College of Education and Psychology
Faculty Governance System

I. Purpose

The purpose of the faculty governance system is to establish policies and procedures through which the faculty in the College of Education and Psychology (CEP) can provide systematic input concerning academic programs, personnel, performance of students, and other policies vital to enhanced student learning, professional development of faculty, and the maintenance of a community of professionals.

II. Governing Authority and Structure

A. Authority

The faculty shall have authority pertaining to undergraduate and graduate curricula, instruction, admission standards and requirements for completion of academic programs, policies for the promotion and tenure for faculty in the college, and other policies that affect performance of and collegiality among faculty in the CEP.

B. Structure

The college consists of three administrative units: the School of Education, the Department of Educational Leadership and Policy Studies, and the Department of Psychology and Counseling.

III. Faculty Participants

Voting members in the College of Education and Psychology and in its administrative units shall consist of full-time faculty in the university who have at least half-time appointments in the college with the rank of lecturer, senior lecturer, assistant professor, associate professor, professor, visiting assistant professor, visiting associate professor, or visiting professor. Emeritus faculty will have no vote.
IV. Faculty Governing Committees

A. Faculty governance in the College of Education and Psychology shall be vested in five standing committees: The Curriculum and Assessment Committee (CAC), the Committee on Students (CS), the Faculty Promotion and Tenure Committee (FPTC), the Diversity Committee (DC), and the Technology Committee (TC). Committee members/alternates will be elected by voting faculty within the respective administrative units.

B. The Chairpersons of the CS and DC shall be elected by all the faculty of the CEP and shall serve two-year terms. The Dean of the CEP will appoint an election officer. In the event that no candidate receives a majority of the votes cast, a run-off election will be conducted by the election officer.

The Chairpersons of the CAC and TC will be appointed by the dean and shall three-year terms. The Chairperson of the TC must have previously served as a regular member of the committee. Additionally, the CAC chair will serve as the as the CEP’s representative to the university’s Undergraduate Curriculum Committee, and the TC chair will serve as the CEP’s representative on the university’s Technology Committee.

C. The composition of each Standing Committee is described in Section V.

D. A majority of the voting members of the CAC, CS, DC, and TC shall be required to pass motions. Chairpersons shall vote only to break ties.

E. Secretarial support shall be provided for standing committees.

F. The term of office for members of the CAC, CS, and TC shall be two years. (One half of the faculty members of each committee shall serve one-year terms during the first year after the approval of this governing document.) Student representatives on the CAC, DC, and TC shall serve on year terms.

G. When a member of the CAC, CS, DC, or TC resigns, the position shall be filled through elections in the administrative units or, in the case of committee chairpersons, in accordance with part B of this section.

H. Administrative units should identify alternates for elected representatives to the CAC, CS, DC, and TC. If an administrative unit’s representative cannot attend a committee meeting, it shall be the
responsibility of the administrative unit to assure that the alternate representative attends the meeting.

I. A faculty member may not serve on more than two standing committees in the CEP.

J. Issues concerning jurisdictional responsibilities among standing committees shall be resolved by the chairpersons of involved committees and the Dean of the CEP.

K. All recommended changes in the policies and procedures of standing committees shall be presented and reviewed at a faculty meeting of the CEP.

L. The Dean of the CEP shall review and take appropriate actions on recommendations of standing committees.

M. Each standing committee shall publish an agenda and distribute it to committee members and the Dean. The agenda and minutes of each standing committee shall adhere to the requirements of the 1974 Family Educational Rights and Privacy Act (20 U.S.C.A. SS 1232 g – 1232 r).

N. Each Standing Committee shall maintain:

i. Up-to-date policies and procedures that detail how the business of the committee is conducted,

ii. Minutes that include:

- the date on which an action is taken,
- reference to any previous action that is overturned or amended by a newly approved action,
- and dates by which any results of an action will be implemented, reported on, evaluated, or resubmitted to the committee for review.

O. A committee chairperson may appoint subcommittees composed of members of a Standing Committee. In consultation with the Dean of the CEP, the chairperson may appoint other individuals to a subcommittee.
V. Standing Committees

A. The Curriculum and Assessment Committee

i. The membership of the Curriculum and Assessment Committee (CAC) shall consist of one faculty representative from the School of Education, one representative from each department, the elected member of the university Graduate Council, and two students as ex officio members - one undergraduate and one graduate. The Dean of the CEP shall serve as an ex officio member of the committee.

ii. The purpose of the CAC is to review and act upon proposals submitted by administrative units in all matters having to do with:

   a. creation, modification, or deletion of courses within the CEP,
   b. creation, modification, or deletion of majors, minors, or degree programs within the CEP,
   c. major changes in the catalog,
   d. admission, retention and exit requirements for programs, and
   e. schedules and strategies for assessing the knowledge, dispositions and skills of candidates.

iii. During the first 30 days of each academic year, a schedule for committee meetings shall be prepared and disseminated to all faculty in the college. Final committee action on any item of business related to ii above shall be taken only after the matter has been introduced, discussed, entered in the minutes, and distributed to members of the faculty of the CEP.

B. Committee on Students

i. The membership of the Committee on Students (CS) shall consist of two representatives from the School of Education and one representative from each department in the CEP.

ii. The Committee shall be responsible for compiling recommendations and procedures for recruiting and retaining diverse students to graduate and undergraduate programs in the CEP.
iii. The committee shall also hear student appeal related to admission, retention, and completion of programs. All recommendations related to individual students shall be confidential. The chairperson of the committee will provide written notifications to students, the dean, and when appropriate, administrative unit head and advisors of actions on appeal. Minutes shall be recorded for all meetings. Students may appeal actions of the committee to the dean.

iv. Recommendations regarding recruitment and retention of students shall be sent to the dean for approval.

C. Faculty Promotion and Tenure Committee

i. The membership of the FPTC shall consist of one tenured faculty member from each administrative unit in the CEP. Faculty applying for promotion or tenure during an academic year will not be eligible to serve on the committee during that year. Administrative unit representatives shall be selected annually from tenured faculty with academic rank equal to or above those of faculty applying for promotion or tenure each year.

ii. Each year the committee shall elect a chairperson from among the members. The chairperson shall act as a facilitator for review of promotion or tenure applications. The chairperson shall be a voting member of the committee.

iii. The FPTC shall make recommendations to the Dean regarding individual applications for promotion and tenure.

iv. Periodically the Committee shall make recommendations regarding CEP Policies for promotion and tenure.

D. The Diversity Committee

i. The membership of the Diversity Committee shall consist of the chairperson, at least one representative from Educational Leadership, two representatives each from the Department of Psychology and Counseling and the School of Education, and 2 students, one undergraduate student and one graduate student. The Dean of the CEP shall serve as an ex officio member of the committee. The term of office of each elected faculty member of the Diversity Committee shall be two years. (One of the members
from the School of Education and one of the members from the Department of Psychology and Counseling shall serve one-year terms during the first year the committee exists.)

ii. The Committee shall be responsible for undertaking activities and making policy recommendations to the faculty of the CEP in matters of individual and cultural diversity to develop an environment that affirms and supports diversity of race, ethnicity, sexual orientation, socio-economic status, gender, religion, language and exceptionalities.

iii. Committee recommendations involving substantive policy changes related to ii above shall be adopted only after the matter has been introduced, discussed, entered in the minutes indicating approval by members of the faculty of the CEP.

E. The Technology Committee

i. The membership of the Technology Committee shall consist of the committee chairperson, one representative from the Department of Educational Leadership, one representative from the Department of Psychology and Counseling, two representatives from the School of Education, and two student representatives, one undergraduate and one graduate student currently enrolled in a CEP program. The Dean of the CEP, the chairs of the college’s three administrative units, and the CEP Instructional and Evaluation Support Specialist shall serve as ex officio members of the committee.

ii. The purpose of the TC is to review and make recommendations regarding proposals submitted by the school’s three administrative units in matters having to do with:

   a. technology-related training/professional development.
   b. the CEP’s educational technology-related facilities for the training of faculty, staff, and students.
   c. CEP hardware, software, access, and connectivity.
   d. integration of technology across the CEP for the enhancement of teaching and learning.

iii. Committee recommendations involving substantive policy changes related to ii above shall be adopted only after the matter has been introduced, discussed, and entered in the minutes indicating approval by members of the faculty of the CEP.