

# **Plan of Organization of the College of Education**

December 5, 2008

## **Purpose of the College of Education:**

The purposes of the College of Education include: 1) research contributing to the body of knowledge upon which programs of the College are based, 2) instruction in undergraduate, graduate, continuing professional development, and related programs, 3) promoting and facilitating the use of knowledge to improve schools, colleges and other institutions that enhance learning, and 4) service to the local, State, national, and international educational community and to the public.

## **Purpose of the Plan of Organization:**

The organization of the College is complex in that it includes an academic organization as well as a management system. The purpose of the present plan is to provide collaborative planning in the systematic decision-making process as it relates to academic decisions and management. Inherent in the purpose is the responsibility for maintaining channels of communication shared by the faculty, staff, and students.

## **CHAPTER I: THE COLLEGE ASSEMBLY (CEA)**

### **ARTICLE I: Purpose and Functions:**

#### Section 1. Purpose

The purpose of the University of Maryland (UMCP) CEA shall be to provide a means for faculty, staff, and students to: fulfill their responsibilities in carrying out the mission of the College, promote the general welfare, and achieve high standards of teaching, research, and service.

#### Section 2.

The functions of the CEA shall include the following:

- a. to provide regularly for the collective expression of faculty , staff, and student concerns and viewpoints;
- b. to provide for full communication among the faculty, staff, and students of the college and the university community;
- c. to promote collaborative efforts in areas relating to the purpose of the College of Education;
- d. to formulate instruments, policies, and procedures relevant to governance;
- e. to act as the referendum body for the College of Education;
- f. to participate in activities relating to the organization and management of the College and its administrative units.

## **ARTICLE II: Membership**

The membership of the CEA shall be determined by appointment papers according to the following guidelines:

**Faculty:** Defined as all those employed by the State full time with the University of Maryland at College Park as instructors or as tenure track faculty who hold the rank of Assistant Professor, Associate Professor, or Professor with an appointment of at least 50% in the College of Education. All such persons shall be voting members of the CEA.

**Staff:** Will be defined as all other employees who are currently appointed and employed by the College of Education for greater than 50% time, who do not need to be reappointed every year. Also included shall be persons that have been employed greater than 50% time on temporary contractual positions by the College of Education for a continuous period of more than 5 years. All such eligible members may attend the meetings of the CEA and shall have rights to speak at such meetings. All other persons employed by the College may speak at the CEA meetings. Twelve staff members with voting privileges will be identified at College wide elections using the Hare system. At most 2 of these voting members shall be part time (i.e., less than 100%) employees. If the number of faculty in the College changes, the number of staff will be changed so that the ratio of staff to faculty will round to 1 to 10, with at most 1/6th part-time staff membership.

**Students:** Defined as all undergraduate students enrolled full time (as defined by the Office of the Dean of Undergraduate Studies) in a program of the College of Education and all graduate students enrolled at least 50% of full time (as defined by the Office of the Dean of Graduate Studies) in a program of the College of Education. All such members may attend the meetings of the CEA and shall have the right to speak at such meetings. Students with voting privileges will be identified at elections: One such graduate student will be elected by and from each department to be a voting member of the CEA. Six such undergraduate students shall be elected by undergraduates in at-Large elections (using the Hare system) to be voting members of the CEA. Elections shall be conducted so that each department having an undergraduate program shall have at least one representative. These numbers of students have been selected to represent approximately 10 % of the number of faculty members in the CEA apportioned at approximately 5% undergraduate and 5% graduate. If the number of faculty in the college changes, the number of students will be changed so that the ratio of students to faculty will be an even number that rounds to 1 (students) to 10 (faculty), with 1/2 being undergraduates and 1/2 being graduate students.

Elections specified in this Plan shall take place in the spring of each year timed to be completed no later than April 30. Voting for representatives from each of the constituencies above shall be by members of that category only. For purposes of the Governance of the College a person may be in only one category. The term of service shall begin May 1st.

## **ARTICLE III: Officers**

## Section 1. Designations

The officers of the CEA of the College of Education shall consist of a Chair, a Chair-elect, and a Secretary. These officers also shall hold the respective positions of Chair, Chair-elect, and Secretary of the College of Education Senate.

The position of Chair-elect shall be selected from the membership of the faculty of the CEA, by the voting members of the Assembly. This person will serve as Chair-elect for one year and as Chair of the CEA for the subsequent year. The election of Chair-elect by the CEA membership shall be held in the spring of each year. Procedures and supervision of nominations and elections shall be established and maintained by the College of Education Senate. The election for Chair-elect will require a simple majority vote of those voting which, if not attained by any one candidate, will require a run-off election between the two candidates receiving the largest number of votes (See Article V).

The position of Secretary shall be selected from the membership of the College of Education Senate. This election shall be held annually at the first meeting of the College of Education Senate scheduled for this purpose after the spring election of Chair-elect and delegates to the College of Education Senate but prior to the last regular monthly meeting of the College of Education Senate in May. Only delegates who are newly elected or continuing may vote at the special meeting and all such delegates must have been informed at least one week in advance of its time and place. The meeting shall be chaired by the incoming Chair. The term of office shall begin immediately.

## Section 2. Vacancies

In the event of vacancies in the offices of Chair, Chair-elect, or Secretary, the College of Education Senate shall hold a special election at its first meeting following the notice of vacancy.

## Section 3. Duties

- a) The Chair shall preside at all meetings of the College of Education Senate and shall perform such other duties as prescribed in the Plan of Organization or assigned by the College of Education Senate.
- b) The Chair-elect shall assist the Chair and preside at meetings of the Assembly and College of Education Senate in the absence of the Chair.
- c) The Secretary shall be responsible for minutes of all meetings of the CEA and the College of Education Senate and, with assistance of the Dean's office, maintain the permanent records of the College of Education Assembly and the College of Education Senate, inform the faculty, staff, and students of actions of the College of Education Senate and/or Assembly, validate the roster of the CEA by department or area prior to each meeting of the Assembly, and revalidate the roster in the spring semester in preparation for election of department delegates and delegates-at-large to the College of Education Senate. The Secretary shall also be responsible for determining the list of those members of the College of Education eligible to vote and to

serve.

- d) Officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in the Plan of Organization and those assigned by the CEA and/or College of Education Senate.
- e) Vacating officers shall deliver to their successors all official material not later than ten days following election of their successors.

#### **ARTICLE IV: Meetings**

##### Section 1. Annual Meeting

The annual meeting of the CEA shall be held during the Fall Semester on a date set by the Steering Committee. The agenda for the Annual Meeting shall be distributed to the faculty, staff and students at least two weeks prior to the meeting. A quorum for the Annual Meeting shall be forty percent of the membership with voting privileges. All annual meetings of the CEA shall be open.

##### Section 2. Special Meetings

Twenty percent of the voting members of the CEA may petition for a special meeting of the Assembly. The petitioners shall present with their petition a proposed agenda for the meeting, which shall be the only order of business at the meeting. Announcements of the time and place and of the agenda shall be made at least two weeks in advance. All special meetings shall be open. A special meeting may also be called by a majority vote of the College of Education Senate with an announcement of the agenda and time and place published two weeks prior to the special meeting. Exception to the notice requirement shall be made only in an emergency, as determined by the Chair, for which a three-hour notice shall be given stating time, place, and purpose.

A quorum for a special meeting shall be fifty percent of the membership with voting privileges.

#### **ARTICLE V: Parliamentary Authority**

The most current version of Robert's Rules of Order Newly Revised shall govern the CEA in all cases in which they are applicable and in which they are not in conflict with the Plan of Organization.

### **CHAPTER II: THE COLLEGE SENATE**

#### **ARTICLE I: College of Education Senate**

### Section 1. Purpose

The purpose of the College of Education Senate shall be to take action on behalf of the faculty, staff, and students in all matters pertaining to governance within the College in fulfilling its stated responsibilities.

### Section 2. Delegates

The College of Education Senate consists of delegates from the CEA as specified below:

Faculty. Two delegates from each department, plus two delegates-at-large -- plus the offices of Chair and Chair-elect

Staff. One exempt person and one non-exempt person elected at large

Students. One graduate student and one undergraduate student elected at large

Only departments with a plan of organization that is approved or pending approval by the College of Education Senate shall have representation.

The faculty of each department holding membership in the CEA shall elect one delegate to the College of Education Senate each year. The term of office shall be for two calendar years, beginning with the meeting of the College of Education Senate scheduled annually in the Spring. When a member is unable to attend meetings for a prolonged period (e.g., leave of absence, sabbatical, prolonged illness), the department may recommend the appointment for a specified time period of a substitute with voting privileges.

Delegates-at-large shall be elected in the Spring of each year, following procedures for nomination and election. Procedures and supervision should be established and maintained by the College of Education Senate; the Hare System shall be used to obviate run-offs. The term of office shall be for two calendar years, beginning with the meeting of the College of Education Senate scheduled annually in the Spring for election of the Secretary and Steering Committee members of the CEA. When an at-large member is unable to attend meetings for a prolonged period, the College of Education Senate Steering Committee shall designate, for a specific time period, a substitute with voting privileges. An election shall be held during this period.

The staff delegates shall also serve for 2 years, elected in alternate years.

The student delegates shall serve for 1 year, and may stand for reelection only once.

### Section 3. Functions

The CEA entrusts to the College of Education Senate responsibility to:

- a) interpret and implement the purposes and functions of the Assembly;
- b) establish standing and ad hoc committees to carry out responsibilities as needed;
- c) receive and act upon reports of committees;
- d) initiate College policy with regard to academic matters;
- e) report its actions, policy proposals, and recommendations to the Assembly;
- f) communicate faculty , staff, and student points of view;
- g) approve agenda;
- h) receive and consider, and refer appeals and grievances;
- i) review and approve department plans of organization;
- j) perform other functions as approved by the Assembly;
- k) advise the Dean on membership to committees that he/she establishes;
- l) annually review and advise the Dean on the College budget; and
- m) communicate with the University Senate on College Senate issues.

#### Section 4. Meetings

Regular meetings of the College of Education Senate shall be held during the Academic Year, Date, time, and place shall be decided upon by a majority of the membership. A quorum shall consist of a majority of its members. Meetings shall be open to all voting members of the CEA.

#### Section 5. Steering and Faculty Advisory Committees

A. Purpose: The purpose of the full Steering Committee is to propose the agenda for meetings of the College of Education Senate and the Assembly, to direct the business of the body to appropriate committees and through administrative channels of the College and University, and to advise and assist the Chair in carrying out responsibilities of the CEA and College of Education Senate. The Steering Committee functions as a committee on committees, and makes recommendations concerning committee membership to appropriate individuals or governing bodies. Agenda items may come from within the Steering Committee, from the Dean, or from other interested parties. The Steering Committee is comprised of College of Education Senate members elected by the Senate as a whole.

B. Membership: Committee shall be composed of the Chair, Chair-elect, and secretary of the Senate, a staff representative, a student representative and three additional faculty members elected to assure faculty representation from each Department. 50% of the Steering Committee constitutes a quorum.

The Faculty of the Steering Committee shall constitute a Faculty Advisory Committee to provide advice to the Dean and other administrators of the College, Campus, and System where appropriate.

#### Section 6. Standing and Ad Hoc Committees

The College of Education Senate is authorized to establish Standing and Ad Hoc committees to conduct business and to carry out the responsibilities entrusted to them by the CEA. The purpose, procedures, and status as a Standing Senate or Ad Hoc committee shall be established with each committee's creation. The documents specifying such establishment will be circulated

to the voting members of the full CEA. Specific procedures to establish or to eliminate Standing Senate as well as Ad Hoc Committees may be specified in the By-Laws of the College. Senate committees shall operate within the stipulations indicated in the By-Laws.

## Section 7. Joint Committees

A. Purpose. The College of Education Senate is authorized to establish Standing Joint Committees to conduct business and to carry out responsibilities entrusted to them by the College Senate and the Dean's Office. Standing Joint Committees are established in areas where responsibility and accountability are shared between the Dean's Office and the College Senate.

B. Membership. Members of Standing Joint Committees are selected from among the College faculty, staff, and students, with representation from each academic department within the College. Members need not be members of the College Senate to serve on Standing Joint Committees. Departments may select members using appropriate procedures which may include election by the Department faculty, staff, and students, or by appointment of the chair. Committee composition from among faculty, staff, and student groups shall be determined by the Senate with the creation of each new Standing Joint Committee, and shall reflect the appropriate constituents' interests in the business of each such committee. In addition to departmental members, the Dean shall appoint one representative from the Dean's Office to serve on each Standing Joint Committee. The Dean's Office representative shall have full membership and voting privileges on such committees.

C. Charges. Charges are given to each Standing Joint Committee by the Chair of the Senate with the advice and consent of the Dean. Charges include the scope of the work to be performed as well as a timeline for completion of the work on each charge.

D. Implementation. Once jointly approved by the Senate and the Dean, implementation of the recommendations of Standing Joint Committees shall be the responsibility of the appropriate unit(s) in the College, including departments and the Dean's Office.

## Section 8. Committee Chair and Members

The Chair and members of each committee shall be appointed by the Chair of the CEA with advice of the Steering Committee and the consent of the College of Education Senate, with stipulations indicated below. The Chair and Steering Committee shall act as a Committee of Committees with respect to the nomination of membership to all committees that are a part of the College of Education and come under the direct responsibility of the Senate, as appropriate. Additional regulations with regard to membership and the Committee Chair may be specified in the By-laws of the College.

The composition of each committee shall be established by the College of Education Senate at the time of creation of the committee.

The Chair of the College of Education Senate shall be an ex officio member of all standing and ad hoc committees established by the College of Education Senate.

- a. All committee Chairs shall perform the duties prescribed in parliamentary authority in addition to those assigned by the College of Education Senate.
- b. All vacating committee Chairs shall deliver to the Secretary all official material not later than ten days following appointment of their successors or the completion of their duties.

## **ARTICLE VI: College At-Large University Senate Members**

### Section 1. Eligibility

All persons who are faculty members of the CEA, as specified in ART. II, shall be eligible to be elected as College at-Large faculty members of the University Senate.

### Section 2. Nominations and Elections

In any year in which a College at-Large faculty representative to the University Senate is to be elected, the Secretary of the College Senate, or the Secretary's designee, shall issue a call for nominations. Nominations may come from any faculty member of the CEA; however, the nominator must obtain the written consent of the nominee. If the number of nominations exceeds the number of vacancies, an election shall be held by secret ballot mailed to the office address of each faculty member of the CEA. The Steering Committee of the College Senate shall serve as judge of the election and shall certify results to the University Senate.

### Section 3. Vacancies

Recommendations to fill vacancies in any term of office of a College at-large representative to the University Senate shall be made by the Chair of the College Senate with the advice and consent of the College Senate to the University Senate Executive Committee.

## **CHAPTER III: ADMINISTRATIVE ORGANIZATION**

### **ARTICLE I: Purpose and Functions**

#### Section 1. Purpose and Functions

The College Administration shall provide leadership, supervision, and coordination of all educational programs. Its functions shall include, but not be limited to, providing leadership in:

- a) the identification of social, economic, and political trends which have relevance for the mission of the college;
- b) the development of innovative and/or experimental programs of education;
- c) the pursuit and conduct of excellent scholarly research;
- d) the facilitation of excellence in teaching and other academic pursuits of faculty, staff, and students;



- e) the development of effective educational service to the University, State, and profession;
- f) improving the quality of education and human services in the State of Maryland, the nation, and internationally.

## **ARTICLE II: Dean and Central Staff**

### Section 1. Designations

The chief administrator of the College is the Dean, who shall have central staff composed of Associate and Assistant Deans, assistants to the Dean, and authorized support personnel.

### Section 2. Appointments

Recommendations for the appointment of the Dean shall be made by an ad hoc search and screening committee. The committee size and composition shall be determined by the Vice President for Academic Affairs and Provost. The College Senate shall encourage the Provost to insure that a majority of committee members shall be tenure-track faculty members from the College of Education elected by the faculty of the College Senate. All tenure-track faculty members in the College shall be eligible for such election, providing that the composition of the committee does not include more than one faculty member from the same department.

Assistants to the Dean and all supporting personnel shall be appointed by and serve at the pleasure of the appropriate administrative officer, e.g., the Dean, Associate Dean or Assistant Dean.

### Section 3. Consultation with Senate

The Dean is expected to meet with the College Senate on a regular basis in an effort to secure advice with regard to policy and practice of the College. The Dean may request that the Steering Committee place on the agenda of the Senate such items as are seen fit. The Steering Committee shall make every effort to grant such requests.

## **ARTICLE III: Administrative Units of the College**

### Section 1. Scope and Mission of Department

A department of the College shall consist of a group of faculty members with common or closely related disciplinary or mission-oriented interests. All faculty members or groups of faculty offering courses and programs in the College shall be members of at least one department. The immediate government of the department is vested in its departmental faculty, staff, and students as specified by the Plan of Organization of that department, which has jurisdiction over the interests of the department, including authority to determine all questions of departmental educational policy. Actions and policies which affect more than one department are subject to

review and approval by the College of Education Senate.

## Section 2. Department Membership

All faculty who are eligible to be voting members of the CEA shall have the right to vote and participate in their respective departmental meetings. The department Plan of Organization shall specify which and under what conditions student and staff members shall enjoy the rights of participation and voting in departmental meetings.

## Section 3. Department Administration

The chief administrative office of a department is the Chair, whose appointment shall be recommended to the Dean by a committee composed of and elected by the department faculty, plus two faculty members from other departments of the College appointed by the College of Education Senate. The Chairs of the departments of the College shall meet with the Dean, the Chair of the CEA, and whomever else the Dean specifies. This group shall follow an agenda as set by the Dean, in consultation with its members. Regular minutes of these meetings shall be published.

Each department shall have an appropriate committee structure that represents all members of the department. The membership and method of selection of committees shall be determined by each department with the stipulation that full time, tenure track faculty shall constitute a voting majority of that determinative body. A committee specified in the Plan of Organization of the Department shall advise the Chair in the general administration of departmental affairs and shall also have at least a majority of faculty.

Each department Plan of Organization and its actual operationalization shall be reviewed by the College of Education Senate to ensure appropriate participation in departmental matters every 5 years, or sooner if so requested by 25% of either the faculty, staff, or students who are members of the department.

## Section 4. Grievances

Grievances concerning conditions of personal and/ or professional welfare within departments shall be handled in accordance with a set of procedures applicable to all departments as established by the College of Education Senate. In the absence of special procedures, the College shall conform with those established by the University Senate or other relevant bodies of the Campus.

## **ARTICLE IV: Special Administrative Units**

Organizations in the College whose primary mission are other than offering credit courses shall be known as Special Administrative Units. They shall serve specific purposes established by the dean with advice of the College of Education Senate.

## **CHAPTER III: STUDENT ORGANIZATION OF THE COLLEGE ENABLING ACTION**

Responsibility for creating a student organization for each department rests with the students and faculty of that department. Responsibility for creating an all-College student organization rests with the departmental student organizations. Aspects of student participation shall be established at an appropriate time after the creation of the student organization. Students are invited to communicate directly with the CEA, Senate, and Committees that may be specified in the By-Laws.

## **CHAPTER V: AMENDMENTS, REVIEWS, AND REVISIONS**

### **ARTICLE I: Amendments**

Amendments to the Plan of Organization may be proposed at any meeting of the CEA during the academic year. Upon approval of the amendment by a majority of those eligible to vote and voting, any proposed amendment shall be submitted by mail to all members of the CEA eligible to vote within ten class days. An affirmative vote within two weeks of mailing by two-thirds of those voting shall constitute adoption.

### **ARTICLE II: Plan of Organization Review**

This Plan of Organization, accompanying By-Laws, and Plans of the departments shall be reviewed at least every fifth year by an ad hoc committee appointed by the College of Education Senate. The first such review is to occur five years from the date of adoption of the Plan by the College of Education.

### **ARTICLE III: Revision**

The requirements for adopting a revision of the Plan of Organization shall be as specified in Chapter V, Article I. Adopting a revision to the By-Laws shall be the same as described in Chapter VI, Article I.

### **ARTICLE IV: Ratification**

Adoption of a new Plan shall go into effect in the Spring following ratification. All procedures specified in the newly adopted Plan and By-Laws shall be in force. This includes, for example, elections to take place in accordance with the new rules as approved.

### **ARTICLE V: Implementation**

Implementation of the new Plan and By-laws shall be facilitated by the Steering Committee of the Senate and those additional persons invited by the Steering Committee to assist.

## **CHAPTER V: BY-LAWS**

The CEA shall have the power to organize its constituents and to make By-Laws and regulations for its own proceedings so long as those By-Laws do not contravene the statutes of the University, the Powers of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan of Organization.

### **Article I: Amendments**

Amendments to the CEA's By-laws shall be presented in writing to the Senate members ten working days in advance of any regular meeting and shall require approval by a two-thirds vote of the members of the Senate present and voting.

## **CHAPTER VI: RECALL and MEMBERSHIP**

### Section 1. Recall

Officers of the CEA and other elected or appointed persons covered by this Plan of Organization are subject to recall by the body which elected or appointed them.

### Section 2. Annual Roster of Committees

At the outset of each school year, a list of persons serving on the Committees and the Senate (in addition to other College committees) is to be made available to faculty, staff, and students throughout the College. Faculty, staff, and students should consult their department Chair, unit director, or the Dean's office for a copy of the current membership list. Responsibility for preparation of this list is held by the Chair of the CEA in cooperation with the Dean's office.

## By-Laws of the College of Education

Original Version – 2001-2002 academic year; Revised 2008-2009

This set of By-Laws to the Plan of Organization of the College of Education was established by College of Education Senate pursuant to its authority to establish Standing and Ad Hoc committees of the Senate or Joint with the Dean's Office.

### A. FACULTY DEVELOPMENT COMMITTEE

The Faculty Development Committee (FDC) is a Standing Joint Committee of the College of Education Senate and the Office of the Dean. The role and function of the FDC is to initiate and provide support for faculty development at the College level. The FDC acts in support of faculty and Department development activities, but does not seek to duplicate these efforts. Rather, the FDC seeks to provide unique and supportive activities and opportunities for faculty development at the College level. The FDC also serves as an advisory committee to the Senate and the Dean in the area of faculty development.

Constitution:

1. Membership. The membership of the FDC shall consist of: 1. Five faculty members, preferably one from each Department. If possible, at least one Departmental member shall be a Department Chair. The Chair of the FDC shall be a faculty member, and shall be the representative for his/her Department. 2. the Associate Dean for Faculty Affairs, and 3. The Chair of the COE Senate or his or her designee. All members of the FDC shall be tenured faculty who are active and productive in scholarship and who are effective teachers. Members are appointed by consensus of the Dean and COE Senate Chair, with input from the Associate Dean and FDC members.

2. Terms. Members, including the Chair, shall serve terms of two years, and can be re-appointed. Membership terms can be staggered so that new and returning members are present each year.

3. Responsibilities. Chair: It shall be the responsibility of the FDC chair to develop and distribute agendas for each meeting, with the input of committee members. The FDC Chair, or the designee of the Chair, shall be responsible for reports to the Senate and Dean's Office. Associate Dean: The Associate Dean acts as a liaison to the Office of the Dean and implements recommendations as appropriate at this level. The Associate Dean is responsible for the scheduling, announcing, and coordinating of activities sponsored by the FDC at the College level, including such activities as P&T workshops. Staffing and support for the activities of the FDC shall be provided by the Office of the Associate Dean for Academic Affairs. Members: Minutes will be taken on a rotating basis by committee members. All members shall contribute to the development of the agenda of the Committee and the activities undertaken by the committee.

## B. COMMITTEE ON AWARDS AND RECOGNITION

The College of Education confers annual awards to recognize the accomplishments of tenured and non-tenured faculty, students, and staff within the College. The College Awards Committee, a committee of the COE Senate with staffing and support from the Dean's office, is charged with selecting the awardees from among those nominated by their Departments.

Awards Committee members are chosen from the COE Senate and each Department has a representative. In addition, staff and student members serve as voting members and the Dean's Office appoints a non-voting member. The chair of the committee is appointed by the Chair of the Senate. The committee implements the awards criteria and the submission process and selects awardees for all but the COE Leadership award from among those individuals nominated by their departments. The recipient of the COE Leadership award is selected by the Dean's Office from among the nominees for that award. The Awards Committee will review annually all awards criteria and processes and with input from the Senate modify as deemed necessary. Specific awards and criteria will be posted on the COE web site.

## C. SENATE NOMINATING COMMITTEE

The Senate Nominating Committee facilitates the annual election of the Chair-elect of the CEA and Senate by implementing procedures adopted by the Senate and posted on the web site.

The Nominating Committee will be chaired by the Chair-elect and will consist of one representative from each department appointed by the Senate Chair, and the Senate staff representative who is not on the Senate Steering Committee. The faculty members of the Senate Nominating Committee need not be members of the College Senate. The Senate Nominating Committee must be named by October 15 of each year.

The responsibilities of the Senate Nominating Committee are to:

- a. Issue a call for nominations for Chair-elect of the College Assembly and Senate, including a listing of the responsibilities for the position of Chair and Chair-elect.
- b. Solicit nominations for Chair-elect of the College Assembly and Senate.
- c. Receive the written consent of each of the nominees for Chair-elect of the Senate.
- d. Submit the slate of nominees and their written consents to the Secretary of the Senate.
- e. Receive a written position statement ( $\leq 100$  words) from each of the nominees for Chair-elect of the Senate (highlighting a nominee's perspective on College goals and issues).
- f. Disseminate the written position statements submitted by nominees for Chair-elect to the campus addresses of all voting members of the College Assembly.

## D. GRADUATE COMMITTEE

Originally adopted by the College Senate March 4, 2005; Revised December 5, 2008

*Preamble:*

Consistent with USM policy (1990, 96.0 III-7.00) the primary responsibility for the quality and integrity of academic programs resides jointly in the faculty and administration of the institution. Through understandings reached at the time at which the College was subdivided formally into academic departments and continuing through the present, graduate education in the College is a *joint function and responsibility* of the College *and* its Departments. The College of Education Graduate Committee will have as its primary responsibility coordinating and monitoring the quality and integrity of graduate programs housed in the College's Departments.

*Structure:*

- *Authority.* This committee will be listed as a Senate Committee under the *COE Plan of Organization*, with membership comprised of faculty and staff, and staffing provided by the Dean's office.
- *Composition.* The Graduate Committee shall include:
  - Voting members:
    - ♣ A tenure-track faculty member who serves as the graduate director from each Department in the College or a faculty member with similar responsibilities, or where a Department has a committee responsible for graduate studies, a member of that committee. The departmental representative shall be chosen in a manner consistent with that Department's *Plan of Organization*. Departmental appointments should be reconsidered periodically so as to avoid unduly long representation by the same individual.
    - ♣ The College Associate Dean for Graduate Studies, or other Assistant or Associate Dean charged with similar responsibilities.
    - ♣ An exempt or non-exempt staff member who coordinates admissions and/or enrollment management activities at the College level. The staff member shall be appointed by the Chair of the College Senate with advice of the Steering Committee and the consent of the College of Education Senate.
    - ♣ The Chair of the College Senate will select the chair of the Graduate Committee from the voting members of that committee, with the advice of the Steering Committee and the consent of the College of Education Senate.
  - Nonvoting member(s):
    - ♣ The Dean may appoint one or more ad hoc member(s) to assist the Committee with its work.
    - The work of the committee is facilitated by the College Associate Dean for Graduate Studies (or other Dean's Office appointee charged with similar responsibilities).
    - One of the voting members of the College of Education Graduate Committee shall serve as the College's member of the campus-wide Graduate Council, said member to be chosen by the Dean in consultation with the Graduate Committee and the Steering Committee of the College Senate.

*Charge to the Committee:*

- Periodically review College policies related to graduate education and make recommendations, where appropriate, for revisions to College policy, such recommendations to

be forwarded to the College Senate for review and action.

- Periodically review existing and proposed Graduate School policies, make recommendations, where appropriate, to the College's representative to the Graduate Council, and translate Graduate School and College policies to the Departments.
- Periodic review of College procedures for admissions and enrollment management of graduate students. Such review shall include, where appropriate, recommendations from the Committee to the Dean's Office for revisions to these procedures.
- Annual review of data on quality of graduate education aggregated across the College and disaggregated by Departments, specific data points to be defined by the Dean's Office congruent with requirements by the University and relevant accrediting organizations.
- As particular occasions may demand, serve as a consultant to the College Associate Dean for Graduate Studies (or other Dean's Office appointee charged with similar responsibilities) on critical decisions regarding individual graduate students.
- Other activities related to graduate education as may be directed by the Dean or by the College Senate.
- The Graduate Committee's responsibilities are for graduate matters of the College of Education not covered under the Undergraduate and Initial Certification Committee.

#### E. COMMITTEE ON UNDERGRADUATE AND INITIAL CERTIFICATION

The Committee on Undergraduate and Initial Certification is a standing committee of the College of Education Senate whose focus is on programs whose purpose is the preparation of individuals intending to work in a Pre-K thru 12 school environment.

Responsibilities of the Committee include the following:

- a) Develop and maintain a statement of philosophy and objectives for the undergraduate and professional preparation programs of the College.
- b) Review College policies and, as appropriate, recommend changes related to professional preparation programs of the College. These policies may include, but are not limited to:
  - curriculum;
  - admission, retention, and degree requirements;
  - cross-departmental coordination;
  - internship and pre-internship experiences;
  - adherence to campus, accreditation, and state certification requirements and standards;
  - diversity and equity issues.
- c) Exercise leadership in the development of and experimentation with new programs, courses, and other requirements (as well as modification of existing ones) as the need for change becomes apparent. Such changes may be indicated by new developments in the field of teacher education on state and national levels.



- d) Consult with, and keep informed, appropriate administrative units.

Although the Committee on Undergraduate and Initial Certification does not have an administrative oversight function, it may be necessary from time to time for the Committee to request and/or review administrative information from the Graduate School, Dean's office, and/or departments in order to evaluate the appropriateness of current policy or the need for policy change.

**Selection and Composition of Committee Members:** The Committee on Undergraduate and Initial Certification shall consist of one faculty member from each of these areas: (a) early childhood education, (b) elementary education, (c) secondary education, (d) special education, (e) school counseling and school psychology, (f) administration and supervision, and (g) health education, physical education, music education, and library education. Each department not already included shall also name one representative. In addition there shall be one staff member elected at large by and from the staff members eligible for membership in the CEA. Two student members shall be elected by and from those students eligible for membership in the CEA; one student shall be from among the graduate students and one from among the undergraduates. As appropriate, faculty representing general education and specialty areas will be asked to meet with members of the Committee.

The Dean or the Dean's designee shall be an ex-officio and voting member of the Committee.

**Appointment of Committee Chair.** The Chair of the Committee on Undergraduate and Initial Certification shall be appointed for up to two one year terms. The Chair shall be a faculty member eligible for membership in the CEA, and shall have a full vote on all committee matters. The Committee Chair shall perform the duties prescribed in parliamentary authority in addition to those assigned by the College of Education Senate.

**Chair of the Senate as Ex Officio Member.** The Chair of the Senate shall be an ex officio (nonvoting) member of the Committee on Undergraduate and Initial Certification.

**Steering Committee Liaison.** At its discretion, the Steering Committee may appoint one of its faculty members to be a liaison to the Committee on Undergraduate and Initial Certification. Such person shall be full voting member of the Committee.

Prior to the first Committee meeting of the year, the Committee on Undergraduate and Initial Certification shall receive from the Steering Committee a formal list of committee charges. This list, subject to revisions, shall form the basis for the committee's work during the year. All specific charges from the Steering Committee shall take priority over items initiated by the Committee on Undergraduate and Initial Certification itself.

The charge to the committee shall be developed by the Senate Chair with the advice and consent of the Steering Committee, and with the advice and consent of the Senate. The charge shall be formulated within the parameters of the Committee on Undergraduate and Initial Certification function as described in this section.