

**Central Connecticut State University  
Department of Special Education and Interventions**

**Bylaws Revised 8/11/2022  
Approved by Department 9/20/22**

**1.0 Department of Special Education and Interventions**

The Department of Special Education and Interventions is an academic unit that functions to provide courses and programs of study at the undergraduate and graduate levels and works collaboratively with the public schools in improving the educational experiences of K-12 students with disabilities and to promote appropriate research / scholarly activity, and service and community engagement.

**2.0 Mission Statement** of the Department of Special Education and Interventions:

To prepare current and future teachers with expertise in evidence-based practices that are meaningful, authentic, and engaging and to promote excellence in both education and quality of life for children and youth with exceptionalities.

- i) To embrace shared responsibility and collaboration among educators, families, and communities.
- ii) To provide inclusive core academic instruction and behavioral supports in least restrictive, high quality learning environments.
- iii) To promote self-efficacy for all individuals to live responsible and productive lives.

**3.0 Duties of Faculty Members**

**3.1 The Chairperson**

- 3.1.1 The Chairperson of the Department of Special Education shall be nominated according to approved University policy for a three-year term.
- 3.1.2 The Chairperson administers the general affairs of the Department in accordance with the appropriate sections of the BOR/AAUP contract.
- 3.1.3 The Chairperson's duties shall include, but not be limited to, the following: He/She/They shall:
  - 3.1.3.1 Endeavor to create a working atmosphere that facilitates the professional development of the members and students of the Department.
  - 3.1.3.2 Call, coordinate, and schedule departmental and specific committee meetings; solicit items for and distribute by email attachment the agenda at least two full days prior to the meeting; chair the department meetings. A quorum for meetings shall consist of one more than fifty percent of the full-time members of the Department, or of the Committee.

- 3.1.3.3 Serve as ex-officio voting member of all Department standing committees (except DEC and Governance Committees).
- 3.1.3.4 The Department secretary shall record and maintain Department meeting minutes that will be vetted by Chairperson for accuracy and distributed to Department faculty and the Dean of SEPS no later than **two** days before the next department meeting.
- 3.1.3.5 Maintain records of the Department.
- 3.1.3.6 Schedule the class offerings of the Department in cooperation with members of the Department.
- 3.1.3.7 Participate in the personnel recommendation of the Department in recruiting new faculty.
- 3.1.3.8 Participate in the supervision and evaluation of personnel of Department in compliance with the contract for the State University System.
- 3.1.3.9 Develop long-range and annual budgets for the Department in cooperation with members of the Department for submission to the appropriate administrative officers.
- 3.1.3.10 Serve as a liaison between the Department and other departments of the University and administration of the University.
- 3.1.3.11 Inform new faculty appointees, in conjunction with the Chairperson of the DEC, of the duties they are expected to perform and of the University and Departmental criteria to be employed in evaluating their work.
- 3.1.3.12 Interact with Certification Officer for the School of Education and Professional Studies in matters pertaining to State Certification in Special Education.
- 3.1.3.13 Consult with school and university assistant and associate deans and directors/coordinators of programs around matters related to scheduling, budgets, community partnerships, internships, student teaching, accreditation, etc.
- 3.1.3.14 Authorize Departmental grant applications, and be involved in implementation, coordination, and evaluation of said grants as appropriate.
- 3.1.3.15 Inform members about reassigned time opportunities.
- 3.1.3.16 Allocate the following Department resources, within the first three weeks of each semester or at the first called Department meeting of each semester or when provided a budget by the Dean: travel funds, supply funds, copy funds, office space, administrative support time, equipment, Graduate Assistants and/or student workers, and other resources as assigned to, or acquired by the Department.

- 3.1.3.17 Shall, after consultation with appropriate faculty committees, make final Departmental decisions related to student concerns in accordance with University BOR/AAUP Guidelines.
- 3.1.3.18 Coordinate advisement loads with Department.
- 3.1.3.19 Appoint a faculty member, in accordance with University affirmative action procedures, for one or more semester(s) on an emergency basis.
- 3.1.3.20 Follow procedures as outlined in duties of university chairs related but not limited to grade appeals, student code of conduct, accreditation, and assessment reports, etc.
- 3.1.3.21 Facilitate coordination and participation as appropriate in school-community partnership work as well as with department or school advisory boards.
- 3.1.4 **Additional details related to Chairperson role can be found in Appendix B.**

## 3.2 The **Faculty** (Professional Rights and Responsibilities of Individual Faculty Members)

- 3.2.1 Faculty will act in accordance with the appropriate sections of the BOR/AAUP contracts.
- 3.2.2 Faculty responsibilities shall include, but not be limited to, the following:
  - 3.2.2.1 Acquire equipment and facilities.
  - 3.2.2.2 Review Master's Capstone projects.
  - 3.2.2.3 Consult with Department Chairperson on course scheduling and reassigned time credit.
  - 3.2.2.4 Develop or redesign course and curriculum programs of study in collaboration with Chairperson and colleagues to ensure candidate outcomes with strong fidelity to University, professional, national, and state accreditation standards.
  - 3.2.2.5 Pursue creative activity/scholarship appropriate to one's field of study and participate in service to Department, School and University as reasonable.
  - 3.2.2.6 Submit grades for all students in accordance with University policy.
  - 3.2.2.7 Consult with assigned advisees to approve appropriate programs of study, file copy, and submit to graduate studies office in timely manner.
  - 3.2.2.8 Initiate timely requests for promotion, tenure, sabbatical leave, and professional sixth year assessment and submit to Department Evaluation Committee all necessary documents by date specified in BOR/AAUP contract.

3.2.2.9 Carry no more than three different course preparations per academic semester, unless agreed upon by the faculty member. Student teaching supervision, regardless of the number of sections, is treated as one course preparation.

3.2.2.10 Reflect conduct that is professional, ethical, and courteous.

### **3.3 Professional Program Coordinator**

- 3.3.1 Oversight of Professional Program Application process with Dean's Office, department secretary, faculty, applicants, Taskstream, and Blackboard, including:
- 3.3.2 Oversight of courses, clinical experiences, and program that lead to initial or cross endorsement in special education.
- 3.3.3 Coordinate field experiences and student teaching placement process with faculty and Office of School-Community Partnerships, including:
- 3.3.4 Coordinate practicum placement (for cross endorsement candidates) process with Office of School-Community Partnerships, including:
- 3.3.5 Coordinate Duration Shortage Area Provision (DSAP) paperwork and placement process with Dean's Office.
- 3.3.6 Coordinate university supervisor assignments for student teachers and DSAP candidates with the Office of School-Community Partnerships.
- 3.3.7. Maintain active communication and support for university supervisors.
- 3.3.8. Serve as a liaison to CCSU's Office of School-Community Partnerships and Certification Officer.
- 3.3.8 Maintain active engagement with the department's accrediting body, the Council for Exceptional Children (CEC), including ongoing professional development as needed.
- 3.3.9 Monitor submission of Key Assessment data for the CEC Specialized Professional Association (SPA) by course instructors and program faculty each semester.
- 3.3.10 Compile Key Assessment data for the annual university assessment report.
- 3.3.11 CEC SPA Report preparation and writing as required by the Council for Accreditation of Educator Preparation (CAEP) to maintain our program's accreditation status.
- 3.3.12 Actively pursue opportunities for partnership with general education K-12 schools and specialized education facilities focused on developing and sustaining field and clinical placements.
- 3.3.13 Regularly communicate important deadlines and information about clinical placements, student teaching and/or DSAP, and licensure to department faculty and students.
- 3.3.14 Oversee development of edTPA portfolios for teacher candidates.
- 3.3.15 Active representation on state and/or national organizations as appropriate.
- 3.3.16 Serve as department representative on Central Teacher Education Network

(CTEN).

3.3.17 **Additional details related to Professional Program Coordinator role can be found in Appendix A.**

4.0 **Committees.** Department committees are standing committees with membership as described below. Every spring semester, representatives for committees will be elected from among the department members.

4.1 **Department Standing Committees**

4.1.1 **Election of Chairperson:** All Department standing committees shall elect their Chairpersons from their elected membership on the first day of the academic year / contract, except for DEC, which does so in accordance with University Senate regulations.

4.1.2 **Governance Committee:** When asked by the Department faculty to do so, the Governance committee shall review and revise Department by-laws in compliance with the AAUP-BOR collective bargaining agreement and shall make recommendations to the Department for vote.

4.1.3 **Elections Committee:** This committee conducts elections. The Committee shall consist of at least 3 elected members with at least 2 tenured faculty. The Chairperson of the Department shall also serve as an ex-officio non-voting member of this committee. This committee will also conduct elections for the Department during Department meetings.

4.1.4 **Curriculum Committee:** This committee shall review and make recommendations regarding course and program additions, changes and deletions. The committee shall consist of at least 3 elected members (two of whom are tenured) and should include directors/coordinators of affected program(s). The Chairperson of the Department shall also serve as ex-officio voting member of this committee.

4.1.5 **Search Committee:** The search committee shall follow the policies and procedures as outlined by the university Office of Diversity and Equity. These include but are not limited to advertising, reviewing and rating

credentials, interviewing candidates, and making recommendations to the Department, and the Dean of SEPS for all faculty appointments. The Committee shall consist of a minimum of 3 members, two of whom are tenured faculty. The Chairperson of the Department shall serve as an ex officio voting member of this committee. If the search is for a specific program, the director/coordinator of said program typically acts as chairperson of this search committee.

Search committee recommendations for hiring will be reviewed by the Department and decided by a majority vote.

A person from outside the university, who is elected to serve on the Search Committee, will be granted opportunities to share perspectives with the committee as an ex officio non-voting member.

Adjuncts of the Department and emergency appointments to the Department shall not serve as voting members on the Search Committee.

#### **4.1.6 Scholarship Committee**

The Scholarship Committee, comprised of all full-time members, is responsible for developing and implementing all procedures related to scholarships . These responsibilities include the creation of eligibility criteria, selection processes, and public relations communiques.

## **4.2 Ad Hoc Committees**

4.2.1 Ad Hoc Committees shall be appointed by the Chairperson when a special issue must be considered, as determined by the Chairperson or Department members.

## **4.3 Department Evaluation Committee (DEC)**

### **4.3.1 Membership**

4.3.1.1 Membership shall consist of two to four tenured faculty and may include the Department Chairperson. At the last faculty meeting of each academic year, the department will, by majority vote, determine the number of DEC members to serve, and will hold an election at that time.

4.3.1.2 No member of the department shall serve on the DEC in an academic year in which he/she is to be considered for tenure or promotion. A faculty member who serves on the DEC will recuse him or herself when being considered for sixth year professional assessment; but may serve as a voting member for other faculty promotion and tenure decisions.

4.3.1.3 The DEC Chairperson will be elected annually by the members of DEC at its first meeting.

4.3.1.4 The Department Chairperson may serve as the DEC Chairperson under extenuating circumstances and by authorization from the

Dean.

#### 4.3.2 **Responsibilities of DEC Chair**

- 4.3.2.1 Calls DEC meeting with consultation of Department Chairperson.
- 4.3.2.2 Notifies membership of meeting days and times.
- 4.3.2.3 Appoints the recorder of minutes.
- 4.3.2.4 Acts as Departmental and University-wide official spokesperson for DEC on all matters relating to DEC and communication of all external transactions to membership.
- 4.3.2.5 Circulates to DEC members, committee narrative drafts of promotion, tenure, and/or sixth year professional assessment summary pages for final approval.
- 4.3.2.6 Notifies identified faculty, per correspondence from Human Resources, timelines pertaining to the submission of a folio for promotion and/or tenure, and/or sixth year professional assessment.

#### 4.3.3 **Responsibilities of DEC**

- 4.3.3.1 Evaluate and make written recommendations concerning renewal, tenure, professional assessment, promotion, and sabbatical leave in accordance with current BOR/AAUP contract guidelines.
- 4.3.3.2 Mentoring and Observations for Non-tenured faculty
  - 4.3.3.2.1 All non-tenured faculty will be assigned a mentor who is a tenured DEC department faculty member or designee by the DEC.
  - 4.3.3.2.2 Mentors will meet on a regular basis with non-tenured faculty; assist in orienting faculty to position and responsibilities; provide guidelines in developing a creative activity agenda; provide feedback on teaching effectiveness.
  - 4.3.3.2.3 Two DEC faculty will conduct teaching observations of non-tenured faculty. The observation process will include a pre- observation conference between the non- tenured faculty member and each individual faculty observer, and a post-observation conference. This procedure will serve to provide feedback to the non- tenured faculty member. Prior to the observations, the non-tenured faculty member must submit to each observer at least three days prior to the observation, pertinent syllabi and a lesson plan including planned student outcomes of the that day's teaching.

- 4.3.3.2.4 DEC members will observe three primary areas:  
1) mastery of teaching (including use of a variety of pedagogical approaches); 2) classroom environment/interactions/rapport; and 3) mastery of content. The DEC will utilize an approved departmental rubric for this observation.

#### 4.3.4 Faculty Evaluations

- 4.3.4.1 Each full-time faculty member in accordance with the BOR/AAUP contract, will utilize a student evaluation department faculty form that will be administered at the end of each semester for each year by another faculty member or a graduate student. The faculty member who is evaluated should not be physically present during the evaluation and evaluations should be sealed and left with department secretary or other approved method of delivery approved by the Chairperson of the DEC.
- 4.3.4.2 Observations and Evaluation of PART TIME faculty members. The DEC makes recommendations to the department Chairperson concerning professional assessments and reappointments of part-time faculty in any of the following cases:
- After the part-time faculty member instructs the same course for three semesters or;
  - After the part-time faculty member instructs a new course for the first time or;
  - As requested by the Department Chairperson
- 4.3.4.3 The DEC shall use the quality of teaching as the primary criteria for professional assessment and reappointment of part-time faculty and part time faculty must submit to department secretary / administrative assistant a syllabus and course objectives at the beginning of the semester for each course; and submit course evaluation data by the date identified by the registrar.
- 4.3.4.4 Submission of Materials by Non-Tenured Faculty, Faculty for Promotions and Tenure, and for 6<sup>th</sup> year Professional Assessment shall follow these guidelines:



### 1) **Administrative Unit\***

In general, a portfolio submitted by a faculty member for review by the DEC should begin with a section on the faculty member. This section should include:

- a. Faculty member's personal narrative
- b. Summary of load credit activity
- c. Summary of creative activity
- d. Summary of service
- e. Summary of professional activity
- f. Curriculum vita

This beginning section may also include:

- a. Years in rank
- b. Dean's previous letter(s) of recommendation
- c. President's previous letter of appointment
- d. President's previous letter of renewal
- e. Years in rank

### 2) **Organizing Sections\***

Following this introductory section, the remainder of the file should be organized under 4 categories: Load credit activity or creative activity, service and professional activity. Not only is the DEC looking for strong evidence of growth and quality in each of these 4 areas, but DEC members are very interested in the reflections made by the faculty member on their own work and growth. For these purposes, each of the 4 categories should provide a "full story."

### 3) **Teaching\*** – the faculty member should submit:

- a. Reflective statement which focuses on philosophy, particular goals for teaching, approaches to professional growth and development; most recent revisions of the syllabi; summary of own learning; teaching responsibilities and record of teaching; clear explanation of and rationale for instructional approaches; activities undertaken to improve teaching.
- b. Complete syllabi
- c. Examples of course materials
- d. Examples of student work
- e. Unsolicited student letters
- f. Originals of the student evaluations (quantitative and qualitative data). Summary table of original data.
- g. Summaries of all peer evaluations and recommendations.

- 4) **Scholarship/Creative Activity\*** – the faculty member should submit:
  - a. Reflective statement about his/her creative activity agenda and goals; how this agenda contributes to faculty member’s own growth, to the department, and to the profession.
  - b. Copies of all activity – may include articles, books, manuals, conference papers, grant applications, electronic or media-based formats, providing expert witness at due process hearings, and other items not listed above.
  - c. Include a clear explanation of the review process, if any, for each creative piece.
  - d. Presentations at local/national/international conferences in discipline.
  
- 5) **Service\*** – the faculty member should submit:
  - a. A reflective statement about his/her service work to the department, the school, the university, the community and to the profession.
  - b. Clear, specific explanation of his/her contributions to the department, the school, the university, the community and to the profession, including leadership roles.
  - c. The DEC is specifically interested to learn from the faculty member how he/she has contributed to the department as a whole. In other words, how has the faculty member been a contributing productive member of the department team, working collaboratively and collegially to further common goals?
  
- 6) **Reflective Summary\*** – The non-tenured faculty member should close his/her review file with a reflective summary and goal statement.
  - a. What does he/she plan to accomplish over the next 3 years?
  - b. What particular areas of growth does he/she plan to address and how?
  
- 7) **Professional activity\*** includes evidence of other participation and /or leadership in professional community including local, national, international organizations/committees. Faculty member should submit:
  - a. A reflective statement about his/her professional activity to the field of special education.
  - b. Participate in or leadership in professional community.
  
- 8) **Observations of Teaching of Non-Tenured Faculty** - A review of a non-tenured faculty member’s teaching shall include observations made by two DEC faculty members. The process will include a pre-observation conference between the non-tenured faculty member and the faculty observer; the observer will submit a written report to DEC Chairperson. The DEC believes this procedure is important for providing feedback and assistance to the non-tenured faculty member.

## 9) Distinction between Tenure/Promotion\* –

**Tenure** is based on the candidate's potential. The candidate should be able to demonstrate positive growth in all four areas of evaluation. Their teaching should demonstrate a reflective practitioner who modifies and enhances the curriculum as needed. The candidate should have a research agenda and have progressed in producing artifacts that reflect the agenda (presentations and possible publications). The candidate should be becoming active in the college community, serving on committees at least at the department and college levels. The candidate should be able to demonstrate being active in their field (attends conferences, membership in professional organizations, and professional activity in the community).

**Promotion\*** is based on products. The candidate's teaching evaluation should reflect that the candidate has mastered their subject area. The candidate's creative activities agenda should show evidence of scholarly growth, through publications, conference paper presentations at state, national and international conferences, grant applications and electronic media formats. There should be clear contributions to the department, school, university, and community, with the candidate assuming some leadership roles.

*\*Refer to the Department of Special Education and Interventions Guidelines for Promotion and Tenure document for more detailed expectations of items 1 through 9 above.*

### 4.3.5 Procedures of Department Evaluation Committee (DEC)

- 4.3.5.1 The DEC shall not function with more than one member absent.
- 4.3.5.2 All meetings and written transactions shall be closed and confidential. Any DEC member found in violation of this will be suspended from further participation in DEC that year.
- 4.3.5.3 The DEC chair will notify all faculty members who are eligible for renewal promotion, tenure and professional assessment.
- 4.3.5.4 For every category of evaluation, the DEC chair will notify faculty of deadlines for the submission of documents to DEC, as well as the deadlines established by the University.
- 4.3.5.5 Pursuant to its evaluation responsibilities, DEC will initiate its evaluation only with the data submitted by the candidate.
- 4.3.5.6 If the data are deemed insufficient, DEC may request further data from the candidate.
- 4.3.5.7 DEC will not consult the candidate's personnel file without written permission of the candidate.
- 4.3.5.8 Any additional data brought to the committee's attention will be shared with the candidate and the opportunity will be provided

for the candidate to respond.

- 4.3.5.9 All decisions will be reached by majority vote.
- 4.3.5.10 The DEC evaluation committee will highlight those aspects of performance agreed upon by the majority of the committee.
- 4.3.5.11 Copies of the DEC evaluation will be sent to the candidate.
- 4.3.5.12 Copies of the DEC evaluation will be sent to the dean of the School of Education and Professional Studies.
- 4.3.5.13 Relative to renewal, promotion, tenure, professional assessment, and sabbatical leave, all candidate documentation will appropriately be forwarded with DEC's evaluation.
- 4.3.5.14 DEC shall act in accordance with the provisions and criteria outlined in the BOT/AAUP contract.

#### 4.4 University Committees

- 4.4.1 Department representatives will be elected to the following committees:
  - 4.4.1.1 **Faculty Senate:** one representative and one alternate elected for a two-year term.
  - 4.4.1.2 **Curriculum Committee:** one representative and one alternate elected for a two-year term.
  - 4.4.1.3 **Graduate Studies Committee:** one representative and one alternate elected for each department graduate program for a two-year term)
  - 4.4.1.4 **Central Teacher Education Network (CTEN):** one representative as per CTEN bylaws
  - 4.4.1.5 **Library Liaison:** one representative

#### 5.0 Faculty Travel

- 5.1.1 Travel funds allocated by AAUP will be divided equally among full-time faculty.
- 5.1.2 Faculty members shall retain any unused allotted AAUP travel funds up until \$1,500. This aligns with CSU-AAUP regulation 9.5.1 that states "Each full-time member shall normally not be allowed more than \$1,500 reimbursement per contract year toward the cost of fees, travel, food and lodging related to attendance at such events, provide such travel is approved in advance." Any funds over \$1,500 will be placed into a Department rollover account. At the Chairperson's discretion, travel rollover money will be distributed as necessary among full-time faculty.

#### 6.0 Revision of By-Laws

These by-laws may be amended by a two-thirds vote of department members at

any department meeting providing that such amendments shall have been distributed in writing and discussed at a previous departmental meeting.

## **Appendix A – Professional Program Coordinator Responsibilities**

- 3.3.1.1 Coordinating with Dean’s Office around Taskstream submissions before and after the application deadline and after interview and essay completion:
  - 3.3.1.1.1 Before application deadline – streamlining the application process in Taskstream and ensuring all required components are included.
  - 3.3.1.1.2 After deadline (before interview and essay) – communicating with Dean’s Office regarding what applicants can be invited to the interview.
  - 3.3.1.1.3 After interview and essay completion – communicating with Dean’s Office after department decisions have been made.
- 3.3.1.2 Evaluating Taskstream application components
  - 3.3.1.2.1 Before interview and essay – evaluating materials submitted by applicant.
  - 3.3.1.2.2 After interview and essay – inputting interview, exit slip, and essay scores. Submitting the department’s decision.
- 3.3.1.3 Communicating with applicants around application requirements, interview invitations, essay submission deadlines, and communication of final decision dates.
  - 3.3.1.3.1 Constructing and maintaining the Professional Program Interview and Essay course on Blackboard which contains:
    - 3.3.1.3.1.1 Teams interview link,
    - 3.3.1.3.1.2 Interview documents and groupings,
    - 3.3.1.3.1.3 Application essay information and timeline,
    - 3.3.1.3.1.4 Faculty interview and essay scoring assignments,
    - 3.3.1.3.1.5 Submission links for Exit Slip and Essay, and
    - 3.3.1.3.1.6 Faculty interview and essay scoring spreadsheet
  - 3.3.1.3.2 Coordinating with and assigning faculty to schedule interviews,
  - 3.3.1.3.3 Communicating essay scoring deadlines to faculty and

following up as needed,

- 3.3.7 Oversight of courses, clinical experiences, and program that lead to initial or cross endorsement in special education, including:
  - 3.3.7.1 Planning and development of curriculum,
  - 3.3.7.2 Fieldwork,
  - 3.3.7.3 Clinical placements, and
  - 3.3.7.4 Ongoing assessment of student learning outcomes
- 3.3.8 Coordinate field experiences and student teaching placement process with faculty and Office of School-Community Partnerships, including:
  - 3.3.8.1 Communicating regularly and troubleshooting with OSCP throughout the fall and spring semesters.
- 3.3.9 Coordinate practicum placement (for cross endorsement candidates) process with Office of School-Community Partnerships, including:
  - 3.3.9.1 Meeting with partner school district personnel to determine placements,
  - 3.3.9.2 Communicating regularly and troubleshooting with OSCP during the spring semester and summer.
- 3.3.10 Coordinate Duration Shortage Area Provision (DSAP) paperwork and placement process with Dean's Office, including:
  - 3.3.10.1 Meeting with the Dean's Office, Office of School-Community Partnerships, and department secretary to ensure all offices are aligned,
  - 3.3.10.2 Communicating and troubleshooting regularly with the Dean's Office and OSCP around DSAP throughout the fall and spring semesters, with some communication in the summer as well.
- 3.3.11 Coordinate university supervisor assignments for student teachers and DSAP candidates with the Office of School-Community Partnerships, including:
  - 3.3.11.1 Communicating regularly and troubleshooting with OSCP throughout the fall and spring semesters.
- 3.3.9. Maintain active communication and support for university supervisors, including:
  - 3.3.9.1.Regular emails and meetings, as needed, throughout the fall and spring semesters.
- 3.3.18 Serve as a liaison to CCSU's Office of School-Community Partnerships and Certification Officer.
- 3.3.19 Maintain active engagement with the department's accrediting body, the Council for Exceptional Children (CEC), including ongoing professional development as needed.

- 3.3.20 Monitor submission of Key Assessment data for the CEC Specialized Professional Association (SPA) by course instructors and program faculty each semester.
- 3.3.21 Compile Key Assessment data for the annual university assessment report.
- 3.3.22 CEC SPA Report preparation and writing as required by the Council for Accreditation of Educator Preparation (CAEP) to maintain our program's accreditation status.
- 3.3.23 Actively pursue opportunities for partnership with general education K-12 schools and specialized education facilities focused on developing and sustaining field and clinical placements.
- 3.3.24 Regularly communicate important deadlines and information about clinical placements, student teaching and/or DSAP, and licensure to department faculty and students.
- 3.3.25 Oversee development of edTPA portfolios for teacher candidates.
- 3.3.26 Active representation on state and/or national organizations as appropriate.
- 3.3.27 Serve as department representative on Central Teacher Education Network (CTEN).

## Appendix B – Department Chairperson Responsibilities

Category	Tasks
<b>Scheduling</b>	<ul style="list-style-type: none"> <li>• Determine load credit for all full time (FT) faculty</li> <li>• Determine all courses needed are on schedule</li> <li>• Make sure all courses have an instructor</li> <li>• Make sure all courses work comprehensively for students to navigate program; take multiple courses</li> <li>• Coordinate hybrid and online schedules</li> <li>• Comply with registrar procedures for spreadsheet completion</li> <li>• Comply with Provost reporting request for day/time scheduling</li> <li>• Provide faculty with documentation of their schedules</li> <li>• Provide faculty with building and room assignments when available</li> <li>• Coordinate special room requests and accommodations</li> </ul>
<b>Dept. Meetings</b>	<ul style="list-style-type: none"> <li>• Solicit input from faculty for agenda</li> <li>• Create agenda</li> <li>• Prepare associated documents for meetings</li> <li>• Distribute documents</li> <li>• Schedule meetings at mutually convenient time</li> <li>• Facilitate meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow-up on questions raised at meetings</li> <li>• Serve as ex officio voting member on all department standing committees (except DEC and Governance) (per by-laws)</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• Access application forms</li> <li>• Review student documentation</li> <li>• Check GPA and UG degree</li> <li>• Check certification status</li> <li>• Complete the admission decision form including conditions for conditionally admitted students</li> <li>• Assign faculty advisor</li> <li>• Maintain spreadsheet of advisor loads</li> <li>• Coordinate advisement loads with department (per by-laws)</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>• Facilitate add/drop period by coordinating requests for adds with instructors</li> <li>• Collaborating with faculty, students, staff on late enrollment requests</li> <li>• Determine when/if additional sections need to be offered</li> </ul>
<b>Adjuncts</b>	<ul style="list-style-type: none"> <li>• Identify, contact, hire adjunct part time (PT) faculty to fill TBDs</li> <li>• Assist adjunct faculty with Blackboard, Taskstream, Pipeline</li> <li>• Assist PT with course development materials/resources</li> <li>• Assist PT with questions about student conduct, work</li> <li>• Receive evaluations of PT members</li> </ul>
<b>Recruitment of Students</b>	<ul style="list-style-type: none"> <li>• Return emails and phone calls with answers to potential student's questions</li> <li>• Schedule and hold meetings with prospective students who want to speak in person</li> <li>• Work with potential students who have low GPA</li> <li>• Explain the low GPA calculator</li> <li>• Help potential students navigate the application process</li> <li>• Help potential students navigate the admissions process</li> <li>• Explain our programs to potential students</li> <li>• Attend and participate in the Graduate Open Houses</li> <li>• Prepare student representatives for Graduate Open House participation</li> </ul>
<b>Report Writing</b>	<ul style="list-style-type: none"> <li>• Collect necessary data for Assessment Reports for Institutional Research &amp; Assessment</li> <li>• Analyze data for Assessment Reports for Institutional Research &amp; Assessment</li> <li>• Write Assessment Reports for Institutional Research &amp; Assessment</li> <li>• Collect necessary data for Institutional Reports</li> <li>• Analyze data for Institutional Reports</li> <li>• Write Institutional Reports</li> </ul>



<p><b>Liaison with Program Coordination &amp; Certification Officer</b></p>	<ul style="list-style-type: none"> <li>• Seek input and answers from Program Coordinator on all matters related to edTPA, student teaching, practicum, &amp; internship including certification questions, field placement questions for the purposes of advising students, responding to student questions, and recruitment</li> <li>• Interact with Certification Officer for SEPS in matters pertaining to State Certification in Special Education programs (per by-laws)</li> </ul>
<p><b>Department Business</b></p>	<ul style="list-style-type: none"> <li>• Authorize travel requests in Conkurs</li> <li>• Authorize payroll in CORE</li> <li>• Conduct administrative assistant evaluation</li> <li>• Maintain budgets</li> <li>• Develop long range and annual budgets (per by-laws)</li> <li>• Allocate department resources including travel funds, supply funds, copy funds, office space, administrative support time, equipment, Graduate Assistants</li> <li>• Interview Graduate Assistants</li> <li>• Hire Graduate Assistants</li> <li>• Create working atmosphere that facilitates the professional development of the members and the students of the department (per by-laws)</li> <li>• Maintain records of the department (per by-laws)</li> <li>• Inform new faculty appointees, in conjunction with the Chairperson of the DEC, of the duties they are expected to perform and of the university and departmental criteria to be employed in evaluating their work (per by-laws)</li> <li>• Inform new members of reassigned time opportunities (per by-laws)</li> <li>• Follow procedures as outlined in duties of university chairs related to grade appeals, student code of conduct, accreditation and assessment reports (per by-laws)</li> <li>• Facilitate coordination and participation as appropriate in school-community partnership work as well as with department or school advisory boards (per by-laws)</li> <li>• Exercise judgment on what decisions and actions are to be delegated within the dept (chair bill of rights as signed by President Miller in 2008)</li> <li>• Remind faculty of chairperson evaluation responsibilities (chair bill of rights as signed by President Miller in 2008)</li> <li>• Identify chair's designee if unable to attend meetings (chair bill of rights as signed by President Miller in 2008)</li> <li>• Maintain 5 office hours per week on at least 3 teaching days per week</li> </ul>
<p><b>Alumni</b></p>	<ul style="list-style-type: none"> <li>• Field messages from community professional in search of employable alumni</li> </ul>

	<ul style="list-style-type: none"> <li>• Distribute job postings to our alumni via social media</li> <li>• Distribute job postings to faculty for announcement in courses</li> </ul>
<b>University</b>	<ul style="list-style-type: none"> <li>• Serve as a liaison between the department and other departments of the university and the administration of the university (per by-laws)</li> <li>• Consult with school and university assistant and associate deans and directors/coordinators of programs around matters related to scheduling, budgets, community partnerships, internships, student teaching, accreditation, etc. (per by-laws)</li> <li>• Approve Security Access to Banner</li> </ul>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• Produce revisions to existing programs with department</li> <li>• Develop new programmatic directions with faculty, department and other departments on campus</li> <li>• Organize summer curriculum grant writing initiatives by faculty</li> <li>• Explore entrepreneurship opportunities</li> </ul>
<b>Council of Chairs</b>	<ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Contribute to discussion</li> <li>• Ask questions</li> <li>• Transmit information back to department</li> </ul>
<b>Responsibilities per Collective Bargaining Agreement 2016-2021</b>	<ul style="list-style-type: none"> <li>• 15.2 – discuss complaints brought to attention of the chair</li> <li>• 15.2 – respond to complaints in 7 calendar days</li> <li>• 4.11.1 – if not a DEC member, then submit a separate evaluation of full time members for renewal, tenure, and promotion</li> <li>• 4.13 – Confer with Dean in case of Special Assessment</li> <li>• 5.17.2 – class size, consult with faculty in interdisciplinary programs</li> <li>• 9.1.3 – working conditions, consult with dean</li> <li>• 9.4.8 – Consult with members on professional organization responsibilities</li> <li>• 10.7.2 – consult on cancelation of instructional activities</li> </ul>