.56: VOTING: Voting is by designated membership as determined by the Dean. Visiting members are non-voting. A simple majority is necessary to affirm a proposal.

2.57: MINORITY STATEMENTS: Minority statement may be submitted by designate Council members should they so desire. These statements are recorded in the minutes and become a permanent record of the proceedings.

ARTICLE 3: APPEALS

3.1: APPEALS PROCEDURES: If an action by the EHS Faculty Advisory Council is not clearly a majority opinion, and significant minority concern exists, the Council can: (1) reconsider the issue at a future meeting, and/or (2) submit the issue to the divisional faculty for resolution.

ARTICLE 4: REPORTING COMMITTEE ACTION:

4.1: MINUTES: Minutes of each Council meeting will be recorded and reviewed at the next Council meeting as part of the agenda. A permanent filing of these minutes is mandated by University Policy. These minutes are open and available to faculty upon request.

4.2: REPORTS TO DEPARTMENTS/ADVISORS/STUDENTS: The Council may elect to inform the faculty, students, and others of policies or issues when deemed necessary.

4.3: REPORTS TO DIVISIONAL FACULTY: The Council will submit to the EHS divisional faculty an academic year summary report of its major actions. This report may be transmitted electronically and will be published by May 15th of each academic year. The Dean's Office is responsible for archiving these documents.

Last revised April 2008.

V

THE EHS FACULTY ADVISORY COMMITTEE ON PROMOTION AND TENURE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE 1: THE MISSION OF COMMITTEE

1.1: GENERAL MISSION: The EHS Faculty Advisory Committee on Promotion and Tenure is an advisory body to the Dean, School of Education, Health and Society.

1.2: SPECIFIC MISSION(S):

1.21: The EHS Faculty Advisory Committee on Promotion and Tenure reviews faculty applications for promotion and tenure and makes recommendations to the Dean.

ARTICLE 2: THE OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: The EHS Faculty Advisory Committee on Promotion and Tenure consists of one elected tenured faculty representative, excluding chairs, from each department. The EHS Faculty Advisory Committee on Promotion to Professor consists of one elected full professor representative, excluding chairs, from each department. Faculty members seeking promotion and/or tenure are not eligible to serve.

2.2: ELECTION OF FACULTY REPRESENTATIVES: According to each department's procedures, the department nominates two tenured faculty members, excluding the chairs, to stand for election to the EHS Faculty Advisory Committee on Promotion and Tenure. According to each department's procedures, the department nominates a full professor faculty member, excluding the chair, to stand for election to the EHS Faculty Advisory Committee on Promotion to Professor.

In a subsequent divisional election, one tenured faculty representative from each department is elected to serve on the Promotion and Tenure Committee, and one full professor representative from each department is elected to serve on the Promotion to Professor Committee for staggered two-year academic terms.

2.3: CHAIR OF THE COMMITTEE: The Dean shall chair the Advisory Committee.

2.4: MEETINGS:

2.41: REGULAR MEETING TIMES: The Dean will establish regular Advisory Committee meeting times according to the University calendar for Promotion and Tenure decisions.

2.42: SPECIAL SESSIONS: The Dean may call special sessions of the Advisory Committee when deemed necessary and with three days advance notice.

2.43: QUORUM: A quorum will be a simple majority of the established membership of the Advisory Committee.

2.44: AGENDA AND ORDER OF BUSINESS: At least three working days before the Advisory Committee meets an agenda will be distributed to the membership. The order of business will be outlined in the agenda.

2.45: PARLIAMENTARY PROCEDURES: The Advisory Committee will follow Robert's Rules of Parliamentary Procedures.

2.46: VOTING: Each department representative is expected to participate fully in the discussion of candidates. Voting, when necessary, is by membership of the faculty with a simple majority necessary to affirm a proposal.

2.47: MINORITY STATEMENTS: Minority statements may be submitted by designate Advisory Committee members should they so desire. These statements are recorded in the minutes and become a permanent record of the proceedings.

ARTICLE 3: REPORTING COMMITTEE ACTION:

3.1: MINUTES: Minutes of each Advisory Committee meeting will be recorded and reviewed at the next Advisory Committee meeting as part of the agenda. A permanent filing of these minutes is mandated by University Policy. These minutes are open and available to faculty upon request.

3.2: REPORTS TO FACULTY AND DEPARTMENTS: The Dean will inform the applicant and the applicant's Department Chair when deliberations have concluded.

3.3: REPORTS TO DIVISIONAL FACULTY: The EHS Faculty Advisory Committee on Promotion and Tenure will submit to the EHS divisional faculty an academic year summary report of its major activities.

Last revised April 2008.

VI

THE COMMITTEE ON GOVERNANCE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Committee on Governance provides a forum for faculty concerns, and makes recommendations, on issues regarding governance.

1.2: SPECIFIC MISSION(S):

1.21: The Committee may initiate, review and make recommendations on matters affecting governance policy and procedures within the School of Education, Health and Society.

ARTICLE 2: THE OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Committee consists of one member from each of the Division's departments, chosen for staggered two year terms according to each department's procedures.

2.2: STUDENT MEMBERSHIP: When and if the Committee chooses, it may invite, either through election or appointment, student representation on the committee.

2.3: ADMINISTRATIVE REPRESENTATION: The Dean or the Dean's designee serves as ex-officio, non-voting member of the Committee.

2.4: CHAIR OF THE COMMITTEE: The Chair of the Governance Committee is a faculty member elected from among that year's membership at the first regular meeting of the Committee in the fall term of each academic year.

2.5: MEETINGS:

2.51: REGULAR MEETING TIMES: The Governance Committee will establish its schedule of meetings at the first meeting of each semester. The Committee will meet a minimum of once each semester.

2.52: SPECIAL SESSIONS: Special sessions of the Committee may be called by the Chair and the Dean's designee when important business necessitates.

2.53: QUORUM: A quorum is a simple majority of the department representatives who are in attendance at a regularly scheduled meeting or a special session.

2.54: AGENDA AND ORDER OF BUSINESS: The Dean's designee and the Chair, in consultation with Department representatives, will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meetings and all appendixes to the committee at least three (3) working days in advance of the meeting. The committee's order of business will be to proceed through the agenda as listed unless the order is altered by a motion and a majority vote to amend the order of business.

2.55: PARLIAMENTARY PROCEDURES: The Governance Committee will follow Robert's Rules of Order during all of its proceedings.

2.56: VOTING: A majority vote consists of a simple majority by those present. When there is a tie vote, the Dean's designee may vote for the purpose of breaking the tie. Proxy voting will not be permitted on issues related to governance.

2.57: MINORITY STATEMENTS: Any department representative(s) may request that the minutes show the basis for a minority opinion. This opinion will be so recorded with the understanding that the department representative and the final vote will not be identified.

ARTICLE 3: REPORTING COMMITTEE ACTION:

3.1: MINUTES: Minutes of each meeting of the Governance Committee will be taken by committee members on a rotating basis. The Dean's office provides essential secretarial assistance with the agenda, minutes, and the processing of documentation. These minutes will be distributed with the agenda according to section 2.34. The minutes will reflect motions recorded as passed or failed.

3.2: REPORT TO DEPARTMENTS/ADVISORS/STUDENTS: Following Committee action on an item, the Chair will so inform the party/parties accordingly.

3.3: REPORTS TO DIVISIONAL FACULTY: The Governance Committee will file a written summary of its academic year's actions by May 15th of each year. This report will be submitted to the Dean's office for transmission to the EHS Faculty and others if so warranted. The Dean's Office is responsible for archiving these documents.

Last revised April 2008.

VII

THE GRADUATE COMMITTEE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Graduate Committee is responsible to the Divisional Graduate Faculty for guiding graduate programs in cooperation with the academic departments.

1.2: SPECIFIC MISSIONS:

1.21: The Graduate Committee receives graduate student petitions and where appropriate approves and disapproves these petitions.

1.22: The Graduate Committee reviews all graduate course proposals at the 500 level and above and evaluates graduate degree/program proposals submitted by the faculty and forwarded by departments.

1.23: The Graduate Committee may initiate, review and make recommendations on all matters affecting the graduate programs within the School of Education, Health and Society. It then submits its recommendations to the EHS graduate faculty and the graduate council.

1.24: The Graduate Committee evaluates and makes recommendations to the Graduate Council for renewals of Level A graduate faculty status.

1.25: The Graduate Committee may exercise leadership in reviewing graduate mission statements of department programs and make recommendations to the Divisional Graduate Faculty when discrepancies are identified.

ARTICLE 2: THE OPERATIONAL STRUCTURE OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Graduate Committee consists of one full-time, tenure track, faculty member with Graduate Faculty standing from each of the Division's departments, chosen for staggered two-year academic terms according to each department's procedures.

2.2: STUDENT MEMBERSHIP: When and if the Graduate Committee chooses, it may invite, either through election or appointment, graduate student representation on the committee for a one academic year term.

2.3: ADMINISTRATIVE REPRESENTATION: The Dean or the Dean's designee serves as an ex-officio, non-voting member of the Graduate Committee. The Dean's designee provides essential secretarial assistance with the agenda, minutes, processing student petitions and faculty requests for standing, as well as graduate course/program documentation.

2.4: ALTERNATE REPRESENTATIVE(S): Each department shall also identify an alternate department representative who may vote in the representative's absence. In the event that both department representatives are absent for a Committee meeting, the department chair may designate a special alternate to represent the department and vote at that meeting.

2.5: CHAIRPERSON: The Dean or the Dean's designate shall convene the first meeting of the academic year and chair the meeting until the new chairperson has been elected.

2.51: The Chairperson of the Committee shall be elected at the first meeting of each academic year from among the departmental representatives, and shall serve one academic year.

2.52: The Chairperson shall retain his/her voting status.

2.6: RECORDER: The Dean or the Dean's designate shall serve as the recorder for the year. The Chairperson may appoint a substitute recorder when necessary.

2.7: MEETINGS:

2.71: REGULAR MEETING TIMES: The Graduate Committee will establish its schedule of meetings at the first meeting of the fall term each academic year in accordance with the schedule of meetings for Graduate Council. The Committee will meet a minimum of once each month, publishing its schedule of meetings for each semester.

2.72: All materials to be considered by the Graduate Committee must be submitted at least ten working days prior to scheduled monthly meetings.

2.73: SPECIAL SESSIONS: Special sessions of the Committee may be called by the Chair and the Dean's designee when important business necessitates.

2.74: QUORUM: A quorum is present when a simple majority of the voting department representatives are in attendance at a regularly scheduled meeting or a special session.

2.75: AGENDA AND ORDER OF BUSINESS: The Dean's designee and the Chair will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meetings and all appendixes to the committee at least three (3) working days in advance of the meeting. The committee's order of business will be to proceed through the agenda as listed unless the order is altered by a motion and a majority vote to amend the order of business.

2.76: PARLIAMENTARY PROCEDURES: The Graduate Committee will follow Robert's Rules of Order during all of its proceedings.

2.77: VOTING: A majority vote consists of simple majority vote on any motion before the Committee. The Dean's designee will record the voting pattern as affirmative, negative and abstain.

2.78: MINORITY STATEMENTS: Any department representative may request that the minutes show the basis for a minority opinion. This opinion will be so recorded with the understanding that the department and the final vote will not be identified.

ARTICLE 3: APPEALS PROCEDURES

The Committee will consider appeals or re-submissions of items only when, in the opinion of the Chair and the Dean's designee, the appeal is warranted. Whenever such action is taken, it is reported to the full committee at the committee's next meeting.

ARTICLE 4: REPORTING COMMITTEE ACTION

4.1: MINUTES: Minutes of each meeting of the Graduate Committee will be taken by the Dean's designee. These minutes will be distributed with the agenda according to section 2.75.

4.2: REPORT TO DEPARTMENTS/ADVISORS/STUDENTS: Following Committee action on an item, the Dean's designee will so inform the party/parties accordingly.

4.3: REPORTS TO DIVISIONAL FACULTY: On behalf of the committee, the Dean's designee will file a summary of the committee's academic year's actions by May 15th of each year. This report will be submitted to the Dean's office for transmission to the EHS Graduate Faculty and others if so warranted. The Dean's Office is responsible for archiving these documents.

ARTICLE 5: OPERATIONAL PROCEDURES

5.1: CURRICULUM AND MISSION STATEMENT REVIEW:

5.11: Periodically the Committee shall review graduate programs, courses, and mission statements for their appropriateness, consistency, and effectiveness for the purpose of making recommendations to the Divisional Graduate Faculty and the department(s) concerned regarding their possible action. The Committee may appoint subcommittees or hold hearings in order to accomplish this task.

5.2: SUBMISSION AND ACCEPTANCE OF PROPOSAL, APPLICATIONS, AND PETITIONS:

5.21: All proposals, applications, and petitions shall be submitted to the Committee through the Office of the Dean.

5.22: The Committee will accept program and/or curricular proposals for review and recommendation from the Graduate Faculty, academic departments, Divisional or Interdepartmental faculty committees, and the Graduate School. In the case of a proposal coming before the Committee without the affected department's approval, the Committee will delay Committee action on the proposal until such time that the affected departments consider the proposal and forward their recommendation to the Committee for its consideration and action.

5.3: PROGRAM AND COURSE PROPOSAL REVIEW:

5.31: The Committee shall review proposals for new or revised graduate programs and courses for the purpose of making recommendations as per section 1.22 of the EHS policy manual to the Divisional Graduate Faculty and the department(s) concerned regarding their possible action.

5.32: Those courses and programs approved unanimously by the Graduate Committee will be considered approved by the Faculty unless the chair of the Committee is notified of a request for faculty consideration prior to the next scheduled meeting of the divisional graduate faculty.

5.4: GRADUATE FACULTY APPLICATION REVIEW:

5.41: The Graduate Committee shall review applications, for the purpose of making recommendations to the Dean of the Graduate School, for appointment to Level B standing for faculty without the doctorate and renewals to Level A standing on the Graduate Faculty of the University.

5.42: The Committee shall follow the criteria for evaluating such applications as set by Graduate Council.

5.5: GRADUATE STUDENT PETITION REVIEW:

5.51: The Committee shall review graduate student petitions regarding Divisional graduate academic regulations and requirements for the purpose of approving or disapproving them, then sending its action to the graduate council.

5.52: Each petition shall be submitted on a petition form and support materials shall be attached. Support material may include course description, course outlines, an academic transcript, plan of study, and any other material related to the petition. Petitions must be signed by the appropriate individuals.

5.53: The Dean's designee is empowered to make decisions on behalf of the committee during the summer, polling members of the Committee or their alternates as needed. When a simple majority have voted the same way on the issue, polling may cease. The Dean's designee will report the results to the Committee at the first meeting during the fall semester.

5.6: REPORTING OF COMMITTEE ACTION:

5.61: In accordance with section 1.23 of the EHS policy manual, the Dean, on behalf of the committee, will announce a meeting of the EHS graduate faculty. At least three working days prior to a meeting of the Divisional Graduate Faculty, the Committee shall distribute to all members of the Graduate Faculty a notice summarizing all recommendations that are to be made at the meeting. Extra copies of the materials will be available at the meeting as well. The Chairperson shall also include with this notice a summary of any minority recommendations by Committee members who voted in the minority.

5.7: APPEAL PROCEDURES:

5.71: All Committee actions may be appealed to the Divisional Graduate faculty, since the Committee operates under its authority and at its direction.

Last revised April 2008.

VIII

THE COMMITTEE FOR THE ADVANCEMENT OF TEACHING, SCHOLARSHIP, AND AWARDS

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: MISSION

1.1: GENERAL MISSION: Part of the divisional mission is to create exemplary programs and produce scholarship that contributes to children, schools, families and community. Consistent with this framework, the mission guiding this committee is to support the Dean's Office by advancing the teaching and scholarship of EHS faculty.

1.2: SPECIFIC MISSION: To advise the Dean on faculty professional development and forward recommendations for faculty awards for teaching and scholarship. Faculty awards may include but not be limited to this listing.

1.21: Assistant Professor Research Appointment.

1.22: Richard T. Delp Outstanding Faculty Member Award. **1.23:** EHS Small Research Grants.

1.23: Eloise Martin Instructional Grants.

1.24: Joyce Barnes Farmer Guest Professorships.

ARTICLE 2: OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: The membership consists of one full-time, tenure track faculty member from each of the Divisions' departments, chosen according to each department's procedures, for staggered two-year academic terms.

2.2: ALTERNATE REPRESENTATION: Each department shall also identify an alternate department representative who may vote in the representative's absence. In the event that both department representatives are absent for a meeting, the department chair may designate a special alternate to represent the department and vote at the meeting.

2.3: ADMINISTRATIVE REPRESENTATION: The Dean or the Dean's designee serves as ex-officio, non-voting member of the committee.

2.4: CONFLICT OF INTEREST: When there is a perceived conflict of interest, the Committee member will be replaced by the department alternate for the remainder of the year.

2.5: STUDENT MEMBERSHIP: When and if the committee chooses, it may invite either through election or appointment, undergraduate and/or graduate student representation on the committee for a term of one academic year.

2.6: CHAIR: The Chair of the Committee is a tenured faculty member elected from among that year's membership at the first regular meeting of the Committee in the fall term of each academic year.

2.7: MEETINGS

2.71: REGULAR MEETING TIMES: The committee meets early in the academic year to set the agenda for the year and to prepare the EHS Awards booklet. For the remainder of the year, the committee meets as needed to determine grant and award recipients.

2.72: SPECIAL SESSIONS: Special sessions are called as needed to consider additional awards or other committee business.

2.73: RECORDER: The EHS Dean will be asked to provide a recorder for the committee. The chair of the committee may appoint a substitute recorder when necessary.

2.74: AGENDA AND ORDER OF BUSINESS: The committee's agenda is determined by the submission of proposals for grants and awards, as well as by other committee business. The dean ' s designee and/or the chair will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meetings and all appendixes to the committee at least three (3) working days in advance of the meetings. The committee's order of business will be to proceed through the agenda as listed unless a motion and a majority vote to amend the order of business alter the order.

2.75: QUORUM AND VOTING: All voting members must be present when determining grant and award recipients. A quorum is a simple majority, which is required to discuss and vote on all committee business.

ARTICLE 3: APPEALS PROCEDURES

3.1: The Dean's decision on award recipients is final.

ARTICLE 4: REPORTING COMMITTEE ACTION

4.1: MINUTES: Written copies of the minutes will be submitted to the committee before its scheduled meeting.

4.2: REPORTS TO DEPARTMENTS: Copies of award letters will be sent to department chairs and committee members.

4.3: REPORTS TO DEAN AND FACULTY:

4.31: The EHS Awards Booklet describing awards, grants, and containing the call for proposals will be distributed to faculty / departments at the beginning of each academic year.

4.32: Letters of award will be sent to each award recipient from the Dean. Reports to award applicants will be made when the award recipient decisions are final.

4.33: The committee chair will submit a summary report by May 15th for the academic year to the Dean's office for transmission to the EHS faculty. This report should highlight the committee's action for the year.

4.34: Memos announcing recipients of awards will be periodically sent to the faculty. The Dean's Office is responsible for archiving these documents.

Last revised April 2008.

IX

THE TECHNOLOGY COMMITTEE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Technology Committee is advisory to the Dean and charged with facilitating faculty, staff, and student technology development.

1.2: SPECIFIC MISSIONS:

1.21: The Technology Committee will assist faculty in continuing advances in computer technology and related software.

1.22: The Technology Committee will regularly review and update the statement of the EHS computer policy and divisional computing plans.

1.23: The Technology Committee will coordinate EHS computer policy and planning with the University.

1.24: The Technology Committee will provide leadership in specifying divisional computer policies, developing and revising as necessary an EHS computer plan.

1.25: The Technology Committee will maintain appropriate conceptual and structural linkages with University computer planning and policy formation.

ARTICLE 2: THE OPERATIONAL STRUCTURE OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Technology Committee consists of one full-time faculty member from each of the Division's departments, one classified staff member from EHS, the Director of Technology for EHS, and the Computer and Technology Specialist for EHS. Faculty and staff members will serve staggered two-year academic terms.

2.2: STUDENT MEMBERSHIP: When and if the Technology Committee chooses, it may invite, either through election or appointment, undergraduate and/or graduate student representation on the committee.

2.3: ADMINISTRATIVE REPRESENTATION: The Dean or the Dean's designee serves as an ex-officio, non-voting member of the Technology Committee. The Dean's designee provides essential secretarial assistance with the agenda and minutes.

2.4: ALTERNATE REPRESENTATIVE(S): Each department shall identify an alternate department representative. An alternate for the Classified staff representative is also identified with the same privileges as department representatives.

2.5: CHAIRPERSON: The Dean, the Dean's designate, or the Director of Technology shall convene the first meeting of the academic year. Normally, the Director of Technology serves as the chair of the committee. However, the committee may select an alternate chair when the Director is absent.

2.51: The Director of Technology, as Chairperson of the Committee, serves one academic year with renewal to be determined by the full committee in each subsequent year.

2.52: The Chairperson shall retain his/her voting status.

2.6: RECORDER: The Dean or the Dean's designate shall serve as the recorder for the year. The Chairperson may appoint a substitute recorder when necessary.

2.7: MEETINGS:

2.71: REGULAR MEETING TIMES: The Technology Committee will establish its schedule of meetings at the first meeting of the fall term each academic year. The Committee will meet a minimum of once each semester.

2.72: SPECIAL SESSIONS: Special sessions of the Committee may be called by the Chair and the Dean's designee when important business necessitates.

2.73: QUORUM: A quorum is present when a simple majority of the voting representatives are in attendance at a regularly scheduled meeting or a special session.

2.74: AGENDA AND ORDER OF BUSINESS: The Dean's designee and the Chair will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meeting and all appendixes to the committee at least three (3) working days in advance of the meeting.

2.75: PARLIAMENTARY PROCEDURES: The Technology Committee will follow Robert's Rules of Order during all of its proceedings.

2.76: VOTING: A majority vote consists of simple majority on any motion before the Committee. The Dean's designee will record the voting pattern as affirmative, negative and abstain.

2.77: MINORITY STATEMENTS: Any department representative may request that the minutes show the basis for a minority opinion. This opinion will be so recorded with the understanding that the department and the final vote will not be identified.

ARTICLE 3: APPEALS PROCEDURES

3.1: The Committee will consider appeals or re-submissions of items only when, in the opinion of the Chair and the Dean's designee, the appeal is warranted. Whenever such action is taken, it is reported to the full committee at the committee's next meeting.

ARTICLE 4: REPORTING COMMITTEE ACTION

4.1: MINUTES: Minutes of each meeting of the Technology Committee will be taken by the Dean's designee. These minutes will be distributed with the agenda according to section 2.74.

4.2: REPORT TO DEPARTMENTS/ADVISORS/STUDENTS: When necessary and following Committee action on an item, the Director and/or the Dean's designee will so inform the party/parties accordingly.

4.3: REPORTS TO DIVISIONAL FACULTY: On behalf of the committee, the Director and/or the Dean's designee will file a summary of the committee's academic year's actions by May 15th of each year. This report will be submitted to the Dean's office for transmission to the EHS Faculty and others if so warranted. The Dean's office is responsible for archiving these documents.

ARTICLE 5: OPERATIONAL PROCEDURES

5.1: MISSION STATEMENT REVIEW:

5.11: Periodically the Committee shall review their mission statement for its appropriateness, consistency, and effectiveness for the purpose of making recommendations to the Divisional Faculty and the department(s) concerned regarding their possible action. The Committee may appoint subcommittees or hold hearings in order to accomplish this task.

5.2: PROGRAM AND COURSE PROPOSAL REVIEW:

5.21: The Committee may be asked to review proposals for new or revised programs and courses for the purpose of making recommendations on technological aspects.

Last revised April 2008.

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THE UNDERGRADUATE CURRICULUM COMMITTEE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: GENERAL MISSION: The Undergraduate Curriculum Committee is responsible to the Divisional Faculty for guiding undergraduate programs in cooperation with the academic departments.

1.2: SPECIFIC MISSION(S):

1.21: The Undergraduate Curriculum Committee reviews all undergraduate course proposals and evaluates undergraduate degree/program proposals submitted by the Faculty and forwarded by departments.

1.22: The Committee may initiate, review, and make recommendations on all matters affecting the undergraduate programs within the School of Education, Health and Society. It then submits its recommendations to the School of Education, Health and Society Faculty.

ARTICLE 2: THE OPERATIONAL STRUCTURE OF THE COMMITTEE

2.1: MEMBERSHIP: The membership of the Undergraduate Curriculum Committee consists of one full-time, tenure track, faculty member from each of the Division's departments, chosen for staggered two-year academic terms according to each department's procedures.

2.11: STUDENT MEMBERSHIP: When and if the Committee chooses, it may invite, either through election or appointment, undergraduate student representation on the Committee for a term of one academic year.

2.12: ADMINISTRATIVE REPRESENTATION: The Dean or the Dean's designee serves as an ex-officio, non-voting member of the Committee. The Dean's designee provides essential secretarial assistance with the agenda, minutes, as well as course/program documentation.

2.13: ALTERNATE REPRESENTATIVE(S): Each department shall also identify an alternate department representative who may vote in the representative's absence. In the event that both department representatives are absent for a Committee meeting, the

department chair may designate a special alternate to represent the department and vote at that meeting.

2.2: CHAIR: The Dean or the Dean's designate shall convene the first meeting of the academic year and chair the meeting until the new Chair has been elected.

2.21: The Chair of the Committee shall be elected at the first meeting of each academic year from among the departmental representatives, and shall serve one academic year.

2.22: The Chair shall retain his/her voting status.

2.3: RECORDER: The Dean or the Dean's designate shall serve as the recorder for the year. The Chair may appoint a substitute recorder when necessary.

2.4: MEETINGS:

2.41: REGULAR MEETING TIMES: The Undergraduate Curriculum Committee will establish its schedule of meetings at the first meeting for the academic year.

2.42: SPECIAL SESSIONS: Special sessions of the Committee may be called by the Chair or the Dean's designee when business necessitates.

2.43: QUORUM: A quorum is present when a minimum of four (4) department representatives are in attendance at a regularly scheduled meeting or a special session.

2.44: AGENDA AND ORDER OF BUSINESS: The Dean's designee and the Chair will draft an agenda for an upcoming meeting and submit the agenda, minutes of previous meetings and all appendixes to the committee at least three (3) working days in advance of the meeting. The committee's order of business will be to proceed through the agenda as listed unless the order is altered by a motion and a majority vote to amend the order of business.

2.45: PARLIAMENTARY PROCEDURES: The Committee will follow Robert's Rules of Order during all of its proceedings.

2.46: VOTING: A majority vote consists of a minimum of four (4) positive votes on any motion before the Committee. The Dean's designee will record the voting pattern as affirmative, negative, or abstain.

2.47: MINORITY STATEMENTS: Any department representative may request that the minutes show the basis for a minority opinion. This opinion will be so recorded with the understanding that the department and the final vote will not be identified.

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THE NCATE STEERING COMMITTEE

SCHOOL OF EDUCATION, HEALTH AND SOCIETY

SECTION B: OPERATIONAL PROCEDURES

ARTICLE I: THE MISSION OF THE COMMITTEE

1.1: MISSION: The NCATE Steering Committee brings together key stakeholders in the professional education unit to coordinate and lead activities related to NCATE accreditation. Primarily, this Committee is a working committee.

1.2: SPECIFIC MISSION: The NCATE Steering Committee examines each of the six NCATE Standards. The Committee considers issues related to development of candidate content and pedagogical content knowledge, assessment, syllabi, diversity, field and clinical practice, state initiatives, evidence for meeting standards, etc.

ARTICLE 2: THE OPERATIONAL ORGANIZATION OF THE COMMITTEE

2.1: MEMBERSHIP: The NCATE Steering Committee members include Associate Deans, Department Chairs, Program Coordinators, the Director of Partnership Initiatives, the Director of Field and Student Teaching, and the NCATE Coordinator from the School of Education, Health and Society; in addition, members also include representatives from Fine Arts (art and music), Arts and Science (Associate Dean and representatives from the content areas), and K-12 schools.

2.2: CHAIR OF THE COMMITTEE: The chair of the Committee is the NCATE Coordinator.

2.3: MEETINGS: The NCATE Coordinator determines the number and times for meetings each semester.

2.4: SPECIAL SESSION: The NCATE Coordinator may call special sessions of the Committee when deemed necessary and with three days advance notice.

2.5: AGENDA AND ORDER OF BUSINESS: At least three working days before the Committee meets, an agenda will be distributed to the membership. The order of discussion points will be outlined in the agenda.

ARTICLE 4: REPORTING COMMITTEE ACTION

MINUTES: Minutes of each Committee meeting will be recorded and reviewed at the next Committee meeting as part of the agenda.

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