ATTACHMENTS TO THE ORGANIZATIONAL OUTLINE AND BYLAWS OF

THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

(Approved October 22, 2010)

Attachment A

Mission Statement of the College of Education and Human Development

The College of Education and Human Development embraces the university's mission as a metropolitan research university committed to advancing the intellectual, cultural, and economic development of our diverse communities and citizens. We promote the highest levels of learning and social, emotional, and physical health and well-being for all children, individuals, and families. Our programs enhance the organizations and communities in which our citizens grow and develop. Our mission is to advance knowledge and understanding across our disciplines and constituencies and to develop educational leaders who will inform policy, improve practice, strengthen communities, and address pressing social concerns. We prepare students to be exemplary professional practitioners and scholars; to generate, use, and disseminate knowledge about teaching, learning, health promotion, disease prevention, and leadership in public and private sector organizations; and to collaborate with others to solve critical human problems in a diverse global community. We seek to continually improve the quality of life for all in our metropolitan community, the Commonwealth of Kentucky, and the nation.

Attachment B

Job Description for the Dean of the College of Education and Human Development

The Dean of the College of Education and Human Development (CEHD) is the chief academic officer of the college. The Dean is charged with providing progressive and dynamic intellectual and academic leadership to the college and enthusiastic support for the University's core values of quality, caring, diversity, innovation, and service.

General Responsibilities of the Dean

The Dean of the College of Education and Human Development reports directly to the Provost and will:

- Lead the College in furthering the values, mission, and goals of the University and the CEHD.
- Ensure the timely development and implementation of appropriate priorities and policies for the College, as well as strategic plans that are both visionary and pragmatic.
- Lead and strengthen the already dynamic partnerships with the 100,000-student Jefferson County Public Schools, the surrounding Ohio Valley Education Cooperative, Northern Kentucky Cooperative, and other districts across the Commonwealth of Kentucky and State of Indiana.
- Sustain accreditations to ensure the College maintains quality programs consistent with other nationally prominent universities.
- Recruit, mentor, and retain nationally exemplary faculty, staff and students with special emphasis on diversity and collaboration.
- Sustain a climate in which faculty excel in scholarly research, teaching, service, and community outreach.
- Lead the development efforts of the College, including personal participation in the cultivation, solicitation, and stewardship of major donors, prospective donors, and alumni.
- Advocate for the College within local, state, and federal agencies and serve as a thought leader on issues of education in each of these settings.
- Work with the departments to ensure that every CEHD graduate can meet the needs of his or her respective diverse work environments and that CEHD graduates are considered to be among the world's most coveted teachers, administrators, and professionals.
- Work with all the University's centers, colleges and departments in pursuit of innovative solutions to complex problems.

The aforementioned duties shall be accomplished in accordance with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the School. Unless prohibited by The Redbook or the Bylaws of the College of Education and Human Development, the Dean may delegate the aforementioned duties to appropriate administrators.

Approved by the Faculty of the College of Education and Human Development DATE////

Attachment C

Standing Committees of the College of Education and Human Development As of August 6, 2010

Committee	Committee Members	Term	Department
	Pat Leitsch	2013	Ldrship, Fndtns & Human Resource Ed
	Lori Norton-Meier	2013	Teaching & Learning
	Natalie Kosine	2013	Educational & Counseling Psychology
	Bill Weinberg	2012	Health & Sport Sciences
	Amy Lingo	2011	At-Large
CURRICULUM	Tom Tretter	2011	At-Large
	Sandra Duncan	2013	Educational & Counseling Psychology
	Fashaad Crawford	2013	Ldrship, Fndtns & Human Resource Ed
	Tia Johnson	2012	Staff
	Monica Delano*	2011	Teaching & Learning
DIVERSITY	Stefanie Wooten	2011	Health & Sport Sciences
	Adrienne Bratcher	2013	Health & Sport Sciences
	Nicole Fenty	2012	Teaching & Learning
	Michael Cuyjet	2011	Educational & Counseling Psychology
HONORS AND SCHOLARSHIP	Craig Hochbein	2011	Ldrship, Fndtns & Human Resource Ed
	Tim Landrum	2013	At-Large
	Mark Leach	2013	Educational & Counseling Psychology
	Ann Swank	2012	Health & Sport Sciences
	Namok Choi	2011	Ldrship, Fndtns & Human Resource Ed
PERSONNEL	Tom Tretter	2011	Teaching & Learning
	Anita Moorman	2013	Health & Sport Sciences
	Jim Stone	2013	Ldrship, Fndtns & Human Resource Ed
	Ruth Moser	2012	Staff
	Nancy Cunningham	2012	Educational & Counseling Psychology
PLANNING AND BUDGET	Maggie McGatha	2012	Teaching & Learning
	Peter Alter	2013	Teaching & Learning
	Sam Stringfield	2013	Ldrship, Fndtns & Human Resource Ed
	Jeff Valentine	2013	Educational & Counseling Psychology
RESEARCH AND FACULTY DEV	Alex Lyras	2011	Health & Sport Sciences
	Joe Petrosko	2013	Ldrship, Fndtns & Human Resource Ed
	Todd Brown	2012	Teaching & Learning
	Patrick Poessel	2012	Educational & Counseling Psychology
	Richard Fee	2011	Health & Sport Sciences
	Stephanie Wooten	2011	At-Large
STANDARDS AND ADMISSIONS	Caroline Sheffield	2011	At-Large
	Molly Sullivan	2013	Ldrship, Fndtns & Human Resource Ed
	Jill Adelson	2012	Educational & Counseling Psychology
STUDENT ACADEMIC	Alex Lyras	2011	Health & Sport Sciences
GRIEVANCE	Melissa Shirley	2011	Teaching & Learning
	Roger Buskill	2013	Ldrship, Fndtns & Human Resource
	Mylantha Baunjoko	2012	Staff
	Richard Fee	2012	Health & Sport Sciences
	Steve Swan	2012	Teaching and Learning
	Jesse Owen (Fall 10)	2012	Educational & Counseling Psychology
TECHNOLOGY COMMITTEE	Kirsten Sundell	2011	At-Large

Curriculum Committee

1. Charge
   a. To coordinate departmental reviews of all existing courses, such reviews to be conducted every five years for the purpose of determining the continued need, relevance, and quality of each course.
   b. To examine and take action for the faculty on all proposed and revised courses, such examinations to include but not be limited to considerations of need, appropriate level, and potential duplication both within the college and in other units of the University.
   c. To ensure that existing and proposed courses and programs comply with University, state, and professional guidelines, and/or certification requirements.

2. Composition and Selection
The committee shall consist of one faculty representative from each department elected by the departmental faculty and one student representative. The dean or the dean's designee(s) shall be an *ex officio,* nonvoting member(s).

b. Terms
Faculty members serve three-year terms, and student representatives serve a one-year term. If a student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Diversity Committee

1. Charge
   a. To address faculty, staff, and student concerns and facilitate action on equity issues, e.g., recruitment and retention of diverse faculty, staff, and students.
   b. To facilitate the development of priorities and procedures regarding issues of diversity, e.g., curricular development and multicultural issues.
   c. To recommend allocation of funds which will improve the college's instructional status regarding issues of diversity.
   d. To encourage activities within the college which will lead to additional resources from the University for concerns related to issues of diversity.
   e. To facilitate the securing of resources from outside the University which will help address issues of diversity in teaching, research, and service.

2. Composition and Selection
The committee shall consist of one faculty representative from each department elected by the departmental faculty, one representative from Minority Teacher Recruitment Project, two elected staff members with one being from the Education Advising department, and one student representative elected by the student council. The dean or the dean's designee shall be an *ex officio,* nonvoting member.

3. Term

Faculty and staff representatives serve three-year terms. The student representative shall serve for a one-year term. If the student representative cannot attend then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Honors and Scholarships Committee

1. Charge
   a. To assist students in securing needed financial aid and to act as a liaison with the university Director of Financial Aid;
   b. To secure money for the awarding of scholarships by preparing proposals for appropriate funding agencies, such as the WHAS Crusade Grants;
   c. To recommend and interpret the criteria for the designation of honors status in the college;
   d. To coordinate existing and new awards in the college.

2. Composition and Selection
The committee shall consist of one faculty representative from each department elected by the departmental faculty and one student representative. The dean or the dean's designee shall be an *ex officio,* nonvoting member.

3. Term
Faculty members serve three-year terms, and the student representative serves a one-year term. If the student representative cannot attend then the committee may appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Planning and Budget Committee

1. Charge
   a. To represent the faculty and staff in advising the dean regarding 1) revision of the Strategic Plan, and 2) the establishment of Priorities For Action (PFAs) in relation to that plan.
   b. To represent the faculty and staff in advising the dean about 1) requests for new general funds, 2) the development of the annual budget, 3) the allocation of year-end funds, and 4) the development of plans to meet any extraordinary budget situations, and 5) provide faculty with an annual report.
   c. To assist the dean in assuring that faculty and staff have understanding of and opportunities for active participation in the planning and budgeting process.
   d. Work in conjunction with the Curriculum Committee to review the budgetary implications and availability of resources for new academic program proposals.

2. Composition and Selection
The committee shall consist of one faculty representative from each department elected by the departmental faculty and two staff members. The dean or the dean's designee shall be an *ex officio*, nonvoting member.

3. Term

All members serve three-year terms. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Policy Review Committee

1. Charge
   a. To review the bylaws every five years.
   b. To review the personnel policies every five years.
   c. To initiate any of the above reviews, or reviews of other college policies or procedures should need arise or as directed by the Faculty Advisory Council, the Dean's Council, or the Dean of the College
   d. To update bylaws and personnel documents as directed by amendments voted on by faculty at a faculty meeting; or as required due to changes in other university policies or the Redbook.
   e. To ensure that bylaws and personnel documents are consistent with Redbook.

2. Composition and Selection

The committee shall consist of one faculty representative from each department elected by the department faculty. All members must be tenured or probationary faculty. Additional representatives may be invited to join the Committee as non-voting members.

3. Term

All Members shall serve three year terms. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Research and Professional Development Committee

1. Charge
   a. To administer the College of Education and Human Development Research Fund.
   b. To encourage and support faculty research.
   c. To encourage and support student research.
   d. To encourage and support professional development.
   e. To enhance the research climate in the college.

2. Composition and Selection

The committee shall consist of one faculty representative from each department elected by the departmental faculty and one student representative. The dean or the dean's designee shall be an *ex officio*, nonvoting member.

3. Term

Faculty members serve three-year terms, and the student representative serves a one-year term. If the student representative cannot attend then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Standards and Admissions Committee

1. Charge
   a. To recommend to the faculty policies and procedures regarding admission to and completion of degree and professional certification programs and to implement them;
   b. To conduct periodic reviews of admissions and completion standards and recommend appropriate changes to the faculty;
   c. To approve proposed changes to the admissions and completion standards of degree and professional certification programs.
   d. To consider and decide student petitions regarding admission to and completion of undergraduate and master's degree and professional certification programs. SAC has appellate jurisdiction to review procedural questions only regarding petitions arising from admissions decisions of departmental admissions committees.
   e. To recommend to the faculty policies and procedures for the grading system and appropriate changes.
   f. To conduct reviews of student records within the college for determining student status and change in student status.

2. Composition and Selection

The committee shall consist of one faculty representative from each department elected by the departmental faculty and one student representative. At least half of the faculty members must have graduate faculty status. A quorum shall consist of half of the faculty members on the committee. The dean or the dean's designee(s) shall be an *ex officio*, nonvoting member(s).

3. Term

Faculty members serve three-year terms, and the student representative serves a one-year term. If the student representative cannot attend then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Technology Committee

Charge

a. To create, develop, and maintain vision for the use of technology in teaching, research, and service, and in administrative tasks.
b. To represent the faculty, staff, and students in advising the Dean on technology policies, procedures, needs, and expenditures.
c. To administer the Technology MiniGrant fund and other funds designed for technology across the CEHD.

2. Composition and Selection

The committee shall consist of one faculty representative from each department elected by the departmental faculty, one representative from the Planetarium, one staff representative, and one student representative. The dean or the dean's designee shall be an *ex officio* nonvoting member. Representatives from the ERTC and CEHD partners (e.g. IT, JCPS) may be invited to join the Committee as non-voting members.

3. Term

Faculty and staff members serve three-year terms. The student representative shall serve for a one-year term. If the student representative cannot attend, then the committee shall appoint a student designee. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire.

Attachment "D"

Organizational Chart of the College of Education and Human Development