

*Policies and Procedures
Handbook*

*College of
Education*

*Kansas State
University*

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MISSION STATEMENT FOR THE COLLEGE OF EDUCATION
Kansas State University

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- provision of leadership, collaboration, and service within the profession; and
- promotion, understanding, and celebration of diversity.

Faculty approval date: January 22, 2008

**POLICIES AND PROCEDURES
OF THE
COLLEGE OF EDUCATION
KANSAS STATE UNIVERSITY**

*(Approved by the College of Education Faculty on 9/25/90
and amended on 9/24/91, 11/26/96, 4/23/02, 2/28/06 and 10/24/06)*

Article I. Introduction

The College of Education of Kansas State University is governed by the State Board of Regents that appoints the President who is the chief executive officer of the University.

The College of Education is the University unit primarily responsible for the preparation of professional educators and personnel in related disciplines. The College offers programs at baccalaureate and graduate levels as well as sequences leading to state licensure or endorsement, and assumes monitoring responsibilities for related programs that offer school licensure sequences outside the College of Education. The Dean of the College of Education is the recognized head of the professional education unit and is responsible for all programs at both the initial teacher preparation and advanced levels.

Governance procedures, as described in this document, provide for organized faculty and student participation in setting policy. The College of Education Assembly is the policy making body with authority to determine the College mission, and to establish curricula, academic standards, and degree requirements subject to regulations that apply to all colleges of the University.

Article II. Constituencies of the College Assembly

Sec. 1 Faculty

- II.1.1 Faculty are those persons with the rank (probationary or tenured) of instructor, assistant professor, research assistant professor, associate professor, research associate professor, professor, or research professor with some portion of their continuing full-time University appointment as a faculty member within the College of Education. These members have voting privileges.
- II.1.2 Term appointments (e.g., adjunct appointees; term appointees as professor, associate professor, assistant professor, research professor, research associate professor, research assistant professor and instructor; assistant instructor, extension assistant, extension associate, research

assistant, research associate, graduate assistant, graduate teaching assistant, graduate research assistant) do not have voting privileges.

Sec. 2 Students

II.2 Students who are members of standing committees are eligible to vote in these committees. Students are not eligible to vote in the College Assembly.

Sec. 3 Administrators

II.3.1 All College of Education administrators hold faculty rank and have voting privileges in the College Assembly.

II.3.2 The chief administrative officer of the College of Education is the Dean, appointed in accord with University regulations.

II.3.3 In accord with University regulations, the Dean appoints, and may empower as agents, associate deans, assistant deans, department chairs, directors, and administrative assistants.

Article III. College Assembly

Sec. 1 Officers

III.1 The Chair of the College Assembly serves as the presiding officer of the Assembly Executive Committee and of the general faculty meetings when the College Assembly convenes. The Secretary records minutes of the College Assembly Executive Committee and the meeting of the College Assembly. Both the Chair and the Secretary are members of the Executive Committee and are selected annually by members of that committee.

Sec. 2 Quorum

III.2 Fifty-one percent of the College Assembly membership constitutes a quorum to conduct business at a meeting.

Sec. 3 Meetings

III.3.1 The College Assembly generally meets once a month throughout the academic year. Additional meetings also may be held. Normally, no meetings are held or documents acted upon outside the fall and spring academic calendar; however, in an emergency, a summer meeting may be convened.

- III.3.2 The Assembly Chair, in consultation with the Executive Committee, prepares and distributes the agenda for each meeting. The agenda is sent to all members at least six (6) academic calendar days before the meeting, along with copies of any documents to be acted upon at the meeting. The distributed agenda is subject to change by consent of two-thirds of the members present.
- III.3.3 The Secretary prepares and sends minutes of Assembly meetings to all members prior to the next assembly meeting. One copy of the minutes is filed in the Office of the Associate Dean.

Sec. 4 Powers

- III.4 Subject to and in accord with the control of the President and the Board of Regents, as provided by law, the Rules and Regulations of the Faculty Senate, and this Policies and Procedures document, the College Assembly is empowered to formulate or amend policies and regulations for the governance of the College of Education and to ensure implementation of those policies and regulations by Departments and Offices.

Article IV. Executive Committee

Sec. 1 Members

IV.1.1 Faculty

The following units should select one representative and may select a second representative (except for the Center for Student and Professional Services which may only select one) to serve on the Executive Committee:

- Special Education, Counseling and Student Affairs
- Educational Leadership
- Elementary Education
- Secondary Education
- Center for Student and Professional Services
- The Director of Assessment will be a permanent non-voting member of the Executive Committee.

IV. 1.2 Students

One undergraduate and one graduate student serve as voting members on this committee. The undergraduate student is selected by the Education Council. The undergraduate student representative also serves on the Student Affairs Committee. The graduate student representative also serves on the Faculty Affairs Committee.

Sec. 2 Term of Service

IV.2.1 Representatives from the faculty and the Center for Student and Professional Services have 3-year terms of service. Students have 1-year terms. Representatives can be re-elected.

IV.2.2 The year of service begins on January 1 and ends on December 31.

IV.2.3 Election of new members occurs in October of each year.

Sec. 3 Officers

IV.3 The Executive Committee will determine its own process for selecting a Chair and Secretary.

Sec. 4 Responsibilities of the Executive Committee

IV.4 The Executive Committee generally meets monthly to receive reports from the other standing committees and to determine the agenda for the meetings of the College Assembly. The Executive Committee is responsible for the review and revisions of the *Policies and Procedures Handbook of the College of Education*. Also, the Executive Committee oversees the college-wide schedule for election of representatives to standing committees. This committee arranges for the nomination and selection of the COE Classified Employee of the Year and the Staff Exemplary Service Award.

IV.5 The Executive Committee also serves as the College Committee on Planning (CCOP) primarily to consider issues related to reorganization, long term and strategic planning, and financial exigency.

Article V. Standing Committees for Academic Affairs, Faculty Affairs, Student Affairs, and Diversity for Community

Sec. 1 Members of the Standing Committees

V. I Each committee (Academic Affairs, Faculty Affairs, Student Affairs, Diversity for Community) has at least one and may have two representatives from each department, one representative from the Center for Student and Professional Services, one undergraduate student representative, and one graduate representative.

Sec. 2 Term of Service

- V.2.1 Representatives from the faculty and the Center for Student and Professional Services have 3-year terms of service. Students have 1-year terms. Representatives can be re-elected.
- V.2.2 The year of service begins on January 1 and ends on December 31.
- V.2.3 Election of new members occurs in October of each year.
- V.2.4 Each committee member has voting rights on the standing committees. Each department is encouraged to have two representatives on each standing committee.

Sec. 3 Officers

- V.3 Each standing committee will determine its own process for selecting a Chair and Secretary.

Sec. 4 General Responsibilities of All Committees

- V.4.1 By means of published minutes of each meeting and oral reports presented at each College Assembly meeting, a standing committee reports directly to the College Assembly.
- V.4.2 Each standing committee does the following:
 - Convenes to elect an annual chairperson, who calls subsequent meetings;
 - Appoints ad hoc subcommittees as needed to perform specific committee responsibilities;
 - Sends a copy of the minutes of meetings to (a) the chair of the Executive Committee, and (b) the Associate Dean within ten (10) academic calendar days after each meeting;
 - Forwards appropriate business items to the Executive Committee for its consideration as it develops an agenda for the College Assembly meeting;
 - Presents at each College Assembly meeting a brief oral summary of committee activities, submits materials for approval as needed, and designates at least one member to respond to questions;
 - Prepares and maintains records of all committee business and transmits a collection of the annual minutes to the Associate Dean.

- V.4.3 A standing committee serves at the discretion of the College Assembly and may be created or dissolved by action of two-thirds of the College Assembly members.

Sec. 5 Responsibilities of the Academic Affairs Committee

The Academic Affairs Committee receives material from the college departments and the Curriculum and Instruction graduate program for consideration, oversees all academic affairs including the work of sub-committees, monitors policies and procedures related to the qualitative aspects of student performance and initiates items related to course and curriculum changes, and degree and program offerings. All actions related to academic affairs are consistent with the Kansas State University Faculty Senate *Approval, Routing, and Notification Policy* for course and curriculum changes, degree and program offerings, and graduate degree approval (as described in the most recent edition approved by the Faculty Senate). Administrative handling of academic affairs is consistent with guidelines established in the *University Handbook, Kansas State University* (as described in the most recent edition approved by the Faculty Senate).

V.5.1 Subcommittees to the Academic Affairs Committee

V.5.1.1 Teacher Education Advisory Council

V.5.1.1.1 Purpose

- This committee is a sub-committee of Academic Affairs. The purpose of the sub-committee is to solicit advice about Kansas State University's professional education programs from professionals in the field and representatives of University departments directly involved in preparing professionals in the field of education.

V.5.1.1.2 Membership

- Associate Dean for Teacher Education
- Director of Assessment
- Member of COE Academic Affairs Committee (this person could also serve as a department representative)
- Director of Center for Student and Professional Services
- Licensure Officer
- Three school administrators
- Three elementary teachers
- Two middle school teachers
- Two secondary teachers
- One counselor
- One special education teacher

- One faculty member from each of the following colleges: Arts and Sciences, Agriculture, and Human Ecology
- One student representative from each of the following: Elementary, Secondary, ESL, Honors Program, and one who is receiving his/her teacher license from a college other than the College of Education
- One faculty member from each department; one ESL faculty member, and two clinical instructors
- One Alumni Fellow

V.5.1.1.3 Term of Service

- The three-year term of service for members of this committee are staggered. Student representatives serve one-year terms. Representatives may serve more than one term. Membership terms are based on the academic year. (The Chair contacts the appropriate professional associations for nominations for membership.)

V.5.1.1.4 Responsibilities

- Review existing and proposed programs designed to prepare teachers and support personnel for the schools.
- Consider issues referred to the Council by the Academic Affairs Committee.
- Review and propose changes in the requirements for general education, professional education, teaching options, majors, and areas of concentration.
- Communicate with constituents regarding programs in the College of Education.
- Present recommendations to the Academic Affairs Committee for action.

V.5.1.2 Academic Review Committee

V.5.1.2.1 Purpose

- Review student academic appeals and make reinstatement and dismissal decisions.

V.5.1.2.2 Membership

- Four members are selected for a three-year term by the College of Education Academic Affairs Committee. The terms of the members are staggered. The committee is chaired by one additional faculty member, selected by the College of Education Academic Affairs Committee, to serve a three-year term. The terms are staggered. Membership is on a calendar year basis. One additional member

from the Center for Student and Professional Services is an ex-officio nonvoting member.

V.5.1.2.3 Responsibilities

- This committee reviews all appeals from students requesting reinstatement after dismissal from teacher education for academic reasons and hears appeals from students regarding special considerations for exceptions to stated standards and rules. Each December, this committee reports a summary of all decisions to the College of Education Academic Affairs Committee.

V.5.1.3 Program Coordinating Committee

V.5.1.3.1 Purpose

- Ensure that the conceptual framework(s) and related knowledge bases for programs are consistent with research, trends, and best practice in education.
- Serve as an arena for discussion and debate related to conceptual framework(s) and related knowledge bases.
- Receive, discuss, and, as appropriate provide feedback related to program review from each program area.
- Coordinate all state and national accreditation and program review activities.

V.5.1.3.2 Membership

- One representative from each of the following programs:
 - Elementary Education
 - Secondary Education
 - Educational Administration and Leadership
 - Special Education
 - Student Affairs
 - Adult Education
 - Educational Psychology
 - Counseling
 - Curriculum and Instruction Graduate Program
- Other Representatives:
 - COE Licensure Officer
 - COE Associate Dean (serves as Chair)
 - COE Director of Assessment
 - COE Assistant Dean/Director of Laboratory Experiences
 - COE Assistant Dean for Diversity
 - Teacher Education Funded Projects

One Graduate Student
Subcommittee Chair, Conceptual Framework

Subcommittee Chair, Candidate Knowledge, Skills, and
Dispositions

Subcommittee Chair, Assessment System and Unit
Evaluation

Subcommittee Chair, Field Experiences and Clinical
Practice

Subcommittee Chair, Diversity

Subcommittee Chair, Faculty Qualifications, Performance,
and Development

Subcommittee Chair, Unit Governance and Resources

Subcommittee Chair, Technology

V.5.2 Subcommittee of the Program Coordinating Committee

V.5.2.1 Unit Assessment Subcommittee

V. 5.2 1.1 Purpose

- Monitor and make recommendations to the Program Coordinating Committee regarding the unit assessment system designed to strengthen the unit and its programs.

V.5.2.1.2 Membership

- One representative from each of the following programs:
 - Adult Education
 - Elementary Education
 - Secondary Education
 - Special Education
 - Student Affairs
 - Counseling
 - Educational Administration and Leadership
 - Curriculum and Instruction Graduate Programs
 - Graduate Student
 - Other members as approved by the PCC

V.5.2.1.3 Responsibilities

- Recommend to the PCC changes in practices based on assessment data.
- Design and monitor unit-wide assessment system related to applicant qualifications, candidate and graduate performance, and unit operations.

Sec. 6 Responsibilities of the Faculty Affairs Committee

The Faculty Affairs Committee addresses matters pertaining to the professional welfare of the College of Education faculty members. These areas include, but are not limited to, professional advancement, recognition, work conditions, staff development, College of Education faculty governance and review and revision of The Faculty Guide. This committee also arranges for the nomination and selection of the Faculty Excellence in Service Award, and the Faculty Excellence in Research/Creative Activities Award. All policies related to faculty affairs are consistent with the *University Handbook, Kansas State University* (as described in the most recent edition approved by the Faculty Senate). Administrative handling of faculty affairs is also consistent with guidelines established in the *University Handbook, Kansas State University* (as described in the most recent edition approved by the Faculty Senate).

V. 6.1 Subcommittees to the Faculty Affairs Committee

V. 6.1.1 Mentoring Committee

The Dean of Education will appoint the Director of the College of Education Mentoring Program. The Director, in consultation with the current committee, selects new committee members.

V. 6.1.2 Purpose

The Mentoring Program includes formal mentor-mentee matches, monthly lunches, and other activities. After an interview and discussion with the Director and/or the Mentoring Committee, matches are made. Mentoring may be done in pairs or triads. Mentees may also be involved in special groups such as an interest group in a specific research area. The mentoring relationship may be as formal or as informal as developed by the pairs/triads. Ongoing evaluation is a part of the Mentoring Program.

The purpose of the Mentoring Committee is to provide support and guidance for the Program, working with the Director of the Mentoring Program to provide excellence in mentoring and mentoring activities to new faculty.

Sec. 7 Responsibilities of the Student Affairs Committee

The Student Affairs Committee addresses matters pertaining to the welfare of the undergraduate and graduate students in the College of Education. These areas include, but are not limited to, recognition, scholarships, academic assistance, and related areas. All policies related to student affairs are consistent with the *University Handbook, Kansas State University* (as described in the most recent edition approved by the Faculty Senate).

Sec. 8 Responsibilities of the Diversity for Community Committee

The Diversity in Community Committee addresses matters pertaining to diversity issues (using the term diversity as defined in the Principles of Community adopted by the university and the college). The committee uses these Principles and the conceptual framework of the College as its guiding documents.

Areas of responsibility for the Diversity for Community Committee include, but are not limited to, setting priorities for COE diversity initiatives; working with College committees and/or departments on issues that have college-wide implications; establishing guidelines for the allocation and use of designated funds; providing leadership and policy recommendations in diversity issues; initiating, implementing and evaluating diversity initiatives in the College of Education and acting as liaison on university-wide committees addressing diversity, when requested or appointed.

Article VI. College-wide Committees for Promotion and Tenure

Sec. 1 Promotion and Tenure Committee

VI. 1. 1 Composition of the Promotion and Tenure Committee

- Two tenured faculty members elected from each College of Education department for a two-year term of service.
- Full professor rank is preferred for committee membership.

VI.1.2 Overview for Promotion and Tenure Review

The *University Handbook, Kansas State University* mandates a college committee on promotion and tenure (Section C113.1 – C113.3).

- College Procedures. Each college will have an advisory committee to advise the dean on candidates proposed for tenure and/or promotion.
- The operation, composition, and procedures for selection of committee members must be approved by the faculty, the dean, and the provost.
- The dean, after consultation with the department chair/head and the college advisory committee and after discussing his or her recommendations with the chair/head and the committee, submits

his or her recommendation to the Deans Council accompanied by the recommendations with written comments (unedited of the department chair/head and the department faculty, and written comments (unedited) of the college advisory committee.

VI.I.3 Overview for Mid-Probationary Review

- The *University Handbook, Kansas State University* (C92.1 – C92.4) and the College of Education require a mid-probationary review at the departmental level. In the College of Education, it will also be required at the college level using the normal promotion and tenure procedures and the College of Education Promotion and Tenure Committee.

VI.I.4 Procedures for Promotion and Tenure Review

- After candidate's materials have been reviewed by the department according to departmental, college, and university guidelines, they shall be forwarded from the department to the Dean's office.
- The Dean will convene the college committee, review procedures, and establish the deadline.
- The committee will meet, elect its chair, and determine internal deadlines and necessary operating procedures.
- After individual members of the committee have reviewed all material, the committee will reconvene, discuss, and vote.
- There will be separate ballots for promotion and tenure on candidates seeking both simultaneously.
- The committee will report their decision to the Dean.
- All policies, procedures, and criteria in the most current *University Handbook, Kansas State University* will be followed.

VI.I.5 Procedures for Mid-Probationary Review

- Suggested procedures for mid-probationary review are described in the COE Mid-Probationary Review Policy, which is in the *COE Faculty Guide*.

VI.I.6 Confidentiality

- Discussions and votes in the meetings will be held in confidence by all members at all times, even after the Regents' decision has been announced.

Article VII. Procedures

Sec. 1 Amendment to the Policies and Procedures

VII.1 The College Assembly may amend the Policies and Procedures by a two-thirds vote of the members present at any duly constituted meeting, provided that the call for the meeting included a copy of the proposed amendment with such explanatory materials as may be proper, and that these materials have been mailed along with the call for the meeting to each College Assembly member at least ten (10) academic calendar days before the meeting.

Sec. 2 Records

VII.2.1 Minutes and records of proceedings of the College Assembly and of standing committees are housed in the Office of the Associate Dean. Minutes and records are open to faculty and students.

VII.2.2 All College Assembly and standing committee procedures, minutes, and records are maintained in the Office of the Associate Dean for at least five (5) years after which time they are deposited in the University archives.

VII.2.3 Documents related to the Policies and Procedures are housed in the Office of the Associate Dean. These include: (a) *University Handbook, Kansas State University*; (b) Graduate Handbook; (c) KSU Approval, Routing, and Notification Policy Handbook; (d) COE Faculty Guide; (e) COE Student Teaching Handbook for Students; (f) COE Student Teaching Handbook for Teachers; and (g) COE Undergraduate Teacher Education Honors Program.

VII.2.4 A copy of the syllabus for each course offered in the college is on file in the office of the Associate Dean.

Sec. 3 Parliamentary Practice

VII.3.1 The rules contained in the most recent edition of *Roberts' Rules of Order-Revised* govern the College Assembly and its subcommittees.

VII.3.2 By means of published minutes of each meeting and oral report presented at each College Assembly meeting, a standing committee reports directly to the College Assembly.

VII.3.3 Each standing committee does the following:

- Convenes to elect an annual chairperson, who calls subsequent meetings;
- Appoints ad hoc subcommittees as needed to perform specific committee responsibilities
- Sends a copy of the minutes of meetings to (a) the chair of the Executive Committee, and (b) the Associate Dean within ten (10) academic calendar days after each meeting;
- Forwards appropriate business items to the Executive Committee for its consideration as it develops an agenda for the College Assembly meeting;
- Presents at each College Assembly meeting a brief oral summary of committee activities, submits materials for approval as needed, and designates at least one member to respond to questions;
- Prepares and maintains records of all committee business and transmits a collection of the annual minutes to the Associate Dean.

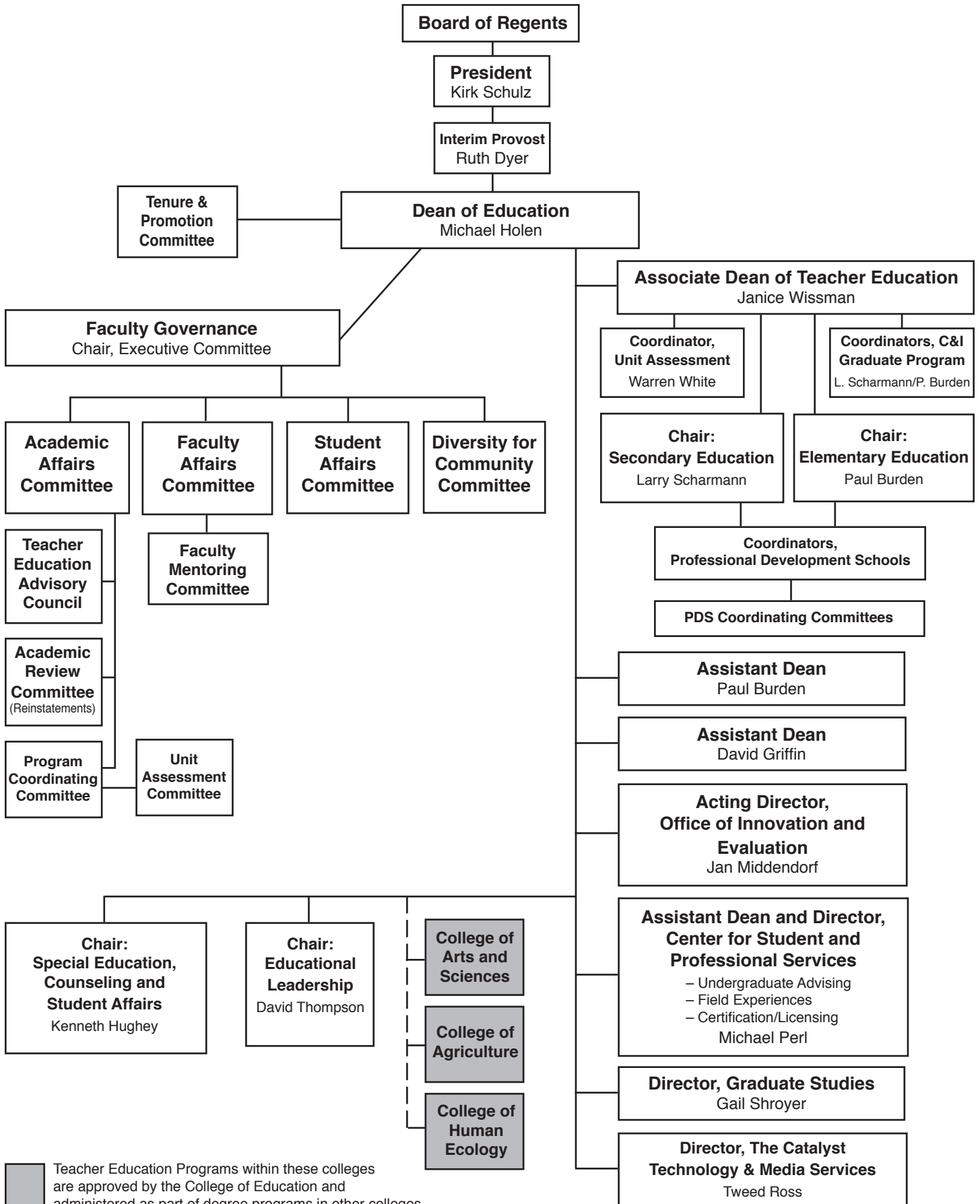
VII.3.4 A standing committee serves at the discretion on of the College Assembly and may be created or dissolved by action of two-thirds of the College Assembly members.

ADDITIONAL HANDBOOKS WITH POLICIES AND PROCEDURES

The following handbooks are used by the College of Education to guide decisions about a variety of issues. These handbooks are not reprinted within this booklet but are available from the sources listed for each item.

1. ***University Handbook, Kansas State University.*** This handbook was approved by the University Faculty Senate. It is used to guide decisions in faculty, academic, and student affairs. (Available from the Provost's Office, 106 Anderson Hall, 532-6224; <http://www.ksu.edu/academic/services/fhbook/>)
2. ***Graduate Handbook.*** This handbook was approved by the University Graduate Council and Graduate Faculty. It is used to guide decisions about all aspects of the graduate programs. (Available from the Graduate School, Fairchild Hall, 532-6191; or view online at: <http://www.k-state.edu/grad/gscurrent/handbook/index.htm>)
3. ***Undergraduate Student Handbook for the College of Education.*** This handbook provides information concerning program requirements for elementary and secondary education students. It is the primary advising handbook in the college. (This handbook is prepared by the Center for Student and Professional Services, 13 Bluemont Hall, 532-5524. Students can purchase a copy in the College of Education Copy Center, 22 Bluemont Hall; or download online at: <http://www.coe.ksu.edu/ss/handbook/index.htm>)
4. ***Student Teaching Handbook for Students.*** This handbook includes all policies and guidelines for student teaching. (This handbook is prepared by the Office of Student and Professional Services, 13 Bluemont Hall, 532-5524. Students can purchase a copy in the College of Education Copy Center, 22 Bluemont Hall; or download online at: <http://www.coe.ksu.edu/ss/handbook/studentteach.htm>)
5. ***Student Teaching Handbook for Teachers.*** This handbook includes all policies and guidelines for student teaching with specific guidelines for cooperating teachers. (This handbook is prepared by the Office of Student and Professional Services, 13 Bluemont Hall, 532-5524. Students can purchase a copy in the College of Education Copy Center, 22 Bluemont Hall.)
6. ***Undergraduate Teacher Education Honors Program.*** This document describes policies and procedures of the Honors Program. (Available from the Office of the Associate Dean, 17 Bluemont Hall.)

Administrative & Governance Structure of the Professional Education Unit Kansas State University



Teacher Education Programs within these colleges are approved by the College of Education and administered as part of degree programs in other colleges.