Faculty Council, Promotion and Tenure Committee,

and Standing Committees

**Faculty Council**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs: <http://www.depts.ttu.edu/opmanual/>

# 2016-17 Texas Tech Faculty Handbook:

# <http://www.depts.ttu.edu/officialpublications/pdfs/2016-17_Faculty_Handbook.pdf>

# 2015-16 Texas Tech Catalogue: <http://www.depts.ttu.edu/officialpublications/catalog/_introduction.php>

# Texas Tech Regents Rules: <http://www.texastech.edu/board-of-regents/regents-rules.php>

# SACSCOC 2012 Principles of Accreditation: <http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

# AAUP: <http://www.aaup.org/>

The Faculty Council is a nine-member elected body of the faculty.  Eight of the members are tenure-track faculty including:  a Chair, a Chair-elect, and two faculty members from each of the three departments in the College. The final faculty member is elected from the non-tenure track faculty for a one-year term of appointment.  Elections will occur each spring term and service will begin each August. The Faculty Council is responsible for soliciting nominations and convening elections for the Promotion and Tenure and Post-Tenure Review Committee, Standing Committees, Faculty Development Committee, and members to serve on Annual Review Mediation Committee.

Department representatives are nominated and elected by the tenure-track/tenured members of their respective departments for staggered three-year terms.  The College's Faculty Senators elect a representative to serve as an ex-officio member, and all Faculty Senators receive notification of meetings and information distributed at meetings.

The Chair and Chair-elect of the Faculty Council is elected by the Faculty Council members for one-year terms. The position of Chair-elect will rotate across the three departments (C&I, EP&L, TE). If the Chair-elect position is vacated, then someone from the same department to which the former Chair-elect is/was assigned will fill the position.  If the Chair position is vacated, then that position will be filled by the current Chair-elect and, in turn, a new Chair-elect will be selected from among the elected Faculty Council members in the former Chair's department. If a position (other than the Chair or Chair-elect) is vacated on the Faculty Council, the Chair will request nominations from the respective Department Chairperson. The Faculty Council will vote on the nomination/s and the new member will complete the term of the member who resigned.

The Faculty Council meets twice a month or more frequently as needed. It may vote on any matter before it when 50% of the elected members are present The Chair, Chair-elect, or designated delegate attend the twice a month Administrative team meetings.

The Faculty Council is a vehicle for faculty governance, the empowerment of faculty to recommend policy directly related to the conduct and quality of faculty life in the College of Education.  The Faculty Council facilitates processes by which faculty may be fully involved in deliberation and recommendation. When a faculty vote on a policy or other matter is needed, the Faculty Council will:

1. distribute the policy or issue to faculty via email;
2. establish a voting process (e.g. via confidential electronic or in person balloting);
3. convene the balloting process;
4. verify vote on the policy matter with count of Approve, Disapprove or Abstain;
5. a simple majority of those who vote will constitute approval;
6. communicate the vote via email to all faculty and ensure that the matter is posted on the College web-site.

For all matters affecting tenure/tenure-track faculty, all currently appointed tenure/tenure-track faculty of the College will be eligible to vote. For policies that pertain only to non-tenured full-time instructors and professors of practice, faculty members in these appointments will also be eligible to vote in addition to tenure/tenure-track faculty.

In addition to the responsibilities listed above and in response to faculty concerns or requests from the Dean and College of Education Administrative team, the Faculty Council:

* Encourages faculty involvement in College issues.
* Works as a clearinghouse for issues and concerns of the faculty at large.
* Facilitates faculty review of existing or proposed organizational structures, guidelines, and procedures to determine their impact on the conduct and quality of faculty life in the College of Education.
* Makes guideline recommendations to the Dean and Administrative team Council and the faculty at large.
* Refer policy issues to specific committees as appropriate.
* Calls and conducts faculty meetings each long semester, either jointly with the Dean or independently.
* Keeps records, copies, and minutes relative to Faculty Council actions, including the circulation of those minutes to the faculty (via the web site posting), and to the members of the Administrative team.

**Promotion and Tenure and Post-Tenure Review Committee**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs: <http://www.depts.ttu.edu/opmanual/> (see OP 32.01 and 32.02)

# 2016-17 Texas Tech Faculty Handbook:

# http://www.depts.ttu.edu/officialpublications/pdfs/2016-17\_Faculty\_Handbook.pdf

# 2015-16 Texas Tech Catalogue: <http://www.depts.ttu.edu/officialpublications/catalog/_introduction.php>

# Texas Tech Regents Rules: <http://www.texastech.edu/board-of-regents/regents-rules.php>

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The College Promotion and Tenure processes align with OP 32.01, which requires (at 2 g):

(1)    Evaluation by the department, which includes a vote by the tenured faculty, and a recommendation by the chairperson, who does not attend or participate in the faculty vote;

(2)    Two events occur at the college level: first, a review by the college tenure committee, which provides a recommendation to the dean; and second, a letter of recommendation provided by the dean, who does not attend or participate in the department faculty vote, nor participate in the vote of the college tenure committee.

In the College, the Promotion and Tenure Committee is composed of six, tenured, faculty members holding the rank of associate or full.  In consultation with the department Chairs, from the three academic departments, with the Associate Dean for Graduate Education and Research serving as an ex officio member, the committee reviews all applications for promotion and tenure within the College of Education and makes recommendations to the Dean. Efforts will be made to insure that the committee includes individuals who represent multiple diversity factors.

The members of the P&T Committee will meet during the spring semester, elect a Chair, establish the procedures governing their deliberations, and plan their activities for the coming year. All proceedings by this committee are strictly confidential in nature. All members of the committee will independently review the candidates' dossiers. Following the review, the committee will meet to deliberate and vote. After recording the vote, the Chair of the P&T Committee will give the marked, signed ballots to the Associate Dean, who will retain custody of the ballots.

Each year two of the members will rotate off the committee since all are in staggered three-year terms. The election of faculty members of the P&T Committee will occur on or before the third Monday in February. The chair of the Faculty Council, or the Chair's designate will ask the faculty to make nominations or self-nominations for the open P&T committee slots. These names will be reviewed and considered by both the Faculty Council and the college administrators (e.g., Dean, Vice Dean, Associate Dean, Department Chairs). They will complete a slate for the election with two persons per open slot unless this is not possible as in the case of a slot for a full professor with only one person eligible. After the election is held, the Dean and the Faculty Council Chair will count the votes and inform the faculty of results by April 1st.

The committee will act in accordance with written procedures as specified in the College of Education Handbook as developed by the College in agreement with University policies as stated in [OP 32.01](http://www.depts.ttu.edu/opmanual/OP32.01.pdf).  This committee's responsibilities include:

Reviewing and voting on all applicants for promotion and tenure and post tenure reviews, and submitting to the Dean a statement of committee recommendations on each applicant

## Procedures for COE Standing Committees

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

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COE Standing Committees include Graduate Academic Affairs; Teacher Certification and Undergraduate Academic Affairs; Research; and Faculty, Staff, and Student Human Resources.

Early in the spring term, faculty members are requested to identify committee assignments of interest and submit this information to the Chair of the Faculty Council.  The Faculty Council considers all submissions and appoints faculty to membership on committees in early May.  Membership is for three-year terms and begins on the first day faculty are back on duty in the fall semester.  Appointments for vacated positions are sought within one month after the vacancy occurs. Faculty appointed to the vacated position, take membership immediately and serve out the term of the original position.

Each standing committee includes two representatives from each department, ex-officio member(s), COE student representatives, and other members as appropriate.  Terms are staggered to allow for a rotation in membership.  Each newly empaneled committee holds its initial meeting within ten days after the beginning of the fall semester.  Administrators are not eligible for standing committees, but do serve in ex-officio positions. If there are insufficient numbers of representatives from each department, the committee will continue to meet as long as there is a quorum.

Unless otherwise specified, the Chairperson of the committee is elected by the committee and serves for one year in that role.  The Chairperson sets the committee agenda, Chairs meetings, reports committee actions to the faculty, provides minutes of each meeting to the Dean, and represents the committee to the Dean and the Administrative team in matters of mutual concern.

All actions and decisions of College committees and College faculty are advisory to the Dean.  Recommendations from committees or general meetings of the faculty, including the Graduate Faculty, submitted to the Dean, are taken under advisement and careful deliberation is given before any actions or decisions are made. All academic matters, however, according to OP 10.13 1 (f) are issues of the faculty. Program faculty will be consulted first before any actions or decisions that directly affect the program(s) are made. Minutes of College committees and faculty meetings are posted for the faculty.

**Students Serving on Standing Committees of the College of Education**

In an effort to promote representation of students on the Standing Committees of the College of Education, the proposed guidelines for choosing students for committee assignments are as follows:

Undergraduate Students: Students may submit their names to the Chair of Faculty Council who will forward them to the appropriate standing committee for consideration as ex-officio members or they may be nominated by the ex-officio member of the committee.

Graduate Students: Students may submit their names to the Chair of the Faculty Council who will forward them to the appropriate standing committee for consideration as ex-officio members or they may be nominated by the ex-officio member of the committee. (There are no graduate students on the TCUACC.)

**Graduate Academic Affairs Committee**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

As of 2016-2017, this committee is composed of three faculty members from Educational Psychology and Leadership, three faculty members from Curriculum and Instruction and one faculty member from the Teacher Education Department with the Associate Dean for Graduate Education and Research serving as an ex officio member, and one graduate student member.  The committee has the responsibility of maintaining oversight of all matters related to the quality of graduate education, in both masters and doctoral programs and in advanced certification programs.  The committee shall recommend to the Dean, guidelines and procedures necessary to strengthen all areas of graduate education.  Committee responsibilities include the following:

* Monitoring all policies governing graduate education and considering any student appeals for exceptions to those policies, e.g. admissions, residency, program structure, grievances, and grade appeals.
* Reviewing criteria for Graduate Faculty membership and procedures for implementing and recommending needed changes.
* Reviewing elements of graduate programs to ensure that they reflect standards of best practice among comparable research institutions and recommending specific actions to improve any identified deficiencies.
* Serving in an advisory capacity to the Associate Dean for Graduate Education and Research.
* Maintaining the course approval process for all graduate courses (see [OP 36.01](http://www.depts.ttu.edu/opmanual/OP36.01.pdf)).
* Developing procedures and activities that enhance administration/student/faculty relationships within the College.
* Keeping records, copies, and minutes relative to committee actions, circulating those minutes to the faculty (via the web site posting), and to the Administrative team.

**Faculty, Staff & Student Human Resources Committee Members**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

This committee is composed of two faculty members from each of the three academic departments, a representative of the Staff Council, and two student members, with the Director of Communications and Public Relations, Associate Dean for Graduate Education and Research, and the Vice Dean, serving as ex-officio members.  Specific responsibilities of the committee include:

* Recommending guidelines and procedures and organizing events that directly affect faculty, staff, and student welfare in the College of Education.
* Coordinating the process of announcing, nominating, selecting, and recommending faculty and students for College and, as appropriate, University awards.
* Designing and implementing an annual process of planning faculty and staff professional development.
* Developing procedures and activities that enhance relationships among administrators, faculty, and students within the College.
* Keeping records, copies, and minutes relative to all committee actions, including the circulation of those minutes to the faculty (via the web site posting), and to members of the Administrative team.

**Teacher Certification and Undergraduate Academic Affairs Committee**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

This committee is composed of three members from the Teacher Education Department, one member from the graduate faculty, and one undergraduate student with the Vice Dean and the Certification Officer for the College of Education serving as ex officio members.  The committee has the responsibility of maintaining oversight of all matters related to the quality of teacher certification and undergraduate education, including certification, courses, and programs.  The committee shall recommend to the Dean guidelines and procedures necessary to strengthen all areas of teacher certification and undergraduate education.  Committee responsibilities include the following:

* Monitoring all policies governing teacher certification and undergraduate education and considering any student appeals for exceptions to those policies, e.g. admissions, program structure, grievances, and grade appeals.
* Conducting a continuous review of the curricula and courses that comprise the academic programs in the College with a view to strengthening content and continuity, reducing redundancy, and maintain currency throughout.
* Maintaining the course approval process for all undergraduate courses.
* Developing a plan and procedures for support activities relative to issues in teacher certification and undergraduate education.
* Serving in an advisory capacity to the Vice Dean and the Certification Officer.
* Keeping records, copies, and minutes relative to all committee actions, including circulation of those minutes to the faculty (via the web site posting) and to members of the Administrative team.

# RESEARCH COMMITTEE

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

This committee is composed of two faculty members from each of the three academic departments with the Associate Dean for Graduate Education and Research serving as an ex-officio member, Development Officer as a standing member and one student member.  The Research Committee recommends guidelines and procedures necessary to strengthen all research endeavors in the College of Education including, but not limited to, the following:

* Promoting and supporting research and scholarly activities in the College.
* Making recommendations regarding the need for research equipment, materials, and funds.
* Reviewing faculty access to adequate resources.
* Developing guidelines for faculty research proposals supported by private and/or state organized research funds and reviewing those proposals and making recommendations to the Dean for their funding.
* Keeping records, copies, and minutes relative to all committee actions, including the circulation of those minutes to the faculty (via the web site posting), and to members of the Administrative team.