

REVISED GOVERNANCE DOCUMENT

GOVERNANCE DOCUMENT

OF THE

GRADUATE SCHOOL

OF

EDUCATION

AND

ALLIED PROFESSIONS

FAIRFIELD UNIVERSITY

Passed by the Faculty of the
Graduate School of Education
and Allied Professions
MARCH 8, 1994

OVERVIEW

The faculty in the Graduate School of Education and Allied Professions values its role as an integral part of the larger University community. We espouse the Mission Statement of the University, and subscribe to all rights and responsibilities set forth in the Fairfield University FACULTY HANDBOOK.

The governance of the Graduate School of Education and Allied Professions, hereinafter referred to as the School, shall be based on a spirit of cooperation between the administration and the faculty. Cooperative governance requires a climate of mutual respect, collegiality, and constructive communication. It is in this spirit that this document is developed and accepted.

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GRADUATE SCHOOL OF EDUCATION & ALLIED PROFESSIONS
FAIRFIELD UNIVERSITY

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I. Departments and Areas of Specialization

1.1 Departments

A Department is an organized academic specialization within the School which offers a Master of Arts degree and/or a Certificate of Advanced Study and/or Certification with a major in that field.

1.2 Areas of Specialization

An Area of Specialization is a clearly defined and organized academic focus of study within a Department.

1.3 Faculty within the Departments and Areas of Specialization shall determine their own educational policy, including the conduct of courses and methods of instruction, within the framework of principles outlined by the Faculty and the Dean.

1.4 Departments and Areas of Specialization shall be established by the Dean with the approval of the Curriculum Committee and the Faculty.

II. Administration

2.1 Dean

The Dean, appointed by the President, is the administrative head of the School, and reports and is responsible to the Academic Vice President for properly carrying out all University and School policies. The Dean shall play a supportive and leadership role in the planning, implementation, and evaluation of the School's entire quality and efficiency in regard to both administrative and academic aspects. The Dean shall provide support for faculty activities and professional development. The Dean shall, in conjunction with Department Chairs and faculty, formulate policies and procedures specific to the purposes and needs of the School. The Dean shall coordinate the relationship of the School with all other segments of the University and shall act as a liaison between the School and the surrounding general and educational communities.

Administrative Responsibilities of the Dean:

- 2.1.1 Supervises the educational activity of the School.
- 2.1.2 Prepares and administers the School budget. This involves evaluation of requests, and recommendations to the Academic Vice President.
- 2.1.3 Participates in faculty meetings and specified committees of the School.
- 2.1.4 As a representative of the School, makes public and professional contacts, particularly with public and private schools, State agencies, and other professional organizations.
- 2.1.5 Supervises the collection and the dissemination of data concerning the activities of the School, its faculty and students, and prepares statistical, certification, and annual reports.
- 2.1.6 Represents the School on appropriate University committees.
- 2.1.7 Seeks support for the School through foundations and federal agencies in cooperation with the Advancement and Grant Offices.
- 2.1.8 Coordinates the preparation of School materials for the catalogues and other University publications.
- 2.1.9 In conjunction with faculty, recommends candidates for certification.
- 2.1.10 In conjunction with faculty, recommends candidates for degrees to the President and the Board of Trustees.
- 2.1.11 Serves as the Chair of the Executive Board.

- 2.1.12 Following consultation with appropriate faculty, recommends to the Academic Vice President faculty appointments, re-appointments, non-re-appointments, or discharge.
- 2.1.13 Recruits and advises prospective students.
- 2.1.14 Serves in an advisory capacity in the informal grievance process as described in 5.2.3.
- 2.1.15 Negotiates agreements with organizations which provide student field experiences.
- 2.1.16 Approves the appointment of, and negotiates the contracts of Adjunct Faculty members.
- 2.1.17 Delegates and supervises the responsibilities of the Associate/Assistant Dean(s).

2.2 Associate/Assistant Dean(s)

The responsibilities of the Associate/Assistant Dean(s) are delegated by the Dean.

2.3 Department Chairs

A Department Chair is appointed by the Dean in consultation with the Department faculty, for a renewable three-year term. The Department Chair's relationship to Department faculty is both collegial and administrative. Department faculty should assist the Chair in carrying out the Department activities.

The Department Chair shall be responsible for the administrative and academic functions of the Department and shall report to the Dean.

Within the context of administrative and collegial relations the Department Chair is responsible for facilitating the activities of the Department, promoting cooperation among its members, fostering its commitment to continual improvement, and encouraging the Department's participation in a constructive and cooperative relationship with all segments of the School.

The duties of the Department Chair are:

- 2.3.1 To evaluate and update course offerings, and develop and implement long range goals and plans consistent with those of the School. This shall be done in consultation with Department faculty.
- 2.3.2 To recommend teaching assignments and class schedules and, in coordination with the Dean, coordinate these assignments and schedules with the overall purposes and need of the School. This shall be done in consultation with Department faculty.
- 2.3.3 To conduct Department meetings at a minimum of three per semester and/or as necessary to address important business. Each faculty member has the right to submit items for the agenda. The Department Chair shall be responsible for seeing that minutes of all meetings are distributed to Department faculty and are available to the Dean and other appropriate members of the School and University administration.
- 2.3.4 To be responsible for the development and implementation of procedures for advising and counseling students regarding academic major requirements and course selection.
- 2.3.5 To prepare an annual Department report, reports to certifying agencies, and other evaluative reports. This shall be done in consultation with Department faculty.
- 2.3.6 To be responsible for the integration of all Areas of Specialization into the structure of the Department. This shall be done in consultation with Area Coordinators and Department faculty.
- 2.3.7 To communicate all Department needs to the Dean and other appropriate administrators and, in general, serve as an advocate for the Department.

- 2.3.8 To participate in meetings of the School's Executive Board.
- 2.3.9 To support and facilitate continued professional growth and development of Department faculty in teaching, research, and community service.
- 2.3.10 To establish a Department Advisory Committee and coordinate its activities.
- 2.3.11 To maintain the structure and content of the Department in accordance with National and State guidelines, and with requirements and recommendations of professional organizations.
- 2.3.12 To identify and recommend, in consultation with program faculty, appropriate persons for program Adjunct Faculty appointments for the academic year, summer sessions, and inter-sessions.

2.4 Area Specialization Coordinators

Area Coordinators shall be appointed by the Department Chair in consultation with both the faculty of the respective Department and the Dean. The Area Coordinator reports to the Department Chair and, in conjunction with the Chair, is responsible to the Dean.

The Area Coordinator shall be responsible for the administration and implementation of that organized segment of the curriculum which is designated as an Area of Specialization.

2.5 Executive Board

Membership: The Chairs of the Departments, and the Dean and/or Associate/Assistant Dean(s) (ex officio).

Chairperson: The Dean (ex officio).

Purpose: To serve as a mechanism for intercommunication between the faculty and the Dean. To serve as a clearinghouse for issues which may be acted upon and/or delegated to the faculty as a whole or to standing committees for action.

Meetings: As required; at least thrice per semester.

III. Faculty

3.1 Membership Defined

3.1.1 A full-time faculty member of the School is defined as any faculty member with the rank of Instructor or above, under full-time contract with the University.

3.1.2 An adjunct faculty member of the School is defined as a faculty member under part-time contract with the University.

3.2 Voting Rights

3.2.1 Faculty members assigned full-time to the School shall have full voting rights at the faculty meetings of the School and at their respective Department faculty meetings.

3.2.2 A voting member of the School who is unable to attend a regularly scheduled meeting of the faculty of the School may designate, in writing, another member to serve as proxy for the specific meeting. The written designation will be presented to the Chair at the time the proxy vote is cast.

3.2.3 Members of the full-time faculty who teach in more than one Department may only vote within the Department to which they are assigned by their contract.

3.2.4 Adjunct faculty shall not have voting rights at either School or Department faculty meetings, but may have voice.

3.2.5 Special status faculty may have voting rights if such is approved by a two-thirds vote of the faculty.

3.3 Appointment to Faculty

3.3.1 Upon announcement of a faculty vacancy a Search Committee shall be formed to receive and screen applications of prospective

candidates and select candidates to be interviewed by the Committee, the Dean, and the Associate/Assistant Dean(s).

- 3.3.2 The membership of the Search Committee shall be made up of the Chair of the Department in which the vacancy exists (when possible) and at least two additional full-time faculty members, one of whom must be a member of a different Department. These members shall be selected conjointly by the Dean and the Department Chair based on the specific conditions underlying the appointment.
- 3.3.3 The Search Committee shall provide opportunities for students and faculty to meet with the finalists and shall receive faculty and student input regarding candidates.
- 3.3.4 The Search Committee shall recommend to the Academic Vice-President candidates for appointment and make recommendations for rank.
- 3.3.5 The Search Committee and the Dean shall submit independent evaluations of the finalists to the Academic Vice President.
- 3.3.6 The remaining steps in the appointment process shall be governed by those set forth in the Faculty Handbook.
- 3.3.7 The appointment of temporary full-time faculty shall be guided by the following set of procedures:
 - 3.3.7.1 A committee to fill a temporary vacancy shall be composed of the Chair of the Department (when possible) in which the vacancy exists and at least two additional full-time faculty selected conjointly by the Dean and Department Chair based on the specific conditions underlying the appointment.

3.3.7.2 The committee shall provide the Dean with a name or names of individuals to fill the vacancy. The committee shall indicate its recommendation regarding the appointment and rank of the candidates.

3.3.7.3 The committee, after consultation with the faculty of the respective Department and with the Dean, shall submit independent recommendations to the Academic Vice President.

3.3.7.4 The remaining steps in the hiring of temporary faculty shall be governed by the norms set forth in the Faculty Handbook for permanent faculty appointments.

3.4 Rank and Tenure Procedures

3.4.1 The processes of review and advisement for faculty tenure and promotion are outlined under the responsibilities of the Professional Advancement Committee (Section 5.2.2).

3.4.2 When a faculty member indicates an intention to apply to the University Rank and Tenure Committee, whether that application be for tenure or for promotion in rank, a Teaching Evaluation Committee shall be formed. The purpose of the Committee is to attend classes taught by the applicant and assess the candidate's teaching.

The membership of the Teaching Evaluation Committee shall consist, when possible, of one member from the Department in which the candidate functions (excluding the Department Chair) and two other members selected by the Dean and acceptable to the faculty member. The committee shall then write a joint letter recommending action to the University Committee on Rank and Tenure.

In cases of application for tenure the committee membership shall consist of tenured faculty.

In cases of application for promotion *in rank* the committee membership shall consist of faculty holding the sought rank or higher.

- 3.4.3 When a member of the faculty applies for tenure, all tenured members of the School should write letters of recommended action to the University Committee on Rank and Tenure.
- 3.4.4 When a member of the faculty applies for a promotion *in rank* all members of the School faculty holding the sought rank or higher shall be invited by the Dean to write letters of recommended action to the University Committee on Rank and Tenure.
- 3.4.5 The remaining steps in the process of tenure and/or promotion shall be governed ~~by~~ the Personnel Policies set forth *in* the University Faculty Handbook.

3.5 Process for Review of Contracts of Untenured Faculty

- 3.5.1 All faculty shall receive from the Dean by October 1st of each academic year a list of names of non-tenured faculty members to be reviewed, indicating for each the year of the review and contract year. Such notification shall also specify the dates that such reviews are to be completed. Only tenured faculty shall take part in such review.
- 3.5.2 All non-tenured faculty shall be notified that such reviews shall take place and be further informed regarding dates when such reviews shall be completed. Once notified, each non-tenured faculty member shall prepare a portfolio which shall be submitted to the Dean and to the Chair of the Professional Advancement Committee for faculty use. Such portfolio may include, but not be limited to:
 - a. Student evaluations from classes taught.

- b. Observation assessments written by tenured faculty who visited the non-tenured faculty member's classes. A current resume or curriculum vitae.
- c. The candidate's "Descriptive Analysis Summary." Such Descriptive Analysis
- d. Summary shall include, but not be limited to a self-analysis of the candidate's:

- I. Teaching
- II. Professional Activities
 - a. Research
 - b. Writing
 - c. Grants
 - d. Conferences
 - 1. attendance
 - 2. presentations
- III. Professional Service
 - a. To the University
 - b. To professional organizations
 - c. To the community (local, state, national)

3.5.3 After receipt of all input from the faculty, the Chair of the Professional Advancement Committee, in collaboration with the committee membership, shall prepare a written report, make such recommendations as may be deemed appropriate, and forward faculty recommendations and the report to the Dean. A copy of the report should be given to the candidate.

3.5.4 The candidate will have a conference with the Dean and receive a copy of the Dean's recommendation.

3.6 Travel Budget

3.6.1 The allocation of funds for professional travel is governed by a general policy of the University outlined in the Faculty Handbook.

IV. Governance

4.1 Faculty Meetings

- 4.1.1 The faculty of the School shall meet at least three times per semester. The faculty may meet at other times upon call of the Dean of the School or of the Faculty Chairperson, or by petition of one-third of the faculty.
- 4.1.2 Meetings shall be announced a minimum of one week prior to the date desired. Any member of the faculty may submit an item for placement on the agenda. The agenda shall be distributed a minimum of one week prior to a scheduled meeting.
- 4.1.3 Minutes shall be recorded on a rotating basis by faculty and shall be distributed to all faculty a minimum of one week before a subsequent scheduled meeting.
- 4.1.4 A quorum of the School faculty shall consist of 50 percent plus one of the voting faculty. Unless otherwise stipulated in this document, all votes shall be determined by a simple plurality of those present and voting at a regularly scheduled meeting. Other voting rules and procedures will be in accordance with the provisions of the Faculty Handbook.
- 4.1.5 Meetings shall be conducted in accordance with Robert's Rules of Order.

4.2 Faculty Chairperson

- 4.2.1 The School faculty shall elect a Faculty Chairperson from among the membership of full-time faculty at the last regularly scheduled faculty meeting of each academic year. The Chairperson shall preside at all meetings.
- 4.2.2 The Faculty Chairperson shall gather and coordinate all agenda items, set dates for meetings, reserve and announce meeting locations and carry out such other duties as determined by the faculty.

4.2.3 In the event that the Faculty Chairperson is unable to be present at a meeting, the faculty shall elect a Chairperson protem from among the membership of full-time faculty present at the meeting.

4.2.4 In the event of an announced long-term absence of a Faculty Chairperson, the Dean shall call a meeting at which the faculty shall elect a member who shall assume the duties of Faculty Chairperson.

4.3 Elections

4.3.1 Whenever the faculty is required to elect individuals to School standing committees, to ad hoc committees, or to specified University committees, nominations shall be made at a meeting of the faculty. Election shall take place at that meeting by secret ballot. Ballots shall be counted and the results announced by the Faculty Chairperson.

4.3.2 An election by mail ballot shall be employed only when the election must take place before the next scheduled faculty meeting.

v. Committees

5.1 General Descriptions/Purposes

There shall be organized committees of the faculty for the purpose of carrying out the functions of the School and of this Governance Document. _These committees shall keep and maintain minutes and shall report directly to the faculty as a whole.

Terms of office shall be overlapping three-year terms.

5.2 Standing Committees

5.2.1 Curriculum Committee

Membership: One faculty member from each Department elected by the Department faculty (in case of a tie vote, the Executive Board shall elect the Department's representative),

and the Dean or Associate/Assistant Dean (ex officio) as a non-voting member.

Chairperson: Elected by the Committee.

Purposes: To review and act upon submitted requests for new concentrations of study, for new departments, for adjustments to existing departments, and for course deletions or additions within Departments, in accordance with the norms and procedures of the University Faculty Handbook and the Journal of Record.

The process of deliberation will minimally include the following steps:

1. Review of the written proposal by department faculty.
2. Upon recommendation of the Department faculty, the initiator shall present the proposal to the Committee.
Preview of proposal by the Dean. The
3. results of the deliberations of the
4. Committee will be reported to the Executive Board.

Meetings: As required.

5.2.2 Professional Advancement Committee

Membership: Three tenured members possessing the rank of Associate or Full Professor, elected by the faculty.

Chairperson: Elected by the Committee.

Purpose: To facilitate the professional advancement of faculty members by:

5.2.2.1 Implementing the review process through which untenured faculty may be provided with constructive guidance concerning their performance in the categories of teaching, scholarship, and service early in their professional career. The untenured faculty member

shall meet with the Committee as requested by the applicant or at least annually until/including the year of tenure application.

5.2.2.2 Guiding applicants for tenure or for advancement in rank in the preparation of required University Rank and Tenure Committee submission.

5.2.2.3 Supporting and cooperating with the established School Rank and Tenure procedures.

5.2.2.4 Participating in the process for contract renewal for un tenured faculty as outlined in 3.5.2 and 3.5.3.

Meetings: As required.

5.2.3 Grievance Committee

Membership: Three members elected by the faculty.

Chairperson: Elected by the Committee.

Purposes: To serve as the School mechanism in the informal grievance process for responding to requests for in-house mediation of complaints and/or grievances between/among faculty members, administrators or students and to advise the involved parties as to the appropriateness of further steps according to the Due Process/Grievance Procedures provisions of the Faculty Handbook or the student grievance procedures outlined in the University Journal of Record.

Meetings: As required.

5.2.4 Additional Committees

The faculty shall have the right to establish such committees, permanent or temporary, as may seem advisable or necessary for the effective functioning of the School.

5.3 Advisory Boards

Departments shall maintain Advisory Boards which will include community members with relevant expertise in assessing professional needs of students graduating from the respective Departments. The term of service is undefined. Department faculty determines the number of members on the Board.

Membership: Members shall include graduates and students of the particular Department as well as professionals in relevant settings. Membership is coordinated by Department Chairs but recommendations for membership may be made by any member of the Department faculty.

Purpose: To provide a community and multilevel perspective on the changing needs in skills and training of professionals in the fields for which the Department is preparing students.

Meetings: As required.

VI. Amendment Procedures

An amendment to this document must be accepted by both the School faculty and the Board of Trustees. The former's approval shall be obtained by a 2/3 vote of those present and voting at a regularly scheduled meeting of the School faculty. Any proposed amendments must be submitted to the faculty in writing at least 10 days prior to the faculty meeting at which the proposal will be considered.