REVISED GOVERNANCE DOCUMENT

GOVERNANCE DOCUMENT OF THE

GRADUATE SCHOOL OF EDUCATION AND ALLIED PROFESSIONS

FAIRFIELD UNIVERSITY

Passed by the Faculty of the
Graduate School of Education and Allied Professions
November 9, 2010
Revisions Passed January 29, 2014

Approved by the
President of the University

Rev. Jeffrey P. von Arx, S. J.
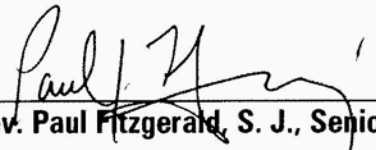**on November 29, 2010**
Revisions Approved March 18, 2014

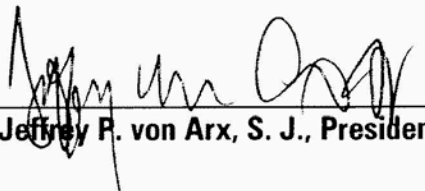# Graduate School of Education & Allied Professions

Revised Governance Document

Approvals

_____   11/13/10
Dr. Susan D. Franzosa, Dean   Date

_____   11-17-10
Rev. Paul Fitzgerald, S. J., Senior Vice President for Academic Affairs   Date

_____   11-29-10
Rev. Jeffrey P. von Arx, S. J., President   Date

OVERVIEW

The faculty in the Graduate School of Education and Allied Professions values its role as an integral part of the larger University community. We espouse the Mission Statement of the University, and subscribe to all rights and responsibilities set forth in the Fairfield University FACULTY HANDBOOK.

The governance of the Graduate School of Education and Allied Professions, hereinafter referred to as the School, is based on a spirit of cooperation between the administration and the faculty. Cooperative governance requires a climate of mutual respect, collegiality, and constructive communication. It is in this spirit that this document is developed and accepted.

GOVERNANCE DOCUMENT OF THE
GRADUATE SCHOOL OF EDUCATION & ALLIED PROFESSIONS
FAIRFIELD UNIVERSITY

I. Departments and Programs

1.1   Departments
A Department is an organized academic specialization within the School which offers a Master of Arts degree and/or a Certificate of Advanced Study and/or Certification.

1.2   Programs
A Program is a clearly defined and organized academic focus of study within a Department.

1.3   Faculty within the Departments and Programs determine their own educational policy, including the conduct of courses and methods of instruction, within the framework of principles outlined by the Faculty and the Dean.

1.4   Departments and Programs are established by the Dean with the approval of the Curriculum Committee and the Faculty, in a manner consistent with procedures required by GSEAP, the University, and the State of Connecticut.

II. Administration

2.1   Dean

The Dean, appointed by the President, is the administrative head of the School, reports to the Senior Vice President for Academic Affairs, and is responsible for properly carrying out all University and School policies. The Dean plays a supportive and leadership role in the planning, implementation, and evaluation of all academic and administrative activities of the School to assure quality and efficiency. The Dean provides support for faculty activities and professional development and, in conjunction with Department Chairs and faculty, formulates policies and procedures specific to the purposes and needs of the School. The Dean coordinates the relationship of the School with all other segments of the University and acts as a liaison between the School and its professional, State, and community constituencies.

Administrative Responsibilities of the Dean:

2.1.1   Supervises the educational activity of the School.

2.1.2   Prepares and administers the School budget. This involves evaluation of requests and recommendations to the Senior Vice President for Academic Affairs.

2.1.3   In conjunction with faculty, recommends faculty for merit increases, promotion, and tenure.

2.1.4   Participates in faculty meetings and specified committees of the School.

2.1.5   As a representative of the School, makes public and professional contacts, particularly with public and private schools, State agencies, and other professional organizations.

2.1.6   Supervises the collection and the dissemination of data concerning the activities of the School, its faculty and students, and prepares statistical, certification, and annual reports.

2.1.7   Represents the School on appropriate University committees.

2.1.8   Seeks support for the School through foundations and federal agencies in cooperation with the Advancement and Grant Offices.

2.1.9   Coordinates the preparation of School materials for the catalogues and other University publications.

2.1.10   In conjunction with faculty, recommends candidates for certification.

2.1.11   In conjunction with faculty, recommends candidates for degrees to the President and the Board of Trustees.

2.1.12   Serves as the Chair of the Executive Committee.

2.1.13   Following consultation with appropriate faculty, recommends to the Senior Vice President for Academic Affairs faculty appointments, reappointments, non-re-appointments, or discharge.

2.1.14   Oversees the recruitment and advising of prospective students.

2.1.15   Serves in an advisory capacity in the informal grievance process.

2.1.16   Oversees agreements with organizations which provide student field experiences.

2.1.17   Approves the appointment of, and negotiates the contracts of, adjunct faculty members.

2.1.18   Delegates and supervises the responsibilities of the Associate/Assistant Dean(s).

2.1.19   Establishes, in consultation with the President and the Office of Advancement, a GSEAP Advisory Board to promote the School's mission and advise the Dean on strategic planning, fund raising, and development.

2.1.20   In consultation with department faculty, evaluates Department Chairs at the end of the first year of their three-year term and prior to re-appointment.

2.2   Associate/Assistant Dean(s)

2.2.1   Associate and Assistant Deans are appointed by the Dean and normally serve three-year renewable terms.

2.2.2   The responsibilities of the Associate/Assistant Dean(s) are delegated by the Dean.

2.3   Department Chairs

A Department Chair is elected by full-time department faculty and appointed by the Dean, for a renewable three-year term. New faculty hired as Department Chairs serve for a renewable three-year term. The appointment covers the full year (Fall, Spring, and Summer). Normally, the Chair will serve for a maximum of two consecutive three-year terms.

The Department Chair is responsible for the administrative and academic functions of the Department and reports to the Dean.

Within the context of administrative and collegial relations the Department Chair is responsible for providing leadership to the Department, facilitating the activities of the Department, promoting cooperation among its members, fostering its commitment to continual improvement, and encouraging the Department's participation in a constructive and cooperative relationship with all segments of the School.

The duties of the Department Chair are:

2.3.1   To conduct Department meetings at a minimum of three per semester and/or as necessary to address important business. Each faculty member has the right to submit items for the agenda. The Department Chair is responsible for seeing that minutes of all meetings are distributed to Department faculty and are available to the Dean and other appropriate members of the School and University administration.

2.3.2   To evaluate and update course offerings, and to develop and implement long range goals and plans consistent with those of the School. This is done in consultation with Department faculty and, when appropriate, the Curriculum Committee.

2.3.3   To recommend teaching assignments and class schedules and, in coordination with the Dean, coordinate, monitor, and adjust these assignments and schedules as necessary with the overall purposes and need of the School. This is done in consultation with Department faculty.

2.3.4   To facilitate and monitor the administrative work of the Program Directors.

2.3.5   To be responsible for the development and implementation of procedures for advising and counseling students regarding academic major requirements and course selection.

2.3.6 To prepare an annual Department report, coordinate reports to accrediting agencies, and prepare other evaluative reports. This is done in consultation with Department faculty.

2.3.7 To be responsible for the integration of all Programs into the structure of the Department. This is done in consultation with Program Directors and Department faculty.

2.3.8 To communicate all Department needs to the Dean and serve as an advocate for the Department.

2.3.9 To represent and serve as liaison for the Department in meetings of the School's Executive Committee and to keep faculty informed about the Executive Committee's agendas, deliberations, and decisions.

2.3.10 To support and facilitate continued professional growth and development of Department faculty in teaching, research, and community service.

2.3.11 To fulfill the Department Chair responsibilities regarding promotion and tenure, as described in the University's Rank and Tenure Guidelines.

2.3.12 To facilitate the establishment of Department and/or Program Advisory Committees as appropriate. To receive periodic reports of their activities and progress.

2.3.13 To maintain the structure and content of the Department in accordance with National and State guidelines, and with requirements and recommendations of professional organizations.

2.3.14 To identify and recommend, in consultation with Program Directors and program faculty, appropriate persons for program Faculty appointments.

2.3.15 To evaluate adjunct faculty, in collaboration with the relevant Program Director, and to forward their evaluation and recommendation for rehire to the Dean.

2.3.16 To ensure ongoing departmental unit assessment activity and regular program evaluation.

2.3.17 In consultation with Department faculty, to evaluate Program Directors at the end of their three-year term.

2.4 Program Directors

Program Directors are appointed by the Dean in consultation with both the Chair and faculty of the respective Department, for a renewable three-year term. The appointment covers the full year (Fall, Spring, and Summer).

The Program Director reports to the Department Chair.

2.4.1   In collaboration with the Department Chair, the Program Director is responsible for the administration and implementation of that organized segment of the curriculum which is designated as a Program.

2.4.2   The Program Director is responsible for ensuring that the Program's policies, procedures, and curricula are consistent with the Department's mandate and National and State professional guidelines.

2.4.3   In collaboration with the Department Chair, the Program Director coordinates unit related assessment and conducts periodic program evaluation.

2.5   Executive Committee

Membership: The Dean, the Chairs of the Departments, the Associate Dean (*ex officio*), and the Assistant Dean (*ex officio*).

Chairperson: The Dean.

Purpose: To serve as a mechanism for communication between the faculty and the Dean. To advise the Dean regarding policy, practice, and assessment.

Meetings: As required; at least thrice per semester.

III. Faculty

3.1   Membership Defined

3.1.1   A full-time faculty member of the School is defined as any faculty member with the rank of Instructor or above, under full-time contract with the University.

3.1.2   An adjunct faculty member of the School is defined as a faculty member under part-time contract with the University.

3.2   Voting Rights

3.2.1   Voting rights for faculty assigned full-time to the School are as defined in the University's Faculty Handbook.

3.2.2   A voting member of the School who is unable to attend a regularly scheduled meeting of the faculty of the School may designate, in writing, another member to serve as proxy for the specific meeting. The written designation will be presented to the Chair at the time the proxy vote is cast. Proxy votes are not allowed for voting related to governance document changes, which require a two-thirds majority vote.

3.2.3   Members of the full-time faculty who teach in more than one Department may only vote within the Department to which they are assigned by their contract.

3.2.4   Adjunct faculty do not have voting rights at either School or Department faculty meetings, but may have voice.

3.2.5   Voting rights for full-time visiting faculty and professors of the practice are as defined in the University's Faculty Handbook.

3.3   Appointment to Faculty

3.3.1   Upon announcement of a tenure-track faculty vacancy a Search Committee is formed to receive and screen applications of prospective candidates and select candidates to be interviewed by the Committee, the Dean, the Associate/Assistant Dean(s), department faculty, and the Senior Vice President for Academic Affairs.

3.3.2   The membership of the Search Committee is made up of the Chair and/or the Director of the program in which the vacancy exists, and at least two additional full-time faculty members, one of whom must be a member of a different Department. A student representative from the program in which the vacancy exists is included as a member of the committee. These members are selected conjointly by the Dean, the Department Chair, and the program director based on the specific conditions underlying the appointment.

3.3.3   Each applicant must provide an official copy of the transcript documenting the terminal degree, in addition to whatever other materials are requested by the Search Committee.

3.3.4   The Search Committee provides opportunities for students and faculty to meet with the finalists and receives and considers faculty and student input regarding candidates.

3.3.5   The Search Committee recommends to the Dean candidates for appointment and makes recommendations for rank.

3.3.6   The Dean's recommendation and the Search Committee's recommendations are presented to the Senior Vice President for Academic Affairs.

3.3.7   The remaining steps in the appointment process are governed by those set forth in the Faculty Handbook.

3.3.8   The appointment of temporary full-time faculty (e.g., visiting faculty and professors of the practice) is guided by the same procedures used for tenure-track faculty (as delineated in 3.3.1 to 3.3.7, inclusive).

3.3.8   In the case where an applicant for any full-time position has a close relationship (e.g., family member, close friend, protégé) with a faculty member of the department or program in which the vacancy exists, the relevant faculty member will recuse themself from involvement in the selection process other than writing a letter of recommendation.

3.3.8.1 If recusal of faculty who have a close relationship with an applicant would limit the ability of the department to form an appropriate search committee, the Assistant Dean or Associate Dean (whichever holds faculty rank) will be a member of the committee and be charged with ensuring fair hiring practices.

3.3.9   The appointment of part-time faculty (e.g., adjunct faculty) is made by the Dean in consultation with the Department Chair and faculty. All program faculty and the Chair review the prospective part-time faculty members' credentials (including, but not limited to, an official transcript showing the terminal degree and curriculum vitae) and recommend the appointment. When the adjunct faculty member will be teaching a course that serves students from more than one program, the Chair of the department in which the other program resides and/or the Program Director of the other program is included in the review of the prospective adjunct professor's credentials.

3.4   Rank and Tenure Procedures

3.4.1   The processes of review and advisement for faculty progress toward tenure and promotion are outlined under the responsibilities of the Peer Review Committee (Section 5.2.2) and the Committee for Mentoring (Section 5.2.3).

3.4.2   When a member of the faculty applies for tenure, all tenured members of the School faculty are invited by the Dean to write letters of recommended action to the University Committee on Rank and Tenure.

3.4.3   When a member of the faculty applies for a promotion in rank all members of the School faculty holding the sought rank or of higher rank are invited by the Dean to write letters of recommended action to the University Committee on Rank and Tenure.

3.4.4   The remaining steps in the process of tenure and/or promotion are governed by the policies set forth in the University's Faculty Handbook and in the University's Rank and Tenure Guidelines.

3.5   Process for Review of Contracts of Untenured and Visiting Faculty

3.5.1   All tenured faculty receive from the Dean by October 1st of each academic year a list of names of non-tenured faculty members to be reviewed, indicating for each the year of the review and contract year. Such notification also specifies the dates that such reviews are to be completed. All tenured faculty not on the Peer Review Committee are invited, but not required, to submit letters of review to the Peer Review Committee. Faculty members in their first year at Fairfield University are exempt from completing a dossier; however, they have the option to submit a dossier for formative assessment. (Revised 3-18-2014)

3.5.2   All non-tenured and visiting faculty are notified that such reviews will occur and are informed regarding dates when such reviews will be completed. Once notified, each non-tenured faculty member prepares a dossier which is submitted to the Dean and to the Chair of the Peer Review Committee for faculty review. The dossier should present cumulative evidence of progress and development in teaching, scholarship, and service since date of appointment. Review procedures and instructions for dossier preparation are provided in the GSEAP Peer Review Committee Guidelines.

3.5.3   After receipt of input from the committee members and from faculty who choose to write letters of review, the Chair of the Peer Review Committee, in collaboration with the committee membership, prepares a letter, making such recommendations as may be deemed appropriate. All committee members sign the letter. The Chair then forwards the committee's letter and copies of all faculty letters to the Dean. A copy of the letter is given to the candidate.

3.5.4   The Committee designates a Committee member to meet with the candidate to discuss the letter and any recommendations therein, and the Chair of the Committee is responsible for ensuring that this meeting takes place by the end of the same semester.

3.5.5   The Chair of the Committee is responsible, after consultation with the committee membership, for correcting any factual errors in the letter that are identified by the candidate.

3.5.6   The candidate will have a conference with the Dean and receive a copy of the Dean's recommendation.

3.6   Process for Review of Merit Applications

3.6.1   Merit is earned when the criteria specified in the merit plan are met.

3.6.2   All faculty are notified by the Dean that such reviews will take place and are further informed regarding the dates when such reviews will be completed. Once notified, each faculty member prepares an application consistent with relevant University and GSEAP guidelines, which is submitted to the Dean and to the Chair of the Peer Review Committee for faculty use.

3.6.3   The Chair of the Peer Review Committee, in collaboration with the committee membership, forwards the committee's recommendations regarding merit increases to the Dean.

3.7   Travel Budget

3.7.1   The allocation of funds for professional travel is governed by a general policy of the University outlined in the Faculty Handbook.

3.8   Grievance Procedures
        The procedures for grievance are as described in the University's Faculty Handbook.

IV.   Governance

4.1   Faculty Meetings

4.1.1   The faculty of the School shall meet at least three times per semester. The faculty may meet at other times upon call of the Dean of the School or of the Faculty Chairperson, or by petition of one-third of the faculty.

4.1.2   Meetings shall be announced a minimum of one week prior to the date desired. Any member of the faculty may submit an item for placement on the agenda. The agenda shall be distributed a minimum of one week prior to a scheduled meeting.

4.1.3   Minutes shall be recorded on a rotating basis by faculty or by a designated administrative staff member and shall be distributed to all faculty at least one week before a subsequent scheduled meeting.

4.1.4   A quorum of the School faculty shall consist of 50 percent plus one of the voting faculty. Unless otherwise stipulated in this document, all votes shall be determined by a simple plurality of those present and voting at a regularly scheduled meeting. Other voting rules and procedures will be in accordance with the provisions of the Faculty Handbook.

4.1.5   Meetings shall be conducted in accordance with *Robert's Rules of Order*.

4.2   Faculty Chairperson

4.2.1   The School faculty elects a Faculty Chairperson from among the membership of full-time faculty at the last regularly scheduled faculty meeting of each academic year. The Chairperson presides at all meetings.

4.2.2   The Faculty Chairperson gathers and coordinates all agenda items, sets dates for meetings, reserves and announces meeting locations and carries out such other duties as determined by the faculty.

4.2.3   In the event that the Faculty Chairperson is unable to be present at a meeting, the faculty elects a Chairperson *pro tem* from among the membership of full-time faculty present at the meeting.

4.2.4   In the event of an announced long-term absence of a Faculty Chairperson, the Dean calls a meeting at which the faculty elects a member who assumes the duties of Faculty Chairperson.

4.3   Elections

4.3.1   Whenever the faculty is required to elect individuals to School standing committees, to *ad hoc* committees, or to specified University committees, nominations are made at a meeting of the faculty. Elections take place at that meeting by paper ballot with nominations submitted ahead of time or from the floor, so that the process parallels that used for elections at the General Faculty level. Ballots are counted by at least two faculty members and the results are announced by the Faculty Chairperson.

4.3.2   An election by mail ballot is employed only when the election must take place before the next scheduled faculty meeting.

V. Committees

5.1   General Descriptions/Purposes

There are organized committees of the faculty for the purpose of carrying out the functions of the School and of this Governance Document. These committees keep and maintain minutes and report directly to the faculty as a whole.

Terms of office are overlapping three-year terms unless otherwise noted.

Elections to committees and for faculty chair are done by paper ballot with nominations submitted ahead of time or from the floor, so that the process parallels that used for elections at the General Faculty level.

5.1.1   Faculty have the right to appeal, in writing to the Dean and to the relevant committee, the decision of any GSEAP committee.

5.2   Standing Committees

5.2.1   Curriculum Committee

Membership: The GSEAP Curriculum Committee is comprised of one liaison-member from each department, elected by the department's faculty for two-year overlapping terms. Consistent with the guidelines in the Fairfield University Faculty Handbook, normally there will be no re-appointment of a faculty member to the Curriculum Committee, except after an interval of one year. In addition, a representative of the Dean's office will serve as an ex-officio non-voting member of the committee.

Chairperson: Elected by the committee for a one-year term.

Purpose: To review curriculum across the GSEAP in order to assure its curricular soundness and alignment with the conceptual framework and unit assessment system.

5.2.1.1 The specific duty of the Curriculum Committee is to review proposals submitted by departments for new courses, new concentrations, new degree programs, and other relevant changes such as course revisions and catalogue descriptions in accordance with the Faculty Handbook and Journal of Record.

5.2.1.2 The process of deliberation will minimally include the following:

i.   Proposals may be initiated by individual faculty members or groups of faculty within or across departments.

ii. Following initial development by a faculty member or group of faculty, all proposals will be vetted at the department level via review by faculty within the initiator's department(s). Department faculty will ensure the following: (a) the impact of the proposal on other programs within and across departments is considered and discussed, (b) discussions with other departments are initiated as needed, and (c) proposals for new programs and/or concentrations of study are made in consultation with the Dean and accompanied by a marketing analysis that describes the potential need for the new program/concentration.

iii. Upon recommendation of the department faculty, as indicated by the department chair's signature, the initiator(s) will present the written proposal to the committee.

iv. The committee will review, discuss and make a recommendation regarding the proposal in a timely manner.

v.   The Committee's recommendation will be forwarded to the Dean and the Executive Committee by the Curriculum Committee Chair. The Dean and Executive Committee will determine the processes and timelines for implementing Curriculum Committee recommendations.

vi. Curriculum Committee recommendations will be reported at GSEAP faculty meetings.

5.2.1.3 Committee decisions shall be reached by consensus. When consensus cannot be reached, voting will be decided by simple majority.

5.2.1.4 The Curriculum Committee, in consultation with the GSEAP faculty, will establish deadlines to accept written proposals from departments twice per semester.

5.2.1.5 Each semester, the Curriculum Committee will set a meeting schedule to review and act upon submitted proposals in a timely manner.

5.2.1.6 The Curriculum Committee chairperson will be responsible for announcing the deadlines and meeting schedule each semester.

5.2.1.7 In the event of extenuating circumstances outside of the department's control, departments can request that the committee accept proposals after the deadline in a given semester. The Curriculum Committee chairperson, in consultation with committee members, will decide if it is appropriate for the committee to accept the proposal past a deadline.

5.2.2   Peer Review Committee

Membership: Membership: five tenured faculty members, at least one from each department. One department representative is elected by each department. The fifth member is voted in by GSEAP. In addition, a representative of the Dean's office will serve as an ex-officio non-voting member of the committee. (Revised 3-18-2014)

Chairperson: Elected by the Committee for a one-year term.

Purpose: The Peer Review Committee's charge is to evaluate and make recommendations to the Dean regarding (a) the merit applications of all faculty and (b) the contract renewal/professional development reviews of untenured faculty, visiting faculty, and professors of the practice.

A. Merit Reviews

5.2.2.1 Annually, consistent with the University scheduling for merit reviews, each tenure-track faculty member will submit an application for a merit increase.

5.2.2.2 Committee members will recuse themselves from review and discussion of their own submission and will leave the room when their submission is discussed.

5.2.2.3 The committee will submit their recommendation regarding merit to the Dean.

B. Contract Renewal Reviews

5.2.2.4 Untenured faculty — except first-year faculty — will submit a cumulative professional progress and development dossier, as described in 3.5.2 and in the GSEAP Peer Review Committee Guidelines, unless they applied for tenure in the immediately preceding Fall semester. First-year faculty have the option to submit a dossier for formative assessment. (Revised 3-18-2014)

5.2.2.5 Visiting faculty and professors of the practice will submit a cumulative (since date of hire) professional progress and development dossier, as described in 3.5.2 and in the GSEAP Peer Review Committee Guidelines.

5.2.2.6 For reviews of untenured faculty and visiting faculty, the committee will submit their recommendation regarding contract renewal (as described in 3.5.3) to the Dean.

5.2.2.6 The Chair of the Peer Review Committee is charged with ensuring that the peer-

review process is implemented in accordance with both the governance document policies and relevant University and GSEAP guidelines.

Meetings: As required.

5.2.3   Committee for Mentoring

Membership: Five tenure-track faculty, elected by faculty.

Chairperson: Elected by the Committee for a one-year term.

Purpose: The Committee of Mentors is charged to facilitate a voluntary process for the professional advancement of faculty members by:

5.2.3.1 Implementing the voluntary process through which full-time faculty (untenured, tenured, visiting) may be provided with constructive guidance concerning their teaching, scholarship, and service throughout their professional careers.

5.2.3.2 Following the best practice guidelines for such mentoring of professional development, as described in the School's Guidelines for Mentoring Toward Professional Development.

5.2.3.3 Guiding applicants for tenure or for advancement in rank in the preparation of required University Rank and Tenure Committee submission.

Meetings: As required.

5.2.4   Honors and Awards Committee

Membership: Three full-time faculty, elected by faculty.

Chairperson: Elected by the Committee for a one-year term.

Purpose: To facilitate the nomination and selection process for all GSEAP student and faculty awards.

Meetings: As required.

5.2.5   Additional Committees

The faculty shall have the right to establish such committees, permanent or temporary, as may seem advisable or necessary for the effective functioning of the School.

5.3   Advisory Boards

5.3.1   GSEAP Advisory Board

The GSEAP Advisory Board promotes the School's mission, assists in communication and outreach to the School's constituencies, and advises the Dean on strategic planning, fund raising, and development. Members are appointed by the Dean in consultation with the President and the Office of Advancement.

Membership is comprised of alumni, donors, representatives of the School's professional constituencies and faculty. The Dean and a duly appointed member serve as the Board's co-chairs.

5.3.2 Departments maintain Advisory Boards which include community members with relevant expertise in assessing professional needs of students graduating from the respective Departments. The term of service is undefined. Department faculty determine the number of members on the Board.

Membership: Membership includes graduates and students of the particular Department as well as professionals in relevant settings. Membership is coordinated by Department Chairs but recommendations for membership may be made by any member of the Department faculty.

Purpose: To provide a community and multilevel perspective on the changing needs in skills and training of professionals in the fields for which the Department is preparing students.

Meetinqs: As required.

VI. Amendment Procedures

An amendment to this document must be accepted by both the School faculty and the Board of Trustees. The former's approval must be obtained by a 2/3 vote of those present and voting at a regularly scheduled meeting of the School faculty. Any proposed amendments must be submitted to the faculty in writing at least 10 days prior to the faculty meeting at which the proposal will be considered.