SECTION II: SCHOOL OF EDUCATION COMMITTEES

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Mathematics Education Advisory Committee
Science Education Advisory Committee
Social Studies Education Advisory Committee

Teacher Education Advisory Committee
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Elected Committees

Elections of members for SOE committees shall be completed by the first faculty meeting of each academic year. Vacancies in committees shall be filled at the first SOE faculty meeting after the vacancy occurs. Any faculty member may be re-elected to any committee. Although it is usually deemed best for committee responsibilities to be distributed evenly among the faculty, there is no proscription concerning any faculty member being elected to more than one committee.
Promotion and Tenure Committee

The Promotion and Tenure Committee shall be composed of three tenured SOE faculty members. Each year the faculty will elect two members to this committee. The person receiving the highest number of votes each year will serve for two years, the person receiving the second-highest number of votes will serve for one year. Candidates for promotion are not eligible to serve on the committee.

The committee shall designate a chair who shall work closely with the Dean to assure that dossiers are properly prepared. This committee shall then review the promotion and tenure dossiers of SOE faculty members and make recommendations to the Dean. This committee shall also formally review the credentials of all candidates for rank and/or tenure in the School of Education.

The committee shall apply the criteria specified in the Indiana University Academic Handbook and the SOE policies on promotion and tenure in making its recommendations.

1. The full committee shall review the dossier of each candidate using the criteria in the Indiana University Academic Handbook and SOE criteria.
2. Each committee member shall make one of three recommendations:
   a. Recommend
   b. Not Recommend
   c. Defer (in promotion cases only)
      1) A recommendation to defer may indicate that not enough evidence is available to make a recommendation (e.g., when dossiers are incomplete or the candidate has not yet had enough time in rank to show clear evidence of accomplishments).
      2) In the case of a recommendation not to recommend or a deferred recommendation, a statement must accompany the dossier indicating, as specifically as possible, the observed weaknesses and how they may be eliminated.
3. After the Dean receives the recommendation(s) from the committee, and/or the candidate has requested that his/her dossier continue in the review process, the Dean shall review the dossier and make a recommendation. One of three recommendations may be made:
   a. Recommend
   b. Not Recommend
   c. Defer (in promotion cases only) (See 2.c above)
Salary Committee

The Salary Committee shall be composed of three faculty members. Two of the three members must be tenured and hold the rank of Professor or Associate Professor. Each year the faculty will elect two members to this committee. The person receiving the highest number of votes each year will serve for two years, the person receiving the second-highest number of votes will serve for one year. The committee selects a Chairperson and a Recording Secretary to prepare minutes and a summary of all committee recommendations. If a member of this committee wishes to make an appeal to this committee, he/she shall resign from the committee so that the School may elect another member before the appeal is heard.

The charge of this committee is to hear appeals from faculty members who feel that salary increases were not awarded following the procedures established by this School, then to render an opinion and recommendation concerning that appeal.

Merit salary increases are awarded by the Dean following the procedure in Section III of this Manual.

Appeals: Upon a faculty member’s request, the Salary Committee shall review merit salary recommendations made by the Dean to determine whether the School’s salary increase guidelines were followed in making those recommendations. A faculty member making an appeal may use whatever documentation or seek such support as deemed appropriate in presenting that appeal. Based upon its analysis, the committee may recommend modification(s) in merit ratings made by the Dean. The Committee will report its findings to the Dean and the faculty member involved.

If the faculty member believes that he/she still has not received fair consideration, a formal appeal can be made to the Vice Chancellor for Academic Affairs.
Faculty and Student Procedural Practices Committee

The Faculty and Student Procedural Practices Committee shall be composed of three faculty members. Each year the Faculty will elect two members to this committee. The person receiving the most votes each year will serve for two years, the person receiving the second-most votes will serve for one year. No member of the committee may be a party to any case. A member to replace such a committee member will be appointed by the Dean.

The committee at its organizational meeting shall choose a chairperson, ombudsperson, and recording secretary. The duties of the recording secretary include taking minutes and preparing an annual report. The Ombudsperson shall serve as a liaison for students with complaints. This person shall attempt to solve students’ problems in an informal manner in order to eliminate unneeded formal procedures.

The charge of this committee is to hear appeals from students or faculty members who feel that arbitrary and capricious actions were made by the Dean or a SOE faculty member, then to render an opinion on that appeal.

Any student, faculty member, or other person who believes that a SOE faculty member has made arbitrary and capricious actions that have harmed him/her may file an appeal with this committee. This committee shall gather information and report findings relative to the alleged arbitrary and capricious practices. The finding will be relative to whether professional policies and procedures were followed.

This committee shall review the procedures relative to cases in which a faculty member has not been reappointed and report its findings. In fulfilling this function, the responsibility of the committee is to report findings relative to whether adopted policies and procedures have been followed.

In view of the nature of the committee function, only duly elected members may attend meetings unless other faculty members or students are invited to attend to offer pertinent information. Any faculty member or student may request to attend for the purpose of offering pertinent information.

Procedures concerning the routing of cases and the presenting of findings are found in Section IV of this manual.
The Faculty Development Expense Fund Committee

The Faculty Development Expense Fund Committee shall be composed of 3 faculty members. Each year the Faculty will elect two members to this committee. The person receiving the most votes each year will serve for two years, the person receiving the second-most votes will serve for one year.

The committee at its organizational meeting shall choose a chairperson

The committee shall receive and review individual faculty proposals for use of the Faculty Development Expense Fund. Following the guidelines listed in Section IV of this manual, the committee will make award recommendations to the Dean of the School of Education.
Appointed Committees

The Dean shall make appointments to the following committees after the formation of the elected committees. All appointments are for one year. In making appointments, the Dean shall attempt to distribute committee assignments equally among the various faculty members. Vacancies in committees shall be filled as soon as it is practical. Any faculty member may be reappointed to any committee unless specified below.
Initial Programs Committee

The Undergraduate Committee shall be composed of four or more faculty members. The committee shall elect a member to chair it and serve in the Education Cabinet.

This committee shall:

1. Coordinate faculty efforts in the development, implementation, and evaluation of instructional programs at the undergraduate level and all graduate programs that lead to initial teacher certification. It shall produce revisions as necessary and submit them to the faculty for approval.

2. Assist the Associate Dean with the development of class schedules.

3. Review syllabi of initial program courses to ensure that the Conceptual Framework is reflected in programs.

4. Work with the chair of the Assessment Committee to obtain, analyze, and use information to monitor the effectiveness of initial program instructional programs.

5. Oversee all portfolio checkpoints for the initial programs.

6. Monitor compliance with State of Indiana and accrediting agency standards.
Advanced Programs Committee

The Advanced Programs Committee shall be composed of four or more faculty members appointed. The committee shall elect a member to chair it and serve on the Education Cabinet.

This committee shall:
1. Coordinate faculty efforts in the development, implementation and evaluation of instructional programs at the advanced level (e.g. master’s degree, educational administration). It shall produce revisions as necessary and submit to the faculty for approval.
2. Assist the Associate Dean with the development of class schedules.
3. Review syllabi of advanced program courses to ensure that the Conceptual Framework is reflected in programs.
4. Work with the chair of the Assessment Committee to obtain, analyze, and use information to monitor the effectiveness of advanced program instructional programs.
5. Oversee all portfolio checkpoints for the advanced programs.
6. Monitor compliance with State of Indiana and accrediting agency standards.
Assessment Committee

The Unit has an assessment system that clearly reflects the conceptual frameworks, professional and state standards, and Unit dispositions. The policies and procedures for assessment are clearly outlined in the Assessment System Handbook.

The Assessment Committee, a Standing Committee in the Unit, made up of four or more full-time Unit faculty and staff, the UAS Manager, and four P-12 educators meets on a regularly scheduled basis to address each of the following: the Unit’s Assessment data; policies and procedures related to assessment; and fairness, accuracy, and consistency of the Unit’s assessment instruments and the data they provide.
Student Admission and Reinstatement (Appeals) Committee
Revised October, 2004

The committee shall be composed of three SOE faculty members, of whom at least one must be tenured, one a member of the Initial Programs Committee, and one a member of the Advanced Programs Committee. Faculty members who serve administrative roles such as Associate Dean or Director shall not serve on this committee. The committee shall consider cases where the application of a student for admission or re-admission requires the opinion of a representative body to ensure due process.

This committee shall meet as necessary to hear:
1. Requests for admission to programs that require interpretation of policy.
2. Requests for admission to programs that request exception from admission requirements.
3. Requests for readmission.
4. Requests to change advisor not resolved by the ombudsman.
5. Requests to substitute or transfer credit not mutually agreed upon by student and director of student services.
6. Requests for changes in program scope or sequence not approved by the advisor.
Recruitment and Retention Committee

The Recruitment and Retention Committee shall be composed of up to five members at least 3 of whom must be members of the SOE. The Director of Student Services shall chair this committee.

This committee shall work with the campus marketing coordinator in designing, implementing, and evaluating efforts to market School of Education programs. As part of its overall responsibilities, this committee shall annually evaluate the SOE Student Recruitment Plans. This committee shall also seek input from the Director of the Urban Teacher Education Program and from the Teacher Education Advisory Board. The chair of this committee (the Director of Student Services) shall serve as a liaison to the Teacher Education Advisory Board by serving as a member of that board.
Information Design and Delivery Committee
The Information Design and Delivery Committee shall be composed of a chair and three other members.

The committee shall:
• Monitor, coordinate, and assess all informational materials regarding the School of Education intended for external constituencies (e.g. pamphlets, web pages, advising materials, etc.)
• Issue recommendations to the School regarding any needed changes in SOE informational materials intended for external constituencies.
• Coordinate and/or monitor and report to the faculty any projects, needs, and issues having to do with technology within the School.
• Serve as a clearinghouse for occasional information that it deems would be of interest to the faculty of the School (e.g. grant writing opportunities, sources of instructional materials, etc.)
Library Committee

The Library Committee shall be composed of at least three faculty members.

The committee shall:
1. Serve as a liaison between the SOE and appropriate IUN Library staff.
2. Review the SOE library collections once every five years (in years divisible by five), suggest areas where the collections are not adequate, and suggest removal of outdated materials.
3. Work with the faculty each academic year to ensure that the annual allocation for SOE library resources is spent in a manner that supports the balance between the acquisition of books and the acquisition of journals that is deemed best by the SOE faculty.
4. Oversee the building, maintenance, and operations of the SOE Materials Resource Center.
5. Coordinate and/or monitor and report to the faculty any projects, needs, and issues having to do with SOE library resources.
Advisory Committees

Education Cabinet

The Education Cabinet shall be composed of the Dean, the Associate Dean, and the chairs of the Initial Programs, Advanced Programs, and Assessment Committees. It shall be chaired by the Dean.

The Cabinet shall meet at the Dean’s discretion and shall advise the Dean on policy issues, assist in the creation of agendas for SOE meetings, and shall review materials and make suggestions for proposals before they are presented at SOE faculty meetings.
Accreditation Coordinating Committee
Added September 1, 2000

The Accreditation Coordinating Committee shall be composed the Dean and at least three SOE faculty members who shall be appointed by the Dean. The committee shall

• Consult with the Dean and the Education Cabinet on matters relating to accreditation issues relevant to the School.
• Monitor and recommend to the Dean and the Education Cabinet any changes in SOE policies or procedures necessary to maintain the full accreditation of the School with both state and national accrediting bodies.
• Advise the Dean on matters deemed appropriate by the Dean
Cognate-area Advisory Committees:

Language Arts Education Advisory Committee
Mathematics Education Advisory Committee
Science Education Advisory Committee
Social Studies Education Advisory Committee

These four committees shall be composed of one to three Arts and Sciences faculty members and one to three Education faculty members including the Education faculty member responsible for the methods course in that area who shall also serve as its chair. These committees shall review the respective cognate course components of the teacher education program and make recommendations to the SOE for changes when appropriate. They shall ensure that the spirit and letter of State of Indiana, Indiana University, and accreditation requirements are being met.
Teacher Education Advisory Committee

The Teacher Education Advisory Committee shall be composed of at least fifteen members and shall be chaired by the Dean. Members shall include the Dean, the Associate Dean, the Education Cabinet, the chair of the Recruitment and Retention Committee, two members of the College of Arts and Sciences, two School of Education students, and at least six representatives from local school districts.

The committee is charged with advising and assisting the SOE in evaluating, designing, and improving instructional programs. A member of the Recruitment and Retention Committee shall attend this committee’s meetings.

The Committee shall meet once a year during the fall semester. (Addendum April 3, 2009)
Field Experience Advisory Committee

The Field Experience Advisory Committee shall be composed of at least two SOE faculty members appointed by the dean, and area school teachers and administrators involved with the field experiences of students in Education courses. It is chaired by the Director of Education Field Experiences and Placement and is charged with advising the School of Education faculty of desirable and appropriate components, experiences, and behaviors for students involved in field experiences in area schools. The committee suggests changes in field experiences, teacher education, program content, student teacher requirements and handbooks, course offerings, etc. The Committee shall meet once a year during the spring semester. (Addendum April 3, 2009)