SECTION I:

ORGANIZATIONAL STRUCTURE
and RESPONSIBILITIES OF SCHOOL MEMBERS

The School of Education

The School of Education is a professional unit of Indiana University Northwest and a part of the Indiana system of education schools. The School shall be administered by a Dean supported by an Associate Dean and the Education Cabinet. The professional staff of the School shall be composed of the Director of Education Student Services, the Academic Advisor, and the Unit Assessment System Coordinator.

Faculty and professional staff shall meet regularly to discuss and determine curriculum policies, program development, assessment, student advising, faculty accountability and other business as it shall arise. Full-time professional staff shall be voting members of the School, except in matters related to promotion and tenure, budget, curriculum, or as proscribed elsewhere in this manual or the Indiana University Academic Handbook.

The School of Education has several programs that are overseen by faculty members who serve as directors or coordinators.

Programs with directors are:
• Urban Teacher Education Program

Programs with coordinators are:
• Education Administration
• Special Education

The standing faculty committees are divided into three categories.

A. Elected
• Promotion and Tenure
• Salary
• Faculty and Student Procedural Practices
• Faculty Development Expense Fund

B. Appointed
• Initial Programs
• Advanced Programs
• Assessment
• Recruitment and Retention
• Student Admission and Reinstatement
• Information Design and Delivery
• Library
• Scholarship
• Special Events

C. Advisory
• Cognate-area
• Teacher Education
• Field Experience

Ad hoc committees may be created as various needs arise.

The School’s administration is entrusted to the Dean in consultation with the Education Cabinet comprised of the Dean, the Associate Dean, and the chairs of the Initial, Advanced, and Assessment Committees. Assisting the Dean are: the Associate Dean, program directors, and program coordinators. The Associate Dean, program directors, and program coordinators shall be regular, full-time faculty members of the School of Education who are appointed to this position by the Dean.
Responsibilities of the Faculty

The faculty at Indiana University Northwest observes the policies and procedures specified in the *Indiana University Academic Handbook*. In addition, faculty members shall:

1. Continually develop and implement the conceptual framework of the School.
2. Ensure that field experiences and student teaching are consistent with the conceptual framework, are well planned and sequenced, and are of high quality.
3. Ensure that teacher education students are systematically monitored and assessed from entrance into the Teacher Education Program through completion.
4. Ensure that the School of Education programs and practices are monitored and assessed regularly and continually.
5. Ensure that, within the various discipline areas, teacher education students meet the standards defined by the conceptual framework of the School.
Responsibilities of the Dean

Responsibilities of the Dean fall within four areas:

1. Administration
   • Monitor and lead in the administration of the School.
   • Secure adequate budget resources.
   • Hire and evaluate appropriate staff.
   • Promote staff development.
   • Advocate and promote programs within the larger campus community.
   • Attend Academic Council and Deans Council meetings.
   • Initiate and coordinate marketing efforts.
   • Appoint, with the advice and consent of the School faculty, the Associate Dean.
   • Appoint mentors for all untenured full-time faculty, and all adjuncts.

2. Faculty
   • Conduct faculty evaluations and award merit salary increases using the guidelines in Section III of this manual.
   • Promote faculty development.
   • Orient new faculty to School operations and procedures.
   • Receive tenure and promotion dossiers from the Promotion and Tenure Committee.
   • Review said dossiers and make recommendations regarding promotion and tenure.
   • Appoint members to SOE committees as specified in this Manual.
   • Appoint members to Ad-Hoc committees as is necessary.
   • Coordinate professional involvement with organizations of schools of education such as IACTE and ATE-I.
   • Orient adjunct faculty to School operations and procedures.

3. Program
   • Provide leadership to ensure good professional standing with accrediting bodies.
   • Provide leadership in the continual development and implementation of the conceptual framework of the School.
   • Monitor and ensure implementation of assessment in order to develop and refine programs and services.
   • Organize and chair the Teacher Education Advisory Committee to review and advise the School on the development, implementation, and evaluation of instructional programs.
   • Establish and promote the mission of the School and resulting goals.
   • In cooperation with appropriate committee chairs, directors, and coordinators, develop and maintain program portfolios.

4. Community Relations
   • Monitor and lead the School in the development of positive relationships among faculty, staff, students, and community.
   • Provide leadership in the creation and distribution of a School newsletter.
Responsibilities of the Associate Dean

The Associate Dean shall primarily be responsible for directing and coordinating School activity in the areas of curriculum and instruction. The faculty member holding this office will have demonstrated excellent leadership abilities and communication skills, both written and oral, and have experience with report writing. A sound background in curriculum development or equivalent is necessary. The Associate Dean shall

1. Meet with the Dean on a regular basis to review and identify issues, problems, opportunities, and new initiatives.
2. Represent the SOE at IUN Deans Council meetings when the Dean cannot attend. Represent the SOE at IU Education Deans Council meetings when the Dean cannot attend.
3. Build the schedules of classes in cooperation with faculty and staff.
4. Monitor course enrollment and work with the Dean when courses must be dropped.
5. Arrange for adjunct instructors when necessary.
6. Serve as a liaison with the Director of Continuing Studies to facilitate distance education courses with other campuses.
7. Monitor the activities of the Cognate-area Advisory Committees.
8. Monitor the office of Education Student Services; assure the accuracy of advising materials.
9. Carry out ad-hoc assignments for the Dean as necessary
10. Act for the Dean in the Dean’s absence.
Responsibilities of the Director of Education Field Experiences and Placement

The Director of Education Field Experiences and Placement shall be a faculty member of the School on a 10 + 2 month contract who reports to the Dean. This Director shall work with appropriate committee chairs, program directors, coordinators, and faculty to implement placement and supervision activities associated with the field experience components of initial licensing programs. In addition to having substantial teaching experience in the schools and being the holder of a current Indiana professional license (or the equivalent), the person in this position should have adequate professional training and experience to secure the cooperation of faculty and school personnel in carrying out the responsibilities of this office.

Specific responsibilities shall include:

1. Implement, in collaboration with appropriate faculty, directors, coordinators, committee chairs and school personnel:
   - Activities necessary for student placements for all field experiences
   - Activities necessary for the selection and orientation of, adequate professional supervision for students in the field
   - Guidelines for the selection and orientation of field supervisors
2. Develop and maintain positive university-school relationships.
3. Handle appropriate activities related to graduates:
   - Coordinate placement activities for graduates
   - Collect and analyze data about graduates of all graduate and undergraduate programs.
4. Chair the Field Experience Advisory Committee
5. Assess field experiences and make recommendations for change.
6. Maintain and analyze appropriate records of student work and assignments related to fieldwork
7. Teach an equivalent of four 3-hour courses each academic year (two of which may be reassigned in order to conduct scholarly activities).
Responsibilities of the Director of Education Student Services

The Director of Education Student Services shall be a professional staff member of the School who reports to the Dean. The Director shall:

- Oversee the Office of Student Services and work closely with support staff and the SOE Academic Advisor
- Provide academic advising to graduate students.
- Work closely with SOE faculty on advising-related issues.
- Promote the School and its programs to students and prospective students.
- Coordinate student record keeping.
- Assist in the collection of data and organization of them for use in program evaluation and for reporting to appropriate external accreditation bodies.
- Upon the request of faculty, obtain data necessary to monitor the effectiveness of SOE instructional programs.
- Serve as Liaison to Admissions and other related University units.
- Assist the marketing efforts of the School including making program information available to University, community and others.
- Serve as a resource to School of Education faculty and students.
- Serve as Licensing Advisor to the Professional Standards Board of the State of Indiana.
- Represent the SOE at IPSB institutional meetings.
- Assist with the planning and production of copy for the IUN Bulletin.
Director of Education Student Services/Graduate Advisor/Licensing Advisor/Coordinator
for Transition to Teaching

Description: The Director of Education Student Services oversees the Office of Education Student Services. This office is responsible for housing all records and keeping them up to date, advising, and supporting the faculty needs related to committees, classes, and supplies.

The Director is also the graduate advisor which means that every graduate student entering a program must enter that program by being advised by the Director. That advising includes program descriptions, transcript evaluations, and admission requirements.

The Director is also the licensing advisor which means that all completing students apply for their teaching license with the help of the licensing advisor. The licensing advisor confirms for the State of Indiana that the student has completed the approved program, passed all required tests, and other requirements such as CPR for initial licensing.

The Director is also the Coordinator of the Transition to Teaching program. The coordinator is responsible for ensuring that the students meet the requirements to enter the program and monitor them until they enter the teaching courses in the spring semester.
Responsibilities of the Undergraduate Academic Advisor/Recorder

The Academic Advisor shall be a professional staff member of the School on a 12-month contract who reports to the Dean. The Undergraduate Academic Advisor/Recorder shall:

1. Advise all incoming School of Education students until they are admitted into the Teacher Education program. Assist them in each semester with scheduling.
2. See the students promptly and that their needs are met. Answer all phone and e-mail inquiries from undergraduates.
3. Plan course of study for students and provide them with information on how to apply for the Teacher Education Program. Monitor progress of students as they advance through the program, post grades, and update plan of study each semester.
4. Assist faculty with new advisees. Answer questions when faculty advisor is unavailable.
5. Attend all new student open houses.
6. Attend weekly faculty meetings and serve on committees as appointed such as the Marketing, Recruitment, and Retention committee.
7. Enter all admission materials for graduate, certification, license renewal, endorsement and guest students into OneStart.
8. Make files for all newly undergraduate admitted students. Assign faculty advisors if needed or when they enter the Teacher Education Program.
9. Serve as OneStart informant to the School of Education.
10. File new PRAXIS scores.
11. Track new admits into the TEP (teacher education program), checkpoint scores, change of program, name, address or phone, and assignment of advisors for undergraduates.
12. Record information in student’s academic folders (welcome letters, grades, removal of incompletes, FX’s, probation and dismissal letters, PRAXIS scores, Dean’s lists, checkpoint scores).
13. Send out welcome letters, dean’s list letters, and TEP letters. Transfer files between divisions.
14. Do inter-campus transfers to other campuses. Keep a record of the current schedule with all updates and changes.
15. Coordinate registrations. Send out registration emails on ListServ to all students in the School of Education.
16. Distribute registration forms to the faculty advisors with list of their advisees. Make sure students are admitted and have proper term activation to register.
17. Staff office with extra help for longer hours of registration.
18. Hire, train, schedule, and supervise work-study receptionists. Give them work to do as needed.
19. Coordinate graduation ceremony and all activities that go with. Assemble graduation lists in May, August and December every year.
20. Inform students of deadlines for applications, pictures, caps/gowns, and ceremonies. Attend ceremony and assemble students there. Confirm completions to the Registrar’s Office.
21. Assist Director of Education Student Services to help ensure School of Education programs are consistent with state guidelines and when working with state reports. Admit all students they approve into OneStart.
22. Maintain communication with other divisions, the Registrar, Bursar, Admissions, and Financial Aid Department in regards to student needs.
Responsibilities of the Unit Assessment System Coordinator

The Unit Assessment System Coordinator shall be a full-time professional staff member of the School, assigned to the SOE half time, on a 12-month contract who reports to the Deans of the SOE and to the Dean of the School of Nursing and Health Professions. The Unit Assessment System Coordinator shall coordinate all aspects of the Unit Assessment System for the SOE including managing databases, collecting and analyzing data, and writing reports for unit decision-making. Specifically, he/she shall

- Track and monitor students across programs of study
- Develop and maintain databases for benchmarking, decision-making, and curricular change, program assessment, student assessment, and for state and national reporting.
- Maintain ongoing assessment of the success of program completers on required professional licensure exams, e.g. NCLEX for Nursing, Praxis I and II for Education.
- Collect and analyze data for decision-making in the units and for accreditation.
- Design and implement surveys and others instruments for data collection
- Summarize and write clear reports for unit decision-making
Responsibilities of Program Directors

Program Directors shall:

1. Develop and oversee implementation of their instructional programs.
2. Evaluate their programs and make recommendations for change.
3. Evaluate associate faculty credentials and recommend adjunct faculty to cover appropriate courses.
4. Monitor their program’s compliance with State of Indiana and accrediting agency standards.
5. Review Course Syllabi to determine whether the model adopted by the School is reflected in programs and make recommendations when necessary.
6. Ensure that adjunct faculty members’ instruction is evaluated.
7. Oversee program budget responsibilities.
8. Supervise clerical staff as appropriate.
Responsibilities of Program Coordinators

Program Coordinators shall:

1. Develop and oversee implementation of their instructional programs.
2. Evaluate their programs and make recommendations for change.
3. Evaluate associate faculty credentials and recommend adjunct faculty to cover appropriate courses.
4. Monitor their program’s compliance with State of Indiana and accrediting agency standards.
5. Review Course Syllabi to determine whether the model adopted by the School is reflected in programs and make recommendations when necessary.
6. Ensure that adjunct faculty members’ instruction is evaluated.