

Department of Teaching and Learning

Policies and Procedures

Article I. Objectives

The Department of Teaching and Learning shall be devoted to teaching, scholarship, and service; and, by means of these activities, shall seek to understand and improve education in all its forms.

Article II. Members

Section 1 – All persons who hold academic tenure in the college or who are currently employed on a probationary contract (i.e., tenure track) in the college and are assigned to the Department of Teaching and Learning shall be voting members of the Department.

Section 2 – Upon the recommendation of one member, seconded by another member, and by three-fourths vote by ballot at a regular meeting, any person not meeting the requirements in Section 1, above, may be elected to voting membership for a prescribed term.

Article III. Chairperson

Section 1 – As specified in the *The Redbook*, the chairperson is the educational and administrative head of the department. Performance reviews of the chairperson shall be guided by *The Redbook*.

Section 2 – The chairperson shall have primary responsibility for representing the views of the department faculty to all groups and persons external to the Department of Teaching and Learning, particularly the Dean.

Section 3 – The chairperson shall be responsible for the administration and efficient conduct of the educational program of the department and coordinating the decision-making process of the department. This responsibility includes:

- a. scheduling annual elections for the departments standing committees
- b. appointing ad hoc committees as needed
- c. scheduling meetings for departmental business
- d. overseeing departmental elections and votes
- e. guiding the conduct of meetings

Article IV. Meetings

A. The chairperson shall be the presiding officer at department meetings; however, at the chairperson's request or in the chairperson's absence by a majority vote of members present, another member may be designated to preside.

B. The chairperson shall call all regular meetings of the department faculty and shall call at least one regular meeting each semester of each academic year.

C. Special meetings of the department faculty may be called by a group of at least five members, through a written request to the chairperson.

D. The chairperson shall send notification of each meeting, together with an agenda, to members prior to the day of the meeting, except in the case of bona fide emergencies. Notification of emergency and special meetings shall include the purpose for which the meeting is being called; at such meetings, no business shall be conducted that is not directly pertinent to the notified purpose. The chairperson shall also send notification of all meetings to the Dean.

E. A quorum shall consist of one-half of the members and shall be required to conduct a meeting of the department.

F. The chairperson shall distribute minutes of all department meetings in a timely manner to all members.

Article V. Department Committees

A. General Structure and Function of Committees

1. In order to provide optimum opportunity for department faculty to participate in decision-making, several standing committees shall coordinate department functions. Election to standing committees shall be held at the first department meeting of the academic year. Staggered terms of office for department members shall be established in order to assure continuity. Each committee shall elect a chairperson. Standing committees may request assistance from other department members in order to accomplish the committees' responsibilities.

2. Any committee may propose actions for the consideration of faculty members at departmental meetings and, as set forth in these Policies and Procedures or as directed by a majority vote of member at a departmental meeting, a committee may take specific action on behalf of the department.

3. The chairperson, in consultation with departmental members as appropriate, may appoint or may request the election of a special committee to perform a particular task related to the department's objectives. A majority of persons serving on a special committee shall be voting members of the department faculty.

B. Standing Committees

1. Curriculum Committee

a. Function

- i. To coordinate departmental reviews of all existing programs and courses.
- ii. To examine and take action for the faculty on all proposed and revised programs and courses, such examinations to include but not be limited to considerations of need, appropriate level, availability of resources, and potential duplication both within the department and in other units of the University.
- iii. To ensure that existing and proposed programs and courses comply with University, state, and professional guidelines, and/or certification requirements.

b. Structure

- i. Consists of five members elected by the faculty and one department student representative. The student representative will be nominated by faculty members on the committee and approved by the department.
- ii. The department chairperson or the chairperson's designee shall be an ex officio nonvoting member.

2. Personnel Committee

a. Function

- i. To facilitate the department faculty in advising the College of Education and Human Development Personnel Committee regarding matters of faculty evaluation (e.g., appointments, third-year pre-tenure reviews, tenure, promotions) and general personnel policies in the college.
- ii. To ensure confidentiality of the committee's deliberations and written records regarding individual persons.
- iii. In regard to third-year pre-tenure reviews, independently of the chairperson's review, the Department Personnel Committee prepares a written assessment of the probationary faculty member's progress toward meeting tenure standards and forwards the assessment to the CEHD Personnel Committee (copy to the faculty member).
- iv. In regard to evaluation of tenure, independently of the chairperson's review, the Department Personnel Committee prepares a written assessment of the faculty member's performance and forwards the assessment to the dean via the CEHD Personnel

Committee (copy to the faculty member and the faculty member's department chairperson).

v. In regard to evaluation for promotion, independently of the chairperson's review, the department personnel committee prepares a written assessment of the faculty member's performance and forwards the assessment to the dean via the CEHD Personnel Committee (copy to the faculty member and the faculty member's department chairperson).

vi. For all three-year pre-tenure, tenure, and promotion reviews, the Department Personnel Committee shall seek input in writing from all tenure-track faculty in the Department. Each year the Committee will make available to tenure-track faculty in the Department evidence of scholarship, service, and teaching of any faculty member undergoing review. Department faculty members will have at least 10 days to review the materials and independently submit letters to the Department Personnel Committee with regard to their analysis of the faculty member's performance in teaching, scholarly work, service, collaborative efforts, and professionalism. In the letter, faculty may also make a recommendation with regard to pre-tenure, tenure, and/or promotion. The Department Personnel Committee will summarize the information and recommendations in these letters and make recommendations in their letter to the CEHD Personnel Committee and Dean.

vii. The committee will operate in accordance with The Redbook, the Minimum Guidelines, the College of Education and Human Development's Personnel Policy and Procedures and relevant College of Education and Human Development Bylaws.

b. Structure

Consists of five tenured faculty members elected by a majority vote of the voting members of the Department of Teaching and Learning.

3. Planning and Budget Committee

a. Function

i. To represent the faculty and staff in advising the chairperson regarding strategic planning and the establishment of priorities in relation to the Department of Teaching and Learning's planning needs.

ii. To assist the chairperson in assuring that faculty and staff have understanding of and opportunities for active participation in the planning and budgeting process.

b. Structure

i. Consists of five faculty members elected by the department faculty and two staff members elected by the staff.

ii. The chairperson, or the chairperson's designee, shall be an ex officio nonvoting member.

4. Scholarship, Honors, and Awards Committee

a. Function

- i. Publicize opportunities for student and faculty scholarships, honors, and awards.
- ii. Review nominations made by departmental faculty and make recommendations for student and faculty honors and awards to the department for approval.
- iii. To submit the department's recommendations to appropriate sponsors.

b. Structure

Consists of five members and one student representative. The student representative will be nominated by the faculty members on the committee and approved by the department.

Article VI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the department meetings and department committee meetings in all cases to which the rules are applicable and in which they are not inconsistent with these Policies and Procedures or any special rules of order the members may adopt.

Article VIII. Amendment of Policies and Procedures

These Policies and Procedures may be amended at any regular department meeting by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing at the previous meeting.