

POLICIES OF THE COLLEGE OF EDUCATION CONGRESS

**Approved by the
College of Education Congress
Revised May, 2005**

TABLE OF CONTENTS

AUTONOMY AND RESPONSIBILITY FOR GRADUATE STUDY

- I. Responsibilities Regarding Graduate Students
- II. Responsibilities Regarding Faculty
- III. Responsibility for Program Development
- IV. Responsibility Regarding Accountability

DEAN

- I. Search Committee Composition
- II. Position Description
- III. Advertisement
- IV. Time Lines and Search Procedures
- V. Review of Applicants
- VI. Periodic Reports
- VII. Interviews
- VIII Selection of Finalists
- IX. Payment for Expenses

CHAIRPERSONS

- I. Chairpersons

DUE PROCESS GUIDELINES

- I. Notification Procedures
- II. Hearing Procedures
- III. Further Appeal Procedure

FACULTY GRIEVANCE

- I. College of Education Grievance Procedures
- II. Pre-Hearing
- III. Regular Hearing

[V. Emergency Grievance Procedures](#)
[VI. Addendum](#)

[STUDENT GRIEVANCE](#)

[I. Student Grievance Procedure](#)

[FACULTY RESEARCH](#)

[I. Guidelines and Procedures](#)

[MISCELLANEOUS](#)

[I. Rules of Order](#)

[II. Secretarial Services, Congress \(1979\)](#)

[III. Summer School Staffing \(1981\)](#)

[PROGRAM APPROVAL, CHANGES, OR DISCONTINUANCE COURSE APPROVAL](#)

[EVALUATION OF INSTRUCTION \(1992\)](#)

Studied, Approved, and Revised May 2, 2005

Definition of Autonomy & Responsibility for Graduate Study NOTE:

I. Responsibilities Regarding Graduate Students

A. In matters of admission, dismissal, and recommendation for degrees, the College of Education or its designated departments or committees shall have responsibility to recommend action to the College of Graduate Studies which will then take the appropriate action. Should waiver of admission or graduation requirements be deemed advisable, the recommendation for such waiver should be made by the College of Education, with the Graduate Council or its designated subcommittee making the final decision as to the action to be taken. Students or prospective students shall have the right to petition the Graduate Council or its designated subcommittee directly for waiver of admission or graduation requirements.

B. In matters of the appointment of the student's advisor or committee, of advising, of determination of the student's program of study, of accepting alternate and/or transfer credit, of dropping or adding courses, of the removal of incomplete grades, of approving arranged courses, of directing and accepting theses and dissertations, and of administering and evaluating preliminary and comprehensive final examinations, the College of Education or its designated departments or committees shall have sole responsibility of decisions within the established practices and procedures of the student's program requirements. The College of Graduate Studies is to be informed of all such actions.

II. Responsibilities Regarding Faculty

A. The determination of who is to serve as a member of the graduate faculty shall be made by the College of Graduate Studies and the Graduate Council or its designated subcommittee(s). The College of Education has the responsibility of recommending faculty for graduate faculty status to the College of Graduate Studies. Any faculty member denied membership in the graduate faculty shall have the right to petition the graduate council for reconsideration of the decision.

B. In matters of determining which member of the graduate faculty shall teach specific courses, the College of Education shall have sole responsibility.

III. Responsibility for Program Development

A. The development of programs of graduate study is the responsibility of the College of Education or its designated departments or committees. New programs so developed are to be submitted to the Graduate council which has the power to examine and forward them with recommendations to the Faculty Senate for its consideration.

B. Changes in program requirements which are modifications of previously approved programs or which affect other programs shall be submitted to the Graduate Council for its examination and forwarding to the Faculty Senate.

Selection Process for the Dean of the College of Education This section is approved and will be negotiated with the provost and revised accordingly.

I. Search Committee Composition

A. Committee

(1) One faculty member elected by each department. Eligibility is defined by the definition of faculty contained in the College of Education Constitution.

(2) One administrator elected by the Administrative Council.

(3) A Dean from one of the other colleges or school in the University, elected by the College of Education Congress and deemed mutually acceptable to the Vice President for Academic Affairs.

(4) One member to represent the students and/or alumni of the University. The College of Education Congress will nominate persons to serve and will elect the representative.

(5) Stipulations and Requirements.

(a) The Chairperson of the Search Committee shall be elected by the members of the Search Committee. Election procedures will be established and the election conducted by the Secretary of the College of Education Congress.

(b) The Chairperson of Congress or his/her designee may attend meetings and is and ex-officio member of the committee. As an ex-officio member, as defined by Roberts Rules of Order, has all privileges, including voting of regular committee members.

(c) Faculty or staff may attend committee meetings or address the committee on written request to its Chairperson. However, faculty or staff who are not members of the committee may not vote.

B. Membership Eligibility

(1) All faculty and administrative representatives must be members of the unit they represent.

(2) All members must indicate a willingness to serve prior to their appointment to the committee.

(3) All committee members except for the alumni and/or student representative must be employed full-time at Indiana State University during the coming academic year.

(4) Should a member resign or not meet conditions of membership, he/she will be replaced by the candidate who received the next highest number of votes.

II. Position Description

The Search Committee shall develop a position description for approval by the Vice President for Academic Affairs.

III. Advertisement

A. Advertisement copy will be developed by the Search Committee for approval by the Vice President for Academic Affairs.

B. The placement and frequency of advertisements will be proposed by the Search committee and approved by the Vice President for Academic Affairs.

IV. Time Lines and Search Procedures

Time lines and search procedures will be developed by the Search committee and presented to the Vice President for Academic Affairs for approval.

V. Review of Applicants

Review will be conducted by a process designed and announced by the Search Committee. Folders of applicants are to be made secure but available to the members of the Search Committee. The review will be in accordance with University Affirmative Action procedures.

VI. Periodic Reports

The committee through its Chairperson or through the Chairperson of Congress will present periodic reports to the College of Education Congress.

VII. Interviews

A. Candidates to be interviewed will be proposed by the Search committee for approval by the Vice President for Academic Affairs.

B. Interview schedules will be arranged by the Search Committee.

C. The Search Committee members will serve as hosts for candidates.

D. Each candidate will make a general presentation and conduct a question and answer session for the College of Education faculty and students and others.

E. Interviews will be scheduled for the Administrative Council and the faculty of the College.

VIII. Selection of Finalists

A. The Search Committee will recommend to the Vice President for Academic Affairs by memorandum a minimum of three candidates. The Vice President will meet with the Committee to discuss the finalists.

B. The Vice President for Academic Affairs will conduct such further investigation as deemed appropriate.

*C. The Vice President for Academic Affairs will recommend **one** name to the president or return to the Search Committee for additional candidates.*

D. The College of Education Congress will be convened for the first announcement of the name of the selected dean.

E. Further announcement and news releases will be supervised by the Vice President for Development and Public Affairs and his staff.

IX. Payment for Expenses

All expenses incurred in the Dean's Search will be paid by the Office of the Vice-President for Academic Affairs.

Chairpersons

I. Chairpersons

A. The Dean of the College of Education is designated as the person responsible for calling a meeting of all faculty of the department from which a nominating committee is to be selected.

B. The nominating committee of the affected department shall consist of at least three members. Two additional alternative members shall be elected. Procedures for electing the nominating committee and the alternate will be determined by the affected department. Where three department members with full-time appointments are not available, the members of the department may, with

approval from the Dean of the College of Education, select one full-time regular faculty member from the College of Education.

C. No member shall serve on the nominating committee who wishes to be considered for the chairpersonship or who comes under consideration after being elected. Any member of the full-time faculty may serve on the nominating committee, but any member of the nominating committee who comes under consideration for the chairpersonship, must withdraw from the committee, his place to be filled by the alternate.

D. Particular attention should be given to the following:

- (1) development of a standard application form;
- (2) development of an appropriate job description;
- (3) notification to appropriate placement agencies and other sources regarding the vacancy;
- (4) solicitation of faculty recommendations for the chairpersonship.

E. The nominating committee shall notify the Dean of the College of Education of the list of the highest ranked candidates who should, with the dean's approval, be invited by the Dean for interviews with the nominating committee and the faculty.

F. Students and faculty of the university have the prerogative of interviewing and evaluating candidates. The nominating committee shall supply the faculty members of the involved department and other interested persons with evaluation forms for each candidate considered, and faculty members and others who interview candidates shall be requested to evaluate each candidate. These evaluations shall be submitted to the nominating committee.

G. The nominating committee shall then rank the candidates in the order of preference and submit a statement of its recommendations to the Dean, who may concur or object.

Due Process Guidelines

I. Notification Procedures

A. The applicant/student shall receive written notification from the Dean of the College of Education or his designee that:

(1) He/she is being denied admission to a professional education program with a written statement of the reason(s) for the refusal or

(2) He/she is being removed from a professional education program with a written statement of the reason(s) for the refusal or

(3) He/she is being denied institutional support for a teaching or other professional certificate or license, with a written statement of the reason(s) for the refusal.

B. The applicant/student has no appeal if the decision has been made on the basis of objectively measured published criteria, such as course or grade requirements.

The applicant/student shall be informed of the opportunity for a conference regarding his/her status.

C. The applicant/student may submit a request to the Dean of the College of Education for a hearing before a board if the decision has been made on the basis of published criteria that require subjective judgment, such as personal characteristics or professional qualities.

D. Upon receiving the request for a hearing, the Dean of the College of Education or his designee shall appoint a minimum of five regular faculty members who have no direct involvement in the case to compose the Hearing Board, one of whom will be appointed chairperson pro tem to arrange the hearing.

II. Hearing Procedures

A. Adequate notice of the time and the place of the hearing shall be given to all parties involved. Normally the hearing should take place no earlier than ten days and no later than thirty days after the notice.

B. During the hearing, the applicant/student will have the opportunity to present evidence and testimony on his/her own behalf.

C. Hearings by an institutional board are not statutory and courtroom rules and procedures are not recommended.

The use of attorneys by either party is not recommended.

D. Participation of individuals outside Indiana State University is not recommended unless a direct relationship to the case of one or both parties exists.

E. A written decision will be given by the board within thirty days of the hearing stating the facts and reasons upon which the decision is based. Copies will be sent to the applicant/student, the Dean of the College of Education and appropriate University personnel.

F. Complete records of the hearing procedures shall be made on tape or in writing and kept for at least five years. They shall be available to the applicant/student and appropriate University personnel on request to the Dean of the College of Education.

III. Further Appeal Procedure

If the applicant/student wishes to appeal the Hearing Board's decision, he/she may file an appeal with the Vice President for Academic Affairs.

II. College of Education Grievance Procedures

A. A grievance may be considered by the College of Education Grievance Committee only if all appropriate existing resources for dealing with grievances have been exhausted at the department or other appropriate level. If the problem cannot be resolved to the satisfaction of all parties concerned, then a statement of the grievance must be submitted in writing to the chairperson of the College of Education Congress. A copy of the statement of grievance shall be sent to the Dean of the College of Education.

B. The Grievance Committee is a standing committee of the College of Education Congress. The Committee shall be composed of the chairperson of the College of Education Congress and six (6) faculty members from the College of Education who are not chairpersons of departments (chosen in rotation among the departments from year to year); and one (1) additional member chosen from among department chairpersons. Three (3) alternate members from other departments of the College of Education shall also be chosen to serve in cases of absence or conflict of interest of a regular member. If the chairperson of Congress cannot serve on the Grievance Committee due to conflict of interest or other cause, the Vice Chairperson of Congress shall serve in his/her stead. The chairperson of congress shall appoint the six (6) regular, one (1) chairperson and three (3) alternate members of the Grievance Committee each year within two (2) weeks after his//her election in the Fall. The members of the Committee shall serve until a new Committee is appointed the following fall.

C. One member of the committee will be designated by the Chairperson of Congress as the Chairperson of the Committee. If the Committee Chairperson cannot serve at any time, the Chairperson of Congress will appoint a Chairperson Pro Tem.

III. Pre-Hearing

A. When a grievance is filed with the Chairperson of the College of Education Congress, the Grievance Committee shall meet within fifteen (15) days of the filing to schedule a pre-hearing session or sessions to investigate the grievance. This pre-hearing shall be conducted no later than thirty (30) days following the filing of the complaint.

B. The purpose of the pre-hearing is to determine the legitimacy, i.e., the factual information, appropriateness, etc., of the grievance. The Grievance Committee shall determine which point or points, if any, of the original request for a hearing shall be considered. The pre-hearing shall be conducted in accordance with general principles of due process. To this end, the committee may request evidence from the parties to the grievance which supports their particular positions and may call the parties involved or any other person or persons the Committee deems necessary to present their points of view and evidence on the issues at hand.

C. Evidence and testimony referred to in paragraph B immediately above must be available to all parties to the grievance but may be presented without all parties concerned being at the pre-hearing at the same time.

D. Following the presentation of evidence and testimony, the Committee must decide within forty (40) days from the filing of the grievance, i.e., within ten (10) days after the pre-hearing, which point or points, if any, of the grievance shall be carried forward to a regular hearing. If the committee decides that the grievance is not valid, it must inform the grievant that the next level of review and appeal is the Executive Committee or the Indiana State University Faculty.

E. When the College of Education Grievance committee has determined in the pre-hearing that one (1) or more points of the grievance need further review and if the grievant still wishes to have that point or those points pursued, the Committee shall schedule a regular hearing within sixty (60) days of the original filing of the grievance, i.e., within twenty (20) days after the decision arising from the pre-hearing. Though the committee should attempt to set regular hearing dates at the convenience of all parties concerned, it must reserve the right to set such dates so as to assure an orderly progression of events. Written notice of the time, date, and place of the hearing shall be sent to all concerned parties.

IV. Regular Hearing

A. The purpose of a regular hearing is to attempt to determine the legitimacy of the grievance presented and to arrive at recommendations concerning the case. The hearing shall be conducted in accordance with general principles of due process.

B. The hearing will start with an opening statement by the grievant. The person or persons against whom the grievance is directed shall then make an opening statement. An opening statement is limited to thirty (30) minutes.

C. Witnesses may then be called by each party. The parties involved shall supply the Committee in advance of the hearing with a list of witnesses (if any) in the order in which they are to be called, indicating the specific points to which the witnesses will testify. This information shall be made available to the Committee and to all parties at least ten (10) days in advance of the hearing. The parties are requested to ask witnesses to be as brief as possible; however, no time limit is set for the testimony of any witness. The Committee will accept a written deposition from a witness, if the deposition is notarized. Any person called as a witness for more than one (1) party to the grievance may give testimony for each party at the same session. Witnesses may be questioned only by the Committee. All parties to the grievance may submit questions in advance, which the committee may ask the appropriate witnesses. Questions for witnesses may also be submit in writing to the chairperson of the Committee during the hearing by parties to the grievance. In no case will any party to the grievance have the right to cross-examine directly any witness called by another party.

D. Hearings will be conducted in closed session with only the committee and the parties to the grievance present. Witnesses will be present only when asked to testify.

E. The proceedings of the hearing will be tape-recorded, with the tapes being in the possession of the Chairperson of the Committee until final disposition of the grievance. According to present (1982) Indiana State University procedures, the tapes must be stored in a safe for three (3) years following the conclusion of a proceeding.

F. The Committee shall decide whether additional material submitted during or after the regular hearing will be accepted or rejected.

G. Within fifteen (15) days of the close of the hearing, the Committee shall send its findings and recommendations in writing to the Dean of the College of Education for consideration and action, and to the parties to the grievance. The Committee must inform the grievant that the next level of review and appeal is the Executive Committee of the Indiana State University Faculty Senate.

H. Within fifteen (15) days of receiving the findings and recommendations of the Grievance Committee, the Dean of the College of Education shall send his/her decision in writing to the parties to the grievance, the Vice President for Academic Affairs, the Chairperson of the grievance committee, and any other persons involved in the decision.

V. Emergency Grievance Procedures

If a grievance is filed under the pressure of a time deadline, it may not be possible to follow the regular grievance procedures. In such a case, an emergency grievance may be filed with the Dean of the College of Education. The Dean, with the advise and assistance of the Grievance Committee of the College of Education Congress, shall attempt to resolve the issue in such a way as to meet the deadline at hand.

VI. Addendum

The Grievance committee is advised to consult with Congress when in doubt regarding any major issues pertaining to these grievance procedures.

Procedures for Appeals of Undergraduate Student Academic Matters

The following procedures describe the process of pursuing academic appeals and grievances for students in the College of Education, including:

Appeals relating to dismissal from the University for academic reasons;
 Appeals relating to the fulfillment of requirements for graduation;
 Appeals which question the grading practices of a professor.

It should be understood that appeals concerning academic matters generate tension for the parties involved. Throughout the appeal process, efforts will be made to minimize the tension by endeavoring to conduct matters efficiently and in ways that will respect the concerns of those involved.

Appeals relating to academic dismissal from the College or Program

Undergraduate appeals which relate to academic dismissal are made directly to the College of Education Dean's Office. The Associate Dean responsible for Student Affairs will hear individual petitions for reconsideration on the basis of extenuating circumstances. Students seeking to enroll in classes prior to the end of the mandatory period away from classes following an academic dismissal will be asked to complete the **Petition for Return From Dismissal** form, which is available from Education Student Services.

The Associate Dean's decision may be appealed to the Dean of the College, who has the final authority for admission of undergraduate students majoring in the College of Education.

In the enforcement of retention standards, it is accepted by the Office of the Dean as a working principle that the University standards for probation and retention are to be maintained in all but the most extraordinary cases.

Appeals relating to the fulfillment of requirements for graduation

Undergraduate appeals which relate to the requirements for graduation in degree programs or requirements in the teacher education program in the College of Education are made to Education Student Services. Students seeking a waiver of a requirement for their degree or licensure program must complete a Petition form, which is available in Education Student Services. All curriculum petitions must be approved by the chairperson of the department in which the student is majoring and, at times, by a departmental committee. Curriculum petitions concerning general education requirements normally will be reviewed by the Coordinator of the General Education Program as well.

Final appeal in modifying degree requirements is made to the Dean of the College, who has final authority to certify completion of requirements for graduation.

Because curricular requirements for degree programs are set by the faculty members of the University as an area within their primary authority, waivers or substitutions will be approved only for the most extraordinary reasons.

Appeals which question the grading practices of a professor

In any case in which a student questions the assigned grade in a course, she/he is encouraged to talk with the instructor about the grade and attempt to resolve the questions. Students may choose to speak with the department chairperson as well. The purpose of such conversations is to clarify possible misunderstandings or to remedy failures of communication. Such conversations do not constitute an appeal of the assigned grade.

Students who wish to file an appeal of an assigned grade will follow the steps outlined below.

It should be understood that the instructor of the course has primary responsibility for assigning grades and no assigned grade will be changed without the instructor's concurrence.

Grounds for Formal Appeal of an Assigned Grade

A formal appeal may be filed by a student based on one or more of the following grounds only:

1. Miscalculation of a grade
2. Misapplication of a grade standard
3. Lack of communication/feedback concerning a grade

Step One: Student submits the College of Education Grade Appeal form and required accompanying material to the Associate Dean in the College of

Education no later than the Friday of the third full week of classes of the academic term following the semester the grade was assigned. (Students who have applied for graduation must submit any appeal of a grade issued in their graduation term no later than one week after grades are due from faculty for that term. Students intending to graduate should recognize that appealing a grade will prevent closing their academic record and therefore may delay the review of their progress toward degree completion and the issuance of their diploma.) The Associate Dean will send a copy of the Grade Appeal form and accompanying materials to the instructor who assigned the grade and a copy of the Grade Appeal form to the Department Chairperson no later than one week after receiving them.

Deadline to file an appeal. The Grade Appeal form and materials must be submitted no later than the Friday of the third full week of classes of the academic term following the semester the grade was assigned. This means an appeal of a grade assigned in a fall term must be submitted to the Associate Dean no later than the Friday of the third full week of classes in the subsequent spring term. Spring and summer sessions shall count as a single term. Therefore, an appeal of a grade assigned in a spring or summer term must be submitted to the Associate Dean no later than the Friday of the third full week of classes of the subsequent fall semester. Students who have applied for graduation must submit any appeal of a grade issued in their graduation term no later than one week after grades are due from faculty for that term. Students intending to graduate should recognize that appealing a grade will prevent closing their academic record and therefore may delay the review of their progress toward degree completion and the issuance of their diploma.

Required Materials. Students are required to attach a written statement with the Grade Appeal form. The statement must include the ground(s) on which the grade is being appealed and information the student feels would justify a change in the assigned grade. Students should submit any material that supports the assertion of grounds for appeal and documentation in support of a change in the assigned grade.

Step Two. The Instructor who assigned the grade will respond in writing to the student's grade appeal no later than two weeks after she/he has been sent the Grade Appeal documents. Copies of the instructor's written response will be sent to the Department Chairperson and the Associate Dean. If the professor is unavailable (i.e., no longer employed at ISU, medically unable to perform, deceased, etc.), proceed to Step Three.

If no satisfactory resolution is reached at this point, the student may choose to continue to the appeal, as below.

Step Three: The student will request a review of the appeal by the Department Chairperson, *no later than two weeks after the instructor's response was sent.* This request will be submitted in writing (via regular mail or email from the student's official ISU email address) to the Associate Dean and noted on the

original Grade Appeal form. The Associate Dean will send the Department Chairperson the Grade Appeal materials, with a request for further review. The Department Chairperson will respond in writing to the student's grade appeal no later than two weeks after she/he has been sent the Grade Appeal documents. Copies of the chairperson's response will be sent to the Associate Dean and the instructor who assigned the grade.

Note: The chairperson will discuss the matter with the instructor to gather additional information. In departments that have a committee charged with the responsibility of hearing student grade appeals, the chairperson may refer the matter to the committee.

If no satisfactory resolution is reached at this point, the student may choose to continue to the appeal, as below.

Step Four: The student will request a review by the College. This request will be submitted in writing (via regular mail or email from the student's official ISU email address) *no later than two weeks after the chairperson's response was sent* to the Associate Dean and noted on the original Grade Appeal form. The Associate Dean will send a copy of the written appeal and accompanying materials to the chairperson of the College of Education Congress who will

1. Schedule a review of the appeal by the Grievance Committee who may request to interview each party, according to established procedures. The purpose of this airing of the appeal before the committee is to help mediate and bridge differences or clarify misunderstandings.
2. The Committee will submit a confidential, written opinion to the Dean of the College no later than three weeks after the chair received the appeal.

Step Five. The Dean will review the committee's written opinion and send a written response to the appeal to the student no later than two weeks after receiving the opinion from the Student Affairs Committee. Copies of the Dean's response will be sent to the Departmental Chairperson, the instructor who assigned the grade, and the chair of the Student Affairs Committee.

Note: Prior to sending a written response, the Dean may discuss the appeal with involved parties and may meet with any parties involved prior to and/or after providing a written opinion to the parties.

If a student wishes to pursue an appeal beyond the level of the College, she or he will submit a request for further review in writing to the Associate Dean *no later than one week after the Dean's response was sent*. The Associate Dean will forward the appeal record to the Provost and Vice President for Academic Affairs.

At all points in the process, efforts will be made to respond in a timely manner. Stipulated deadlines will be met and notifications made promptly. It is understood

that time allotted for response does not include periods when the university is closed (e.g. winter break) or classes are not in session (e.g. spring break) or during summer sessions (i.e. from the last day of the spring term to the first day of the fall term). If a party fails to respond to a request for review, the next level review will be initiated. A student may withdraw the appeal at any point in the process; withdrawal of the appeal closes the appeal.

All documents associated with a formal appeal of a grade will be treated as confidential.

Faculty Research

I. Guidelines and Procedures

The following are suggested guidelines and procedures for faculty in the College of Education seeking released time and support services for research. The primary purpose of this proposal is to create a climate more conducive to faculty research, to improve research services, and to thereby increase research output of faculty.

A. Guidelines

- (1) Faculty desiring to engage in research may request release time from the normal teaching load in order to pursue their specific research interests.
- (2) Support services for faculty research such as secretarial assistance, graduate student assistance, design consultation, editorial assistance, and other human and material resources may be provided upon request.
- (3) Residual funds from previous grants may be allocated to the support of faculty research upon request.
- (4) College of Education publications may be utilized in the dissemination of research activities of faculty.

B. Procedures

- (1) Faculty desiring released time for research or proposal development may apply to their departmental chairperson for released time. The application form should outline the purpose of the request, the amount of released time needed, the amount and type of support services needed, and evidence of previous inquiry into the proposed field of study.

(2) The department chairperson will determine the class teaching equivalency of the proposal and the availability of the requested support services and will assign a priority to the project.

(3) A conference will be held by the Chairperson with each applicant to review the proposed project and reach agreement with respect to each application.

(4) Each applicant agrees to furnish the department chairperson and the Center for Educational Research written evidence of completion of the project, which may be the publication of findings in a recognized periodical, an abstract of such findings, or a copy of a grant proposal. In the event that the work is not completed, a progress report indicating accomplishments and work to be done must be submitted.

Responsibilities for the Preparation Professional Education Personnel

College of Education

The College of Education is the official teacher education agency of the University. The primary responsibility for the preparation, design, management, and evaluation of teacher education programs (programs for preparation of teachers, supervisors, administrators, and school services personnel) at Indiana State University resides with the professional education faculty. Administrative responsibility, coordination, and accountability for teacher education programs reside with the Dean of the College of Education. The College of Education is responsible for all educational psychology and education courses necessary for meeting teacher certification. (*University Handbook* 1-10)

The National Council for Accreditation of Teacher Education, which accredits Indiana State University's teacher education programs, recognizes that the primary responsibility lies with the professional educators on the University Faculty.

Miscellaneous

I. Rules of Order

The rules of procedure to be followed by the College of Education Congress are Roberts' Rules of Order except when these rules are in conflict with the Constitution for Faculty Governance of the College of Education or when, by agreement among a majority of those present and voting, it is voted to suspend such rules for consideration of a specific question or issue.

II. Secretarial Services, Congress (1979)

The secretary to the Associate Dean for Academic and Student Services is designated to perform secretarial services for the College of Education Congress.

III. Summer School Staffing (1981)

A. The primary basis for determining summer school assignments should be the subject matter competence and teaching ability of the faculty members. If and only if these criteria are met, other factors may be considered. Among these are fair rotation of teaching assignments and, in rare cases, special situations involving needs of faculty members.

B. Neither academic rank nor the amount of reimbursement shall be considered as criteria which lead to giving preference. Staff assignments for summer school are a primary responsibility of the department chairperson, subject to approval by the Dean.

Approved by the College of Education Congress (September 7, 1981).

Procedures for Program Approval, Changes, or Discontinuance
--

1. Curriculum programs originate at the department level.
2. A program must receive the approval of the department(s).
3. The program is officially submitted over the signature of the Department Chairperson to the College of Education Congress and to the appropriate Associate Dean for Administrative Services and to the Director of Education Student Services.

4. Simultaneously information copies are sent to members of the Administrative Council.
5. The Congress acts upon the proposed program by:
 - a. approving it,
 - b. returning it to the department for changes, or
 - c. rejecting it
6. Congress forwards approved programs to the Dean for his/her action.
7. If the program contains courses not yet approved, it can be approved subject to the acceptance of the new courses.
8. The Dean has the power of approval, rejection, or returning it to Congress for further consideration with his/her suggestions.
9. In case of the Dean's veto, the faculty of the College of Education shall meet to consider the action and may (1) sustain the Dean's veto or (2) over-ride it by a two-thirds majority of those voting.
10. When the proposed program is approved, it is submitted to the Teacher Education Committee if the program falls within the certification guidelines of the State Department of Public Instruction.
11. The Teacher Education Committee advises the Dean of its recommendation.
12. The Dean may (1) accept the TEC's recommendation or (2) veto it.
13. When a program is approved, it is sent to the Vice President for Academic Affairs and to the Faculty Senate Chairperson.
14. The program then proceeds through the appropriate University governance committees.

Approved October 20, 1983.

Executive Committee Powers as a Curriculum Audit Committee

In order to facilitate the curricular process and accommodate the expectations of the 2003 revision to the CAPS Manual, it is proposed that the Congress Executive Committee serve as a Curriculum Audit Committee with procedures as follows:

1. When program or course proposal is received for review and approval by Congress, the proposal and all accompanying paperwork will be electronically shared with members of Congress and notice of the proposal will be posted to the Congress website.
2. Congress representatives will be given 10 calendar days to review the proposal.
3. After the ten days, the Audit Committee will convene to determine:
 - a. If any questions or concerns were raised by members of Congress during the review period, the proposal will be brought before Congress at the next meeting for vote;
 - b. If any member of the audit committee has concerns or feel that the whole body should consider the proposal, the proposal will be brought before Congress at the next meeting for vote; or
 - c. If none of the above occurs, the Audit Committee will vote on the proposal, forward the proposal on in the curricular process, and report the results before Congress at the next meeting.

These powers hold for the Executive Committee during the academic year. During the summer terms, the same rules apply, although Congress representatives will be given 20 calendar days to raise issues or concern.

Approved, May 5, 2004

Procedures for Course Approval

1. A course originates at the departmental level.
2. The course must be approved by the department.
3. The course is submitted to the appropriate Associate Dean for Administrative Services for approval and to the **Director of Education Services** or returned to the department for changes.
4. If approved, it is forwarded to the Dean for approval, or is returned to the department for changes.
5. Before approval, the Dean notifies the total faculty of the College of Education of the proposed course or change and allows five (5) working days for interested faculty members to respond to him/her.

6. The appropriate Associate Dean for Administrative Services or the Dean shall refer the course proposal to the Congress if there is a dispute concerning the course.

7. If approved by the Dean, the course proposal is sent to the Vice President for Academic Affairs.

8. The Vice President for Academic Affairs has the course published in the Academic Notes.

9. If there are no objections to the approval of the course within two weeks of initial publication, the course is considered approved.

Approved October 20, 1983

Evaluation of Instruction

For each full-time faculty member, at least one instructional activity -- for example, a scheduled class or a supervisory responsibility -- will be evaluated in a direct manner each semester. The evaluation may be by students, using a **published form** such as the Student Instructional report (SIR), a **form** developed by the faculty member's department, or a form prepared by the faculty member and approved by the department. As an alternate or additional procedure, the evaluation may be by departmental colleagues personally observing the faculty member's instruction. Similarly, an alternative or additional method of direct evaluation may be observation by the department chairperson. Self-evaluation should complement the external evaluation procedures described above.

The procedures for conducting evaluations and for using results will be such that the identities of the evaluators and the substance of the evaluations will remain confidential. The results will be known only to the faculty member evaluated and to the department chairperson unless the faculty member wishes to use the results as documentation for a personnel review.

The results of the evaluation are intended to be used in the continuous and ongoing process of improving instruction. Therefore, the faculty member and the chairperson will develop a systematic means by which this can be accomplished.

[Return to SOE Home Page](#)

Comments or questions SOE Webmaster

Last modified: May 5, 2005