

UCF

College of Education Governance Procedures

University of Central Florida

Revised May 25, 2010

College Governance Procedures

100.00 - Introductory Statement

The administration, faculty, and staff of the College of Education seek to work collaboratively to provide high quality teaching, programs, courses, research, and service to the profession and to the community.

The College of Education's *College Governance Procedures* is the College document that clarifies the duties and responsibilities of the administration, faculty, and staff in the governance of the College. The purpose of this document is to clarify roles and to foster collegial relationships. Nothing herein is designed or intended to interfere with the academic freedom of individual members of the college, or with the responsibilities of the academic administrators of the unit.

Major premises used as guidelines to develop the document include:

- Optimal opportunity for divisional input in decision making;
- Ample divisional representation throughout the structure of the College Governance Procedures;
- Insurance that the functions of Standing and Reporting Committees are not in conflict;

All governance decisions made by faculty committees or individuals will be in compliance with all Florida Statutes, regulations and University policy. All actions will be made in the form of recommendations to the Dean. In a collegial environment, the Dean will receive the faculty recommendations and may approve, amend, reject or refer back to Committees for further consideration or present to the entire faculty for ratification and/or approval.

101.00 - Functions of College Governance Procedures

The major functions of College Governance are as follows:

- to describe how issues or concerns raised by any stakeholders (departments, committees, administrators, and individual faculty and staff members) are raised initially, resolved, and forwarded to the next level for review.
- to establish a clear decision-making process for all aspects of College business
- instructional
- curricular
- administrative
- hiring
- to provide a mechanism for accountability and follow-up
- to provide information on committees
- composition
- function
- purpose
- to describe the relationship among elements/committees
- to differentiate between those decisions that by law and administrative rule are the venue of the Dean and those that may reasonably involve the faculty

200.00 - The Faculty

The faculty is responsible for and have the authority for programs, courses, and activities which constitute the curriculum of the College. The faculty is charged with:

- the delivery of existing programs
- recommending and modifying existing programs or courses
- initiating new programs
- suggesting the deletion of programs which are no longer appropriate for students
- advising students
- participating in departmental recommendations and decisions
- providing service to their program, department, university, and community, particularly with public schools
- serving on department, college and university committees in order to actualize collegial governance
- staying current in their field of study by attending and presenting at professional meetings, conducting research, seeking external funding, and writing scholarly publications.

201.00 – The College Faculty Assembly

201.1 - Regular meetings

The faculty of the College should hold at least three meetings per academic year. Additional faculty meetings may be called by the Dean.

201.2 - Special Meetings

The faculty of the College may request that the Dean call a meeting of the faculty at any time when a need arises.

201.3 - Voting Membership and Quorum

Tenured, tenure-track, and full-time instructors are eligible to vote. One half plus one of the eligible voting faculty members constitutes a quorum. Written proxy voting is permitted. Voting may take place during College Faculty Meetings by roll call or secret ballot. Voting may also take place during a special election by secret ballot, which may be requested by the Dean or Faculty Council.

201.4 - Amendment of College Policies and Procedures

The College policies and procedures as published in the *College Governance Procedures* may be amended by a majority vote of the eligible faculty. Non-substantial editing and corrections to the Governance Procedure document may be made by approval of the Faculty Council. Changes to the policies and procedures of the Governance Procedure document require approval by the College Faculty.

300.00 - Types and Functions of College Committees

300.1 - Standing Committees: Standing committees—Are those listed in the College of Education Governance Procedures document and that report to the Faculty Council at each meeting. The faculty elects the members. The chair of each committee is elected by the committee membership. Some of the functions of the standing committees may be carried out by subcommittees and/or ad hoc committees.

300.2-Reporting committees: Reporting committees are college wide committees that have a broad range of responsibilities and deal with matters that include academic policy and meet at least once per academic year & report to the Faculty Council on an annual basis. The faculty elects the members. The chair of each committee is elected by the committee membership. Some of the functions of the standing committees may be carried out by subcommittees and/or ad hoc committees.

300.3 - Subcommittees: Subcommittees may be established to facilitate the timely handling of the work of a standing or reporting committee. Its membership consists of members of the committee as well as membership from the College of Education faculty, students, the schools, and community. The selection procedures and composition of subcommittees shall be recommended by the main committee. At its inception the subcommittee will define its function, composition, and procedures for committee operation. The subcommittee reports to the standing or reporting committee to inform and make recommendations related to the charge of the subcommittee.

300.4 - Ad hoc Committees: Ad hoc committees may be established by a standing committee, reporting committee, a subcommittee, or a Dean. Ad hoc committees may be established for a limited time period to perform a specified task. At its inception the group or person establishing the ad hoc committee will define its function and composition. The ad hoc committee will determine procedures for committee operation. Ad hoc committees will inform and make recommendations related to their charge.

300.5 - Search Committees: Search committees are established by an administrator for the purpose of recruiting potential administrators, faculty and staff, reviewing application materials, checking references, and making recommendations for hire. The chair of the search committee is elected by the committee membership. In the forming of the committee, there will be appropriate representation related to the position sought.

301.00 - Committee Operating Procedures

301.1 - New committees (elected or appointed) must submit their function, composition, and procedures for approval at a Faculty Meeting prior to conducting business.

301.2 - Elected and appointed committee members shall serve two-year terms. An elected member may serve for only two consecutive full terms; members are eligible for reelection after one year intervenes. When committees are first constituted, half of the membership will serve a year term and the other half will serve a two-year term in order to insure staggered membership thereafter. Alternates serve one-year terms. Terms of service for all committees are staggered and normally end within the spring semester of a given year. Committee members, including officers, continue to serve until their replacements are elected.

301.3 -*Ex officio* members serve by virtue of their position and at the discretion of the Dean within the parameters of the committee composition listed below. All *ex officio* members and liaisons are non-voting members of committees.

301.4 - All Committees shall:

- require a quorum of a simple majority to conduct business.
- allow a vote by proxy or by alternate representative in place of an absent member.
- conduct voting at meetings or by email at the discretion of the presiding officer.
- elect members through departmental elections in March; terms begin April 1 and terminate March 31.
- stagger membership terms when possible to insure a balance of experienced and new members.
- elect a chair from the voting membership on an annual basis.
- elect the new officers at the April meeting.
- fill vacancies in the same manner that regular members are selected, with the elected person serving the remainder of that term.
- forward, in a timely manner, copies of meeting agendas and minutes to the chair of Faculty Council. Standing committees will designate a staff member each year to assist with the agenda, minutes, and other administrative needs. Reporting & ad hoc committees may request administrative assistance from the Dean's office, as needed.
- issue annual reports to the Dean and faculty of: (1) committee actions and (2) recommendations for college consideration and further action.
- forward issues to the appropriate committee or administrator.

302.00 - Roles of Committee Officers and Members

302.1 – Chairs

- schedule and post meeting dates and locations at the beginning of each semester.
- distribute the agenda at least one week in advance of each meeting.
- conduct election of new officers at April meeting.
- facilitate meeting decorum.
- are voting members of their committees.
- assure collegial respect for both members and guests.
- should be aware of college, university, BOR, and legislative rules, policies and procedures which may directly affect the committee's operations and deliberations.

302.2 - Recordors/Secretaries

- publish and distribute approved minutes of meetings via electronic mail and hard copy to the College of Education faculty and staff within one week of approval.
- file approved minutes with committee members and Faculty Council within one week of date they were corrected.
- submit file of minutes and materials of committee business meetings to Dean's office for college archives.

302.3 - Members

- attend all scheduled meetings.
- serve as a representative of and liaison to their respective department.
- maintain confidentiality of matters discussed and/or decisions made where appropriate.
- maintain a professional demeanor.
- should be prepared to contribute to committee discussions.

302.4 – Alternates

- follow the same policies and procedures as members, except they are only required to attend:
 - the first scheduled meeting of the new committee to ensure that regular meeting dates do not conflict with their schedule
 - in place of their division member representative(s) when s/he is unable to attend a meeting and may vote in her/his stead

302.5 -Ex Officio and Liaison Members

- *Ex officio* members serve by virtue of their position and at the discretion of the Dean.
- provide orientation of new members at the May meeting.
- Liaison members are members who serve on comparable university committees.
- *Ex officio* and liaison members provide information, guidance, and communication between college administration and university committees and faculty.
- *Ex officio* and liaison members may not vote on the committee.

302.6 - Observers/Guests

- may attend the open portions of any committee meeting
- shall be excused when confidential matters pertaining to individual students, faculty, or staff are being deliberated and voted on, in compliance with the Federal Family Education Rights to Privacy Act and Florida statues section 228.093.
- may request that they be allowed to make presentations to the committee. A request to be placed on the agenda is made to the chair of the committee.
- shall not participate in deliberations regarding committee motions unless addressed by a committee member.

303.00 - College Standing Committees

303.1 - Faculty Council

303.1.1 - Functions

- serve as the College vehicle to recommend policy concerning faculty input into College matters dealing with curriculum, instruction, academic freedom and collegiality
- recommend all proposals that are identified and disseminated as policies and procedures formulated by or for the College of Education Faculty
- serve in an advisory capacity to the Dean of the College of Education
- maintain appropriate communication across standing committees and with Faculty Council
- coordinate and disseminate a master calendar of standing committee dates and times
- share information from each committee for the purpose of maintaining open communication, avoiding duplication, filling gaps, and assuring integrity of the faculty governance process within the college
- archive approved/corrected minutes and attachments of all CED committees

303.1.2 - Composition

- tenured faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- Executive Associate Dean for Academic Affairs (*ex officio*, non-voting)

303.2 - Undergraduate Admissions and Retention Committee

303.2.1 - Functions

- develop and recommend undergraduate admission policies and standards to the faculty
- act upon all appeals for admission for applicants not meeting standards
- act upon all appeals related to grades and program requirements
- make recommendations for changes in retention policies and standards
- act upon appeals for internship waivers

303.2.2 - Composition

- tenured or tenure-earning faculty only
- one elected member from each department and school actively involved in undergraduate programs
- one elected alternate from each department and school actively involved in undergraduate programs
- Executive Associate Dean for Academic Affairs (*ex officio*, non-voting)
- Director of Clinical Experiences (*ex officio*, non-voting)

303.3 - Undergraduate Curriculum and Standards Committee

303.3.1 - Functions

- review and make recommendations on new program proposals, program revisions, and program deletions
- review and make recommendations on additions, deletions, or changes in existing courses
- review and make recommendations for curriculum issues, initiatives, policies and procedures
- address issues related to clinical experiences at the undergraduate level
- make program recommendations based on annual review of
 - student surveys
 - reports from accrediting organizations
 - best practices research as reported in the professional literature
 - input from various stakeholders

303.3.2 - Composition

- tenured or tenure-earning faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- CED representatives to the University Undergraduate Course Review Committee and University Undergraduate Policies and Curriculum Committee (liaison, non-voting)
- Executive Associate Dean for Academic Affairs (*ex officio*, non-voting)
- Director of Clinical Experiences (*ex-officio*, non-voting)
- Office of Student Affairs representative (*ex-officio*, non-voting)

303.4 - Graduate Admissions and Retention Committee

303.4.1 - Functions

- develop and recommend graduate admission and retention policies and standards
- act upon all appeals for admission for applicants not meeting standards
- consider and make recommendations on requests to appeals and petitions of graduate program requirements and university policies
- review appeals and petitions to identify systemic problems and recommend changes
- develop criteria and procedures for selection of graduate recipients of college fellowship and scholarship awards
- select recipients for college graduate fellowship and scholarship awards
- receive and review program admission recommendations
- rank college nominations for university fellowships and awards

303.4.2 - Composition

- tenured or tenure-earning faculty only
- one elected member from each department and school
- one elected alternate from each department and school
- Education Ed.D. Coordinator
- Executive Educational Leadership Ed.D. Coordinator
- Education Ph.D. Coordinator
- Associate Dean for Research & Graduate Studies (*ex officio*, non-voting)
- one representative from the Student Services Office (*ex officio*, non-voting)
- Director of Graduate Services (*ex officio*, non-voting)
- Coordinator, Academic Advising Services (*ex officio*, non-voting)

303.5 - Graduate Curriculum and Standards Committee

303.5.1 - Functions

- review and make recommendations on new program proposals, program revisions, and program deletions for graduate certificate, Master's, Specialist, and Doctoral programs
- review and make recommendations on additions of, deletions of, or changes in existing courses
- review and make recommendations for curriculum issues, initiatives, policies and procedures
- address issues related to clinical experiences at the graduate level
- review program submissions based on review of:
 - student surveys
 - reports from accrediting organizations
 - best practices research as reported in the professional literature
 - input from various stakeholders
 - library holdings

303.5.2 - Composition

- tenured and tenure-earning faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- Senate-appointed CED representative to the University Graduate Curriculum Committee (liaison, non-voting)
- Associate Dean for Research & Graduate Studies (*ex officio*, non-voting)
- Director, Office of Clinical Experiences (*ex officio*, non-voting)
- Director of Graduate Studies (*ex officio*, non-voting)

303.6 - Research Committee

303.6.1 - Functions

- develop and implement a plan identifying research funded by local, state, federal, and private sources
- develop systematic procedures by which research priorities are established
- develop, implement, and monitor/assess a coordinated plan to interface external funds, faculty assignment, and research priorities
- recommend reward mechanisms for faculty that complete and publish research

303.6.2 - Composition

- tenured and tenure-earning faculty only
- one elected member from each department and school
- one elected alternate from each department and school
- Associate Dean for Research and Graduate Studies (*ex officio*, non-voting)
- Director of Research Programs and Services (*ex officio*, nonvoting)
- member of University Research Council (liaison, nonvoting)

304.00 College Reporting Committees

304.1 - Instructional Resources Committee

304.1.1 - Functions

- screen, prioritize, and make recommendations on requests for purchase of instructional resources, including technology resources, from College funds for both student and faculty use
- review and advise on the use of technology in teaching and research

304.1.2 - Composition

- tenured, tenure-earning, and full-time instructors only
- one elected member from each department and school
- one elected alternate from each department and school
- two at-large members appointed by the Dean, one of which must represent the area campuses
- Instructional Technology Support staff person (*ex officio*, non-voting)
- Director of the Curriculum and Materials Center (*ex officio*, non-voting)
- Budget Director (*ex officio*, non-voting)
- Distributed Learning Coordinator (*ex officio*, non-voting)

304.2 - Honors Committee

304.2.1 - Functions

- monitor the standards of the HIM program through coordination with the Burnett Honors College
- recruit and support faculty to serve as honors thesis chairs
- recruit eligible students to participate in HIM through receptions, open houses, workshops, and correspondence
- support and retain students by providing workshops, networking, and opportunities for scholarships
- receive applications and oversee the granting of HIM scholarships each semester
- coordinate our recruitment and mentoring efforts in regard to National Merit Scholars
- create and assign National Merit Scholar Incentive Packages
- monitor and invite students to become members of Pi Lambda Theta

304.2.2 - Composition

- tenured, tenure-earning, and full-time instructors only
- one elected member from each department and school actively involved in undergraduate programs
- one elected alternate from each department and school actively involved in undergraduate programs
- Coordinator of the Honors in Major program (appointed by the Dean for a two-year term, voting)
- Dean's Office Representative (*ex officio*, non-voting)

304.3 - Human Resources Committee

304.3.1 - Functions

- receive nominations for College of Education and University awards for faculty, student, staff and alumni
- select CED awards recipients
- forward select applicants to appropriate university awards committees
- coordinate an event to recognize retiring faculty and staff
- identify and suggest recognition for faculty, student, staff and alumni who provide special service to the community

304.3.2 - Composition

- tenured, tenure-earning, and full-time instructors only
- one elected member from each department and school
- one elected alternate from each department and school
- two USPS staff members from within the College
- one A&P staff member from within the College
- Teaching and Learning Center Faculty Fellow (liaison, nonvoting)
- One representative from department chairs (*ex officio*, nonvoting)
- Dean's designee (*ex officio*, nonvoting)

304.4 – Assessment and Institutional Effectiveness Committee

304.4.1 – Functions

- Functions will be determined by the Assessment and Institutional Effectiveness Committee during the Fall 2010 semester
- The AIE Committee will submit its functions to the Faculty Council by its November 2010 meeting for approval & inclusion in the faculty meeting agenda
- Functions will be presented to the faculty for a vote of approval at the January 2011 faculty meeting

304.4.2 – Composition

- tenured, tenure-earning, and full-time instructors only
- one elected member from each department and school
- one elected alternate from each department and school
- Director for Assessment, Accreditation, and Data Management (*ex officio*, nonvoting)
- Director, Office of Clinical Experiences (*ex officio*, nonvoting)

305.00 - Committees Mandated by External Policy and University Committee Representation

Several College committees are mandated by external policies. These include, but are not limited to:

- Sabbatical Committee
- UCF-TIP Selection Criteria and Procedures Committee
- UCF-TIP Selection Committee
- RIA Peer Review Committee

305.1 - Promotion and Tenure Committee

The College Promotion and Tenure follows the rules and policies outlined in the current UCF Promotion and Tenure Guidelines, consistent with Faculty Senate policies and the collective bargaining agreement.

305.1.1 - Functions

- reviews and makes recommendations at the request of the Dean on credentials submitted by Department Chairs for consideration of change in faculty status
- makes recommendations on College faculty personnel policies and procedures including advancement in rank and tenure
- maintains communication with faculty by publishing minutes and holding open *meetings* as appropriate

305.1.2 - Composition

- all members must be Professors
- each department and school will elect one representative; when a department does not have an eligible representative they may elect an eligible representative from another department or school
- Executive Associate Dean for Academic Affairs (*ex officio*, non-voting)

The functions, composition, policies, and procedures guiding these committees will follow UCF's Collective Bargaining Agreement, Faculty Senate policy, and University policy.

305.2 – Faculty Senate

College representation on the UCF Faculty Senate is determined by the Faculty Senate Constitution as follows:

- Full-time faculty on tenure-earning, tenured, or multi-year appointments are eligible
- Each college elects a number of senators, based on the following formula: the number of full-time faculty in the college divided by the total number of full-time faculty at UCF, multiplied by 75.

The College of Education policy regarding divisional representation on the Faculty Senate is as follows:

- One eligible faculty member per department
- Two eligible faculty members per school
- The remainder at large
- Elected by plurality