

# Department of Educational Leadership, Policy & Instructional Technology

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Bylaws 2022

## 1. Overview

The department of Educational Leadership, Policy & Instructional Technology (herein after referred to as the Department) is housed within the School of Education and Professional Studies at Central Connecticut State University.

The Department offers courses and/or programs at the undergraduate, master's, sixth year, advanced certificate, and doctoral levels. The Department also offers service courses that support programs from other departments.

## 2. Mission Statement

Our Department is committed to nurturing, supporting, and developing educational leaders from the level of the classroom to the world. Our students, graduates, and faculty contribute to, create, and influence systems with intentionality, humanizing approaches, and capacity to affect innovative change in communities. We envision the highest purpose of education is to promote and integrate robust well-being, sustainable development, and relationships grounded in responsibility and care. We accomplish this purpose in collaboration with the communities we serve.

## 3. Professionalism

All Department faculty are expected to uphold the highest standards for professional conduct and ethical behavior. Faculty are expected to treat everyone in the work environment with courtesy, respect, and dignity. Faculty are responsible for modeling professional conduct and for cultivating a collegial, respectful, and inclusive work environment. All faculty are expected to adhere to applicable Department and University policies and procedures.

This statement on faculty professionalism applies to all full-time and part-time faculty of the Department. It is relevant to all professional realms, including research, teaching, mentoring, administration, clinical practice, and university collaboration and commitments. Our professional activity in the field requires that we represent our Department and University with highest level of integrity and ethical, collegial, and respectful engagement. Professionalism issues in the clinical practice arena are governed by additional policies and procedures, including those of our external partners. The work of this Department relies heavily on positive, constructive, reciprocal relationships with PreK-12 school districts, higher education institutions, and other educational entities within the State of Connecticut and beyond.

## **4. The Department**

The Department's programs shall have the responsibility for the content and development of courses, curricula, and programs of study. The Department is responsible for the evaluation of Department members regarding load credit activity, creative and scholarly activity, productive service, and professional activity. The Department and individual members shall meet the expectations of and be governed by the current CSU-AAUP-BOR Collective Bargaining Agreement and other University regulations. The following programs and course designators are administered by the Department:

- A. Sixth Year Certificate in Educational Leadership; including the EDL course designator.
- B. Education Doctorate (Ed.D.) in Educational Leadership; with strands in P12 Leadership and Higher Education Administration; including the EDL, EPS, and EDT course designators.
- C. Advanced Official Certificate of Practice (OCP) – Superintendent of Schools; including the EDL course designator.
- D. Master of Science in Educational Technology; including the EDT course designator.

## **5. Membership and Appointment to the Department**

### **5.1 Full-time Faculty Members**

A full-time member shall be a faculty member appointed to the Department and will be assigned 12 semester hours of load responsibility, although they may be assigned overloads or underloads, as necessary, in accord with contractual procedures. All full-time members of the Department shall have participating rights with voting privileges.

The Department consists of faculty who are charged to teach, research, provide service, and perform professional activity. Full-time faculty share the following characteristics:

- 1. were appointed specifically to the Department;
- 2. possess expertise, such as doctorate work, research, professional experience, and/or teaching in the area of educational leadership;
- 3. have displayed successful teaching, research, and service in the area of educational leadership; and
- 4. were hired to work within one or more programs in the Department.

The Department also interacts with external faculty – affiliate faculty, who do not share the above characteristics but can teach or collaborate within the Department.

The involvement of affiliate faculty is by invitation only and is limited to the term of invitation. The involvement should not be construed as a long-term position, and such involvement must be approved by the Chair and Dean of the school.

### **5.2 Full-Time Special Appointment Members**

A full-time special appointment member shall be a faculty member appointed to the Department, for a period ranging from one semester to two years. Such special appointment members shall have participating rights with voting privileges.

### **5.3 Part-Time/Adjunct Members**

A part-time member shall be a faculty member appointed to and granted part-time teaching responsibilities in the Department. Such part-time members shall have participating rights at meetings (e.g., Department meetings) through an elected representation.

### **5.4 Emeriti Members**

The Department shall recommend emeritus status for retiring members of the Department in accord with the procedures contained in the current CSU-AAUP-BOR Collective Bargaining Agreement. Emeriti members shall have participating rights without voting privileges.

### **5.5 Members on Leave**

The current CSU-AAUP-BOR Collective Bargaining Agreement recognizes several different kinds of leave. For purposes of the Department, individuals on all types of leave shall have participating rights and voting privileges. This does not apply to members of the Department who have been reassigned to administrative positions in the CSU system.

### **5.6 Full-Time Hiring**

The Chairperson shall, in consultation with the Department, identify needs for new faculty and shall communicate and explain these needs to the appropriate administrative officers. After a faculty position has been approved by the University, a search committee will be established and follow procedures established by the University. Search committee chairs shall be selected by the Department Chairperson in consultation with the Department. Committees shall be formed with a goal of being representative of the diversity of the Department and shall not have less than four members. Search committees will operate in accordance with University principles regarding affirmative action. The Department commits to the consistent goal of expanding the diversity of the faculty. The search committee chair shall be the primary liaison to the Office for Equity & Inclusion (OEI) and shall have responsibility for completing and submitting all necessary forms and documentation. All search committee members will maintain complete confidentiality regarding the search process as it pertains to individual applicants.

### **5.7 Tenure Track**

Members are recruited and applications are evaluated using search committee procedures established by the University and under the supervision of the OEI (see 2B below). New non-tenure track, full-time members (e.g., one year emergency hires) of the Department must be approved by the Department if appointed during the regular academic year. Non-tenure track appointments may be made at the discretion of the Chairperson if required on short notice or during summer session when the Department cannot be convened.

### **5.8 Part-time Appointments**

Part-time members are defined as faculty assigned to less than 12 load credit hours per semester and appointed on a term-to-term basis as needed. Part-time members shall be granted all rights and responsibilities articulated in the CSU-AAUP-BOR Collective Bargaining Agreement. Part-time appointments will be made by the Chairperson in consultation with the Department and program coordinators as needed. Appointments will be based upon the quality of the experience and credentials of the lecturer as well as past record of performance, when applicable. Ongoing appointments will be consistent with the contract.

## **6. Professional Rights and Responsibilities**

### **6.1 Freedom in Research and Teaching**

All members of the Department are entitled to full freedom in research and the publication of the results, subject to the adequate performance of their academic duties. Freedom in research is fundamental to the advancement of truth. All teaching members shall have professional freedom to conduct their courses, provided that the subject matter is that which has been specified by the University, Department, and appropriate programs.

### **6.2 Teaching Obligations**

All members will implement the professional standards, licensure/certification, and accreditation requirements associated with the programs in which they offer their courses.

### **6.3 Grading Considerations**

The award of grades is the responsibility of the instructor of the course. Grade appeals or changes will be subject to established University and Connecticut State Colleges procedures and the CSU-AAUP-BOR Collective Bargaining Agreement and other University regulations.

### **6.4 Office Hour Requirements**

Teaching members are expected to be available to meet their obligations and student needs and shall schedule and conduct at least five (5) office hours per week, at times convenient to the students they typically teach. Office hours shall be scheduled at least three (3) teaching days per week in agreement with the Department Chairperson and will be posted by the departmental office and reported by the Department Chairperson to the appropriate Dean or Vice President.

## **7. Department Chair**

The Chairperson shall serve as the representative of the full- and part-time faculty of the Department. Although many of the responsibilities and duties of the Chairperson are administrative in nature, and while the Chairperson will necessarily have extensive contacts with the Dean of the School of Education and Professional Studies and other University administrators, the Chairperson is understood to be, first and foremost, a full-time<sup>1</sup> faculty member in the Department and is expected to

function in the best interests of the faculty and students of the Department as the representative of the Department.

The Department Chairperson will lead a management team, consisting of the Chairperson and program coordinators/directors of programs. The purpose of this team is to provide coherence and efficiency to the management of the Department and academic programs.

### **7.1 Selection**

The Chairperson shall be recommended to the Dean through an advisory vote of the full-time members of the Department.

### **7.2 Term**

The term of the Chairperson shall be three (3) years.

### **7.3 Duties**

The Chairperson administers the general affairs of the Department.

Duties shall include, but not be limited to the following:

1. Endeavor to create a working atmosphere which will facilitate the professional development of the members and students of the Department.
2. Call and facilitate Department meetings.
3. Serve as ex-officio voting member of all Department standing committees.
4. Maintain records of the Department, including meeting minutes, program reports, and vital records.
5. Schedule the class offerings of the Department in cooperation with the program coordinators and members of the Department.
6. Collaborate with Program Coordinators to coordinate the completion of program assessment and accreditation reports.
7. Participate in the personnel recommendations of the Department and in the recruiting of new faculty.
8. Participate in the supervision and evaluation of faculty and staff of the Department in compliance with the CSU-AAUP-BOR Collective Bargaining Agreement.
9. Develop and maintain a Departmental budget employing goals of fiscal sustainability and equity across faculty and programs.
10. Approve purchases and travel authorizations.
11. Represent the Department at Open Houses and information sessions.
12. Actively participate in program and Department recruitment efforts, including meeting with prospective students.
13. Actively participate in the development of partnerships opportunities with local and regional stakeholders (e.g., school districts, educational agencies, community organizations).

## **8. Acting Designee**

Should it be necessary, the chairperson of the Department may, on a temporary basis (not to exceed one week), and with the approval of the Dean of the School of Education and Professional Studies, recommend an Acting designee.

## **9. Appointment of Program Leaders within the Department**

The appointment of academic program leadership roles (e.g., Coordinator, Director) shall utilize a shared governance process, including a non-binding advisory vote from the Department faculty. Individuals assuming these program leadership roles will be responsible for their respective programs.

This process will apply to the following roles:

- Ed.D. Program Director
- Educational Technology Program Coordinator
- Sixth Year Certificate Program Coordinator
- Advanced Official Certificate of Practice Program Coordinator

Program Coordinators and Directors can identify tasks and select faculty to serve as project managers per defined terms.

A Coordinator will review and monitor the work of all project managers in a timely manner.

Upon the circumstance of a Coordinator or Director vacancy or a term ending, the Chairperson shall:

1. Solicit nominations for the position from among members of the Department. Members may self-nominate.
2. Offer nominees an opportunity to meet with the Department and discuss their nomination.
3. Organize an advisory election\* for a recommendation to be provided to the Chairperson.
4. Consult with the SEPS Dean regarding the recommendation of the advisory vote.
5. In collaboration with the SEPS Dean, make a final decision on the appointment.

\*This election is advisory and non-binding. It is a recommendation. Final authority for appointments rests with the SEPS Dean.

Term of appointment: Academic program leaders shall be appointed to terms of 3 years, contingent upon performance. Incumbents may be re-appointed but will go through the same process articulated above at the end of each term. Appointed members may choose to leave their roles at any time.

### **9.1 Non-Instructional Load Credit**

Non-instructional load credit for the Ed.D. Director is determined by the contract. Non-instructional load credits for other roles may be provided by the Chair, Ed.D. Director, and SEPS Dean's Office as is deemed appropriate and as the load credits are available. Specific levels of load credit support may vary depending on workload and availability of

resources. In the event that non-instructional load credit is not available, paid compensation may be provided through Department entrepreneurial funds.

## **9.2 Accountability and Performance Documentations**

All academic program leaders will submit a performance summary to the Chairperson at the end of each semester; detailing how they have met role responsibilities and specific agreed-upon deliverables.

## **10. Workflow**

Faculty work with Coordinators to resolve concerns. Coordinators, with or without faculty, meet with the Chairperson to resolve concerns. The Chairperson meets with the Dean to resolve concerns.

## **11. Scheduling Considerations**

### **11.1 Scheduling Considerations and Determining Assignments**

The primary goals are programmatic quality and student need.

### **11.2 Balancing Over-/Underload**

Coordinators, Director, and the Chairperson will work with faculty to manage and plan for this with goal of complying with contractual obligations.

### **11.3 Consultation in Advance with Faculty**

Coordinators, Director, and the Chairperson will consult with faculty about Program/Department needs and faculty preferences prior to scheduling courses and throughout the scheduling process.

### **11.4 No “Ownership” of Courses**

No faculty shall be considered to “own” any particular courses, individually. As such, it is the responsibility for the Program faculty, collectively, to maintain the content for the courses within their Programs.

### **11.5 Summer-Specific Criteria/Language**

#### **11.5.1 Rank**

Rank will not be a primary consideration.

#### **11.5.2 Qualifications**

Faculty qualifications will be considered by those responsible for scheduling assignments.

### **11.5.3 Documentation of Faculty Preferences**

Documentation will be collected by the Chairperson/Coordinators/Director regarding faculty preferences for summer load.

### **11.5.4 Equitable Distribution of Summer Teaching Load**

Coordinator(s) and Directors will work together to monitor the overall summer schedule for equitable and appropriate distribution of assignments across core program faculty desiring summer assignments, with a goal of not exceeding AAUP credit limits per session and over the entire summer.

### **11.5.5 Service Requirement**

Service to the Department will be a consideration when assigning summer courses. Summer course assignments will be contingent on appropriate service to the Department in the fall and spring terms.

## **12. Scheduling of Department Meetings**

The Department shall meet, at an absolute minimum, at the beginning and the end of each academic year, and at other times as appropriate. The Department will meet at the call of the Chairperson. During the first meeting each semester, the Chairperson will inform the Department members of dates and time of future meetings for that semester. At the Chairperson's discretion, additional meetings may be called. Further, should a scheduled meeting be cancelled, it should be rescheduled within a month. Emergency meetings and Departmental retreats can be called at the discretion of the Chairperson. The Chairperson of the Department shall be responsible for notifying members of the date, time, place, and agenda of the meetings. It is expected that all full-time faculty will attend the majority of Department meetings. The part-time faculty representative will also be invited to all Department meetings.

### **12.1 Quorum**

A quorum for Department meetings, program meetings, and for all Department committee meetings, shall consist of one more than fifty percent (50% + 1) of the full-time members of the Department, the program, or the Department committee, respectively.

### **12.2 Voting in Department Meetings**

Program decisions not under the purview of Coordinator and or Director will be voted upon at the program level. Such decisions will go forward for Departmental approval as a consent agenda item. If Departmental members decide the item merits further discussion, it may be pulled from the consent agenda.

Even though management by consensus is the goal of the Department, any member or group may request a formal vote on any issue brought to the Department, or any member may request the Chairperson to prepare a particular agenda item for a vote by the members of the Department.



In all Departmental votes, except where specifically indicated otherwise in these bylaws, matters are determined by majority vote, which is 50% + 1 in favor of the motion of those members of the Department present. Thus, a tie vote is a defeat for a motion.

Absentee, proxy, or electronic votes sent to the Chairperson prior to 24 hours after the meeting has concluded will be included in vote tally.

### **12.3 Duration of Meetings**

Generally, Department meetings shall not exceed two hours in duration.

### **12.4 Agenda of Meetings**

The agenda for each Department meeting shall be prepared by the Chairperson and distributed to faculty members. Faculty members are free to forward agenda suggestions to the Chairperson for inclusion on the agenda. Items suggested to the Chairperson for the agenda should be submitted before the distribution of the agenda, when possible.

### **12.5 Minutes**

There shall be a minute taker designated by the Chairperson. The minutes taker shall record and maintain Department meeting minutes. Minutes of Department meetings shall be distributed to all members of the Department.

Minutes will be distributed to the Department faculty prior to the subsequent Department meeting by email or hard copy.

## **13. Department Evaluation Committee (DEC) (also serves as Sabbatical Committee)**

The Department Evaluation Committee is a unique, contractually mandated committee that must follow both the current CSU-AAUP-BOR Collective Bargaining Agreement, all University rules and procedures, and Faculty Senate guidelines for the implementation of the collective bargaining agreement with respect to matters of faculty evaluation for tenure, promotion, contract renewal, professional assessment, and sabbatical requests.

The members of the DEC shall serve as the Sabbatical Committee. The committee shall follow the guidelines and procedures cited in 13.7 of the CSU-AAUP-BOR Collective Bargaining Agreement.

### **13.1 Members**

The DEC shall consist of the Department Chairperson, who is an ex officio voting member of the committee, and at least three full-time, tenured Department members, selected by a secret ballot vote of the Department. No member may serve on the DEC during an academic year in which they are being evaluated. The election of the DEC for the following academic year shall be held at an April department meeting, but only upon the final submission of DEC reports for that year. The DEC chair is elected by vote of the DEC members of the given year. The DEC shall be formed with a goal of being representative of the diversity of the Department. Barring extenuating circumstances, tenured members of the

Department agree to serve on the DEC in any given year, if their absence would necessitate declaring a hardship and seeking alternative volunteer faculty from other departments.

## **14. Department Ad Hoc Committees**

At such times as the Chairperson, or the Department at a regularly constituted meeting, shall feel it is necessary to create a committee for a special purpose, the Chairperson shall appoint the committee members and inform the Department of such appointments at the time of appointment.

## **15. Department Representatives to University Committees and Organizations**

### **15.1 Faculty Senate Representation**

In accordance with existing faculty senate and University procedures, the full-time members of the Department shall elect one senator for each fifteen full-time members in the Department or fraction thereof under the following guidelines:

- A. The election shall be held in the April meeting of the academic year before the term of service.
- B. Term of office shall be for two years, and a senator may not serve more than three terms in succession.
- C. One permanent alternate shall be elected for a senator at the time of election of the senator to substitute at senate meetings when the senator is unable to attend. The alternate shall have the same qualifications as the senator.
- D. Senators shall represent the Department to the best of their ability. In all matters of direct concern to the Department and all substantive issues of the senate, they shall consult with the Chairperson and poll all Department members for direction on the policy and action in the senate.
- E. Pursuant to the directive of Section III, Article 6 of the constitution of the faculty senate, the following procedure for impeachment of a senator by the department is established.
  - a. Upon motion for impeachment passed by a majority of the Department members, the Chairperson shall appoint a three-member Ad Hoc committee to investigate the allegations of misrepresentation or misconduct of the senator. Membership of the Ad Hoc committee shall be at the discretion of the Chairperson, excluding the persons making and seconding of the motion for implementation. The Ad Hoc committee shall make a report and recommendation to the Department for vote. Vote for removal from office shall require a two-thirds majority vote of the Department.
  - b. A senator thus removed from office shall have the right of appeal through the appropriate administrative channels.

- c. While impeachment procedures are pending, the alternate for the senator shall serve as Department senator and attend meetings of the senate without prejudicial action against the senator.

## **15.2 Representation to University and SEPS-Related Standing Committees**

### **15.2.1 Standing Committees**

The full-time members of the Department shall elect representatives from the full-time faculty to the following committees: Faculty Senate, University Curriculum Committee, Graduate Studies Committee, library liaison, CCSU-AAUP Departmental liaison, CTEN, and any other University or SEPS committee which the Department is directed to elect a representative. The election of committee representatives shall be according to approved University procedures. In particular:

- A. The election shall be held during the April Department meeting for terms starting the following academic year.
- B. Length of terms shall be consistent with established University policy per committee.

### **15.2.2 Other Committees**

The Department will also be represented at times on other University committees by faculty members appointed by the President, Provost, SEPS Dean or elected by the faculty senate.

### **15.2.3 Representing the Department on Committees**

The representatives to University committees shall act on behalf of the Department, shall keep the Department informed on committee proceedings, and shall consult with the Department for recommended action in matters of direct concern to the Department.

### **15.2.4 Removal from Committee Assignment**

A committee representative may be removed from office following gross misrepresentation or misconduct according to the procedure for impeachment outlined in sections 15.1a-15.1c.

## **16. Department Procedures**

### **16.1 Department Course Evaluation**

As a professional Department focusing on teaching as a profession and given our shared commitment to the on-going improvement of our own teaching, the members of the Department shall actively seek feedback from students.

## **16.2 Student Course Evaluations**

An evaluation of all courses taught is offered to students using a Department-approved Course Evaluation Survey. After ensuring that full-time and part-time faculty members in the Department have access to their online student course evaluations from the previous semester, and that they have had a week within the semester to review them, the Department Chairperson may review such course evaluations at their discretion and may offer feedback. The process shall be confidential, respectful, and secure.

## **16.3 Attendance**

Except for sick leave, personal leave, and professional leave, the expectation for faculty is full attendance in their courses. A faculty member is expected to report any classroom location changes and absences on teaching days to the Department Chairperson as soon as the decision is made by the faculty and before students are expected to show up for class. The faculty member should also make every effort to inform students of any classroom location change or class cancellation and suggest alternatives for canceled classes, as appropriate.

## **16.4 Responsibilities for Grades**

The determination of student grades is the responsibility of the course instructor. A corollary of this responsibility is the duty of the course instructor to submit grades to the University Registrar within the prescribed time limits.

## **16.5 Grade Changes**

A grade shall be changed only with the consent of the instructor and with the approval of Chairperson of the Department and the Dean of the School of Education and Professional Studies. Any exceptions will follow the prescribed method found in the Appeal for Grade Change Policy of adjusting grades established by the Faculty Senate.

## **16.6 Commencement**

The Department values celebrating the achievements of our students through participating in University Commencement ceremonies. Faculty shall develop a rotation schedule for these ceremonies in order to have a significant Departmental representation at each ceremony. For graduating Ed.D. students, it is an expectation that capstone advisors will attend and participate as hooders. For other graduate programs, a component of the rotation schedule will be for faculty to participate in the hooding of respective graduates.

## **17. Review of the Department Bylaws**

The Department shall review the Department bylaws on a three-year cycle or, if needed, earlier than that. The Faculty Senate Governance Committee shall make recommendations in order that the bylaws be consistent with the CSU-AAUP-BOR Collective Bargaining Agreement and/or the bylaws reflect the governance needs of the Department.

### **17.1 Amending the Bylaws**

Proposed amendments to the Department bylaws shall be submitted in writing to the Faculty Senate Governance Committee for review.

### **17.2 Adoption of Amendments**

A majority vote of the Department full-time faculty present, as long as there is a quorum (50% + 1), shall be required for the adoption of any amendments to the bylaws.