

# COLLEGE OF EDUCATION

## CONSTITUTION

**Article I** The College of Education has been established by the State Board of Regents as one of the colleges of Pittsburg State University.

The College of Education is recognized as the Unit for Teacher Education. The Dean of the College of Education has university-wide responsibility for teacher education.

The faculty of the College of Education are responsible for formulating policies for all aspects of teacher education and other College of Education programs and have the authority as delegated by the President to establish curricula, to determine academic standards and degree requirements, to verify degrees, and to establish certification eligibility.

Teacher educators, through the Council for Teacher Education, collaborate in the establishment of policies, standards, and processes for teacher education, both undergraduate and graduate.

The mission of the College of Education is to prepare competent, committed, caring professionals; to provide service to the various communities of which it is a part; and to expand the body of knowledge through research and dissemination activities.

## **Article II The Faculty, Student, and Administrative Constituencies**

### **Sec. 1 Faculty**

**II 1.1** The faculty of the College of Education include all persons who hold an appointment in the college with the rank of instructor, assistant professor, associate professor, professor, university professor, visiting professor, or service faculty.

**II 1.2** Those persons with the rank of instructor, assistant professor, associate professor, professor, or university professor who are tenured or tenure-earning are eligible to vote on matters brought before the faculty of the College of Education. Other faculty members (e.g., service faculty) may be extended voting privileges for up to one academic year at a time by a majority vote of the tenured or tenure-earning faculty at the initiative of the designated department.

**II 1.3** The Faculty for Teacher Education including both faculty and administrators who are directly involved in teacher education in the College of Education or College of Arts and Sciences or the College of Technology.

When appropriate, the Dean shall have the responsibility and authority to convene the Faculty for Teacher Education, subsequent to written notice five days in advance of the proposed meeting. Faculty for Teacher Education are eligible to vote on matters brought before them. Decisions made by the Faculty for Teacher Education serve to advise and guide the decisions of the Dean.

**Sec. 2 Students**

**II 2.1** Students include all individuals who are admitted to a program offered by the College of Education.

**II 2.2** Two teacher candidates, students who have been admitted to the teacher education program, shall serve as delegates to the Council for Teacher Education and shall have voting privileges. One student will be appointed by the Student Senate and one student by the Kansas National Education Association–Student Program.

**Sec. 3 Administrators**

**II 3.2** The Dean of the College of Education, after consultation with the faculty of the appropriate department, will recommend the appointment of department chairpersons and other administrative personnel.

**II 3.3** The Director of Teacher Education, appointed by the Dean, will coordinate clinical and field-based experiences, serve as the admissions officer of Teacher Education, and fulfill other duties assigned by the Dean.

**Sec. 4 Administrative Structure**

**II 4.1** The College of Education’s structure is composed of departments, administrative offices, and centers.

**II 4.2** The departments, administrative offices, and centers shall be empowered to enact policies and procedures unless prohibited by existing university or college policies and regulations.

**Article III College of Education Faculty Assembly**

**Sec. 1 Membership**

**III 1.1** The Assembly includes all voting faculty of the College of Education and duly appointed student representatives

### **III 1.2 Officers**

The Dean of the College of Education shall serve as presiding officer of the Assembly. In his/her absence, the Dean shall appoint another member of the Assembly to preside. A secretary and parliamentarian shall be elected by and from the members of the Assembly at the annual meeting. The secretary and the parliamentarian shall serve until the election of a successor the following year.

### **III 1.3 Quorum and Meetings**

One-fourth of the membership of the Assembly shall constitute a quorum to conduct business. The Assembly shall meet at least once each year at such time and place as shall be specified by the presiding officer. It shall also meet upon the call of the presiding officer or upon written petition to the presiding officer by one of the departments, or by one of the standing committees, or by at least 15 members of the Assembly. The Assembly shall meet within 15 days of the delivery of the petition. The Dean is the presiding officer and minutes will be taken only if there is business to come before the assembly. If minutes are taken they shall be recorded and sent to members no later than 15 working days after each meeting.

**III 1.4** The Assembly is empowered to formulate or amend rules and regulations of the academic programs and of the governance of the College of Education within the authority of the Assembly. Prior to final action by the Assembly, the Council for Teacher Education shall review rules and regulations impacting teacher education in the college and schools outside of the College of Education. It shall be the duty of the secretary to collect, compile, and codify the rules and regulations for distribution to the Assembly members and to other members of the Faculty for Teacher Education.

## **Article IV The Administration of the College**

### **Sec. 1 Dean**

**IV 1.1** The Dean is responsible for those functions assigned by the President of the University and as directed by the Vice President for Academic Affairs.

**IV 1.2** The Dean shall serve as:

1. the administrative officer responsible for implementing the policies as established by the College Assembly;
2. the presiding officer of the Assembly of the College of Education;

3. ex officio member of all standing committees in the College of Education;
4. Chairperson of the Council for Teacher Education;
5. the University Teacher Certification Officer or shall appoint an individual to serve in his or her stead.

**IV 1.3** The Dean is appointed by the President of the University and shall serve until replaced.

**Sec. 2 Director of Teacher Education**

**IV 2.1** The Director of Teacher Education shall assist the Dean of the College of Education in exercising those functions assigned by the Dean.

**IV 2.2** The Director of Teacher Education shall:

1. serve as liaison with school districts, locate appropriate sites for placement, and assign students to sites for student teaching or other field experiences;
2. serve as the Admission Officer for Teacher Education and as Chair of the Committee on Admission and Retention for Teacher Education (CARTE) through which he/she shall review exceptions to any State or University requirements;
3. maintain records for teacher education students and conduct periodic follow-up studies on education graduates;
4. serve as Chairperson of the Advanced Programs Coordinating Council, Elementary Education Coordinating Council, and Secondary Teacher Education Coordinating Council;
5. serve as Executive Secretary of the Council for Teacher Education;
6. fulfill other duties as assigned by the Dean.

**Sec. 3 Department Chairpersons**

**IV 3.1** Department Chairpersons shall be selected and appointed according to University regulations.

**IV 3.2** The chairperson shall:

1. provide leadership in developing departmental policies and procedures;
2. chair departmental meetings;
3. represent the department in College and University matters.

**IV 3.3** Term of office and periodic review of chair appointments shall be as prescribed by University regulations.

**Sec. 4 Departments**

**IV 4.1** In the College of Education, the departments shall serve as the basic units for organizing personnel, for budgeting, and for planning and implementing teaching, service, and research programs.

**IV 4.2** Departments, under the leadership of the chairpersons, shall be responsible for:

1. allocating resources;
2. planning, developing, implementing, and evaluating within the mission of the College, the programs and activities of the departments, including: course offerings, recruitment of students, staff assignments, and effective resource usage;
3. recruiting personnel;
4. initiating tenure and promotion processes.

**Sec. 5 Advisory Councils**

**IV 5.1** The Leadership Council, chaired by the Dean, includes the chair of each department and others designated by the Dean. This council advises the Dean in budgetary, curricular, programmatic, and other policy matters. Individual chairs act as liaisons to departments and as departmental advocates.

**IV 5.2** The College of Education Advisory Council, chaired by the Dean, includes representatives from the community colleges, the education professions, and business and community leaders. This council advises the Dean on matters related to the College's mission and service to education. The Council also provides an opportunity for exchanges of points of view between community representatives and the faculty and assists in the development of resources to conduct the teaching, research, and service programs of the College of Education.

**IV 5.3** The College of Education Student Leadership Council, chaired by the Dean, includes representatives from clubs and organizations housed in the College of Education, student government, College of Education graduate assistants, and representatives from other appropriate campus organizations. This council provides input to the Dean on matters related to the experience of students at Pittsburg State University.

**Article V Committees**

**Sec. 1 Structure**

The following are standing committees within the College: Promotion Committee, Planning Committee, Curriculum Committee, Reinstatement Committee, Constitution Committee, Diversity Committee, Assessment Committee, Teacher Education Accreditation Steering Committee, Council for Teacher Education, Advanced Programs Coordinating Council, Elementary Education Coordinating Council, Secondary Education Coordinating Council, and Academic Honors Committee. Ad hoc committees shall be constituted from time to time to address concerns of the College.

**Sec. 2 Membership and Selection**

**V 2.1** Unless otherwise specified, each committee shall include two members elected by each department and appropriate ex officio members.

**V 2.2** Each committee may choose to have student representation.

**V 2.3** Unless otherwise specified, elected members shall serve for a two-year term of office, staggered to provide continuity.

**V 2.4** All committee members shall be elected annually by September 15. The Dean shall direct the committees to meet, elect a chairperson and a secretary, and convene service by October 1.

**V 2.5** In case of a committee vacancy, each committee shall initiate action to fill the vacancy consistent with the original policy for formulating the committee.

**Sec. 3 Officers, Meetings, and Powers**

**V 3.1** The chairperson shall be responsible for calling and conducting the business of the committee. The secretary shall maintain a record of the committee's proceedings and shall insure the accuracy and completeness of the committee's reports and recommendations to the college assembly.

V 3.2 Each committee shall meet upon call of the chairperson when necessary. A committee meeting may be called upon petition by a simple majority of its voting members.

V 3.3 All standing committee meetings shall be open unless closed at the discretion of the committee.

V 3.4 Committees are empowered to act on matters consistent with their designated responsibilities.

#### **Sec. 4 Curriculum Committee**

V 4.1 Chairperson – Dean of the College

V 4.2 Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

V 4.2 Membership – The committee shall include the Dean of the College, two elected faculty representatives from each department, and one student representative from each department. Each member shall have one vote. Department chairpersons shall serve as ex officio members of the committee.

V 4.3 Purpose- The committee shall be responsible for recommending additions, deletions and revisions regarding curriculum.

#### **Sec. 5 Planning Committee**

V 5.1 Chairperson – Dean of the College

V 5.2 Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

V 5.3 Membership - The committee shall include the Dean of the College, one elected representative from each departmental faculty, each department chairperson, and the Director of Teacher Education.

V 5.4 Purpose- The committee shall be responsible for developing and recommending short and long-range plans for the college.

#### **Sec. 6 Promotion Committee**

V 6.1 Chairperson – The committee shall be constituted as prescribed by the current campus-wide statement concerning promotional procedure.

V 6.2 Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 6.3** Membership- The committee shall be constituted as prescribed by the current campus-wide statement concerning promotional procedure.

**V 6.4** Purpose - The duties of the committee will be outlined by the campus-wide statement dealing with the procedures for academic promotion in rank.

**Sec. 7 Reinstatement Committee**

**V 7.1** Chairperson – Dean of the College

**V 7.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 7.3** Membership- The committee shall include the Dean of the College, and the chairpersons of the departments.

**V 7.4** Purpose – The committee shall be constituted as prescribed by the current campus-wide statement concerning promotional procedure.

**Sec. 8 Constitution Committee**

**V 8.1** Chairperson – An election for chairperson will be held at the first meeting each academic year. The term of appointment is one year beginning upon election and ending upon the election of a new chair.

**V 8.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 8.3** Membership- The committee shall include two elected representatives from each department.

**V 8.4** Purpose – The committee shall be responsible for reviewing proposed changes to the College of Education Constitution and recommending action to the faculty of the College of Education.

**Sec. 9 Diversity Committee**

**V 9.1** Chairperson – Chaired by an individual named by the dean

**V 9.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 9.3** Membership - The committee shall include a representative from each department and additional members as selected by the committee chair and the dean.



- V 9.4** Purpose - The committee shall be responsible for developing, maintaining, evaluating, and overseeing the implementation of activities related to enhancing diversity in the curriculum, field experiences, students, and faculty.
- Sec. 10 Assessment Committee**
- V 10.1** Chairperson – Chaired by an individual named by the dean
- V 10.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.
- V 10.2** Membership - The committee shall include representatives from each College of Education department, two representatives from the Secondary Coordinating Council, representatives from the education community, and additional members as selected by the committee chair and the dean.
- V 10.3** Purpose – The committee shall be responsible for developing, maintaining, evaluating, and overseeing the operation of assessment systems within the college.
- Sec. 11 Teacher Education Accreditation Steering Committee**
- V 11.1** Chairperson – Chaired by an individual or individuals named by the dean.
- V 11.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.
- V 11.3** Membership - The committee shall include representatives from all College of Education departments, two representatives from the Secondary Coordinating Council, representatives from the education community, and additional members as selected by the committee chair and the dean.
- V 11.4** Purpose – The committee shall be responsible for coordinating on an ongoing basis the processes and activities necessary to maintain accreditation through the appropriate national and state entities.
- Sec. 12 Council for Teacher Education**
- V 12.1** Chairperson – Chaired by the Dean
- V 12.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 12.3** Membership- The council shall include members from the Advanced Programs Coordinating Council, Elementary Education Coordinating Council and Secondary Education Coordinating Council.

**V 12.4** Purpose – This council’s task is to assure that all professional education programs are unified, aligned and coordinated, allowing the goals of the professional education unit to be understood, agreed upon, and fulfilled.

**Sec. 13 Secondary Teacher Education Coordinating Council**

**V 13.1** Chairperson – Director of Teacher Education

**V 13.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 13.3** Membership- The council shall include faculty from each secondary teacher education program at the university, two secondary education student representatives and local P-12 educators as selected by the Dean.

**V 13.4** Purpose – This council’s task is to assure that secondary education programs are unified, aligned and coordinated, allowing the goals of the professional education unit to be understood, agreed upon, and fulfilled.

**Sec. 14 Elementary Teacher Education Coordinating Council**

**V 14.1** Chairperson – Director of Teacher Education

**V 14.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V14.3** Membership – The council shall include program coordinators, faculty from each elementary teacher program at the university, two elementary education student representatives, elementary professional semester supervisors and local P-12 educators as selected by the Dean.

**V 14.4** Purpose – This council’s task is to assure that elementary education programs are unified, aligned and coordinated, allowing the goals of the professional education unit to be understood, agreed upon, and fulfilled.

**Sec. 15 Advanced Programs Teacher Education Coordinating Council**

**V 15.1** Chairperson – Director of Teacher Education

**V 15.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 15.3** Membership – The council shall include program coordinators from each advanced educational licensure program at the university, faculty from each advanced educational licensure program at the university, two advanced program education student representatives and local P-12 educators as selected by the Dean.

**V 15.4** Purpose – This council’s task is to assure that advanced program education programs are unified, aligned and coordinated, allowing the goals of the professional education unit to be understood, agreed upon, and fulfilled.

**Sec. 16 Academic Honors Committee**

**V 16.1** Chairperson – A Faculty Senate Departmental Honors Committee member representing the College of Education will serve as chair/co-chair of the College Departmental Academic Honors Committee.

**V 16.2** Meeting Time – An organizational meeting should be held by September 30 of each academic year then on call by the chair as needed.

**V 16.3** Membership – One representative selected from each department within the College of Education will serve on the committee. In addition, two students appointed by the Student Senate/Student Government will serve.

**V 16.4** Purpose – The committee shall be responsible for developing clearly defined standards and guidelines for Departmental Honors within the College of Education and review all student applications submitted to ensure quality and rigor of the projects proposed.

**Article VI Procedures**

**Sec. 1 Amendment of the Constitution**

The College Assembly may amend this constitution by a two-thirds vote of the voting member faculty. The amended constitution will be considered in force after approval by the University President. A mail ballot may be used to vote on an amendment.

**Sec. 2 Records**

**VI 2.1** Minutes and records of proceedings of the College Assembly and of the various committees and councils shall be housed in the Office of the College of Education. With the exception of confidential materials, these minutes and records shall be open to faculty and students.

**VI 2.2** All confidential material shall be kept in a locked file in the Office of the College of Education and may be checked out to the appropriate committee chairperson or the Dean.

**VI 2.3** All College Assembly, committee and council minutes and records shall be maintained for a period of at least five years.

**Sec. 3 Parliamentary Practice**

The rules contained in the most recent edition of Robert's Rules of Order Revised shall govern the College Assembly, its councils and committees.

Approved by COE September 18, 2015