

BY-LAWS

I. DEPARTMENT OF EDUCATIONAL STUDIES

II. Organization and Operation

A. Preamble

Department members are governed by six interdependent sets of regulations:

- 1. Federal and State laws and regulations*
- 2. UW-System policies and rules*
- 3. UW-L policies and rules*
- 4. College of Liberal Studies policies and rules*
- 5. Shared governance by-laws and policies for ranked faculty and staff*
- 6. Department by-laws*

Department by-laws provide procedures for conducting Department business. They shall not conflict with the by-laws of the College of Liberal Studies, the University of Wisconsin-La Crosse (UW-L) or the UW-System (UW-S). In the event of such a conflict, the UW-S, UW-L or the College of Liberal Studies (CLS) by-laws shall take precedence and the Department by-laws shall be amended accordingly.

The Department faculty is committed to developing graduates who embrace global perspectives within the teaching profession, respect the dignity of all learners, and demonstrate professional competencies enabling them to be effective teachers and responsible citizens in a diverse and dynamic world. The Department faculty subscribes to the Standards for Teacher Educators set forth in the Association for Teacher Educators.

The Department is comprised of teacher education programs including initial certification at the undergraduate and graduate levels (Early Childhood-Middle Childhood, Middle Childhood-Early Adolescence, Early Adolescence-Adolescence, Early Childhood-Adolescence developmental ranges). The department also is responsible for graduate degrees including Master of Science in Education (MSE) and Master of Education-Professional Development (ME-PD).

*Given the unique nature of the ME-PD Learning Community program, separate operating policies and procedures are in place. These policies and procedures are found in the ME-PD Learning Community Handbook. These policies and procedures are highlighted in each section of the by-laws as appropriate.

B. Meeting Guidelines

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and Wisconsin Open Meeting Laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm).

Department faculty meetings shall be called by the Department Chair, as needed to conduct Department business. A department meeting may be requested if a majority of the voting membership feels a meeting is needed to address department business.

1. Attendance

All voting members shall attend scheduled meetings.

2. Information on Minutes

Department meeting minutes will be recorded by Department faculty and circulated to all members before the next Department meeting. Minutes are amended if necessary and approved by the members at the next meeting and posted electronically.

C. Definitions of Quorum and Majority

A quorum is at least 2/3 of the Department voting membership. Academic Staff program directors, and Department Chair are included within the 2/3 quorum on matters relating to their employment. An electronic vote quorum is at least 2/3 of the department voting membership responding to the motion.

D. Definitions of Membership and Voting Procedures

1. Department Programs:

The department is comprised of the following programs:

- a. Early Childhood-Middle Childhood (EC-MC)
- b. Middle Childhood-Early Adolescence (MC-EA)
- c. Early Adolescence-Adolescence (EA-A)
- d. Early Childhood-Adolescence (EC-A)
- f. ME-PD Learning Communities
- g. ME-PD Initial Certification and Professional Development
- h. Reading
- i. Special Education

2. Department Membership

The Department Chair, tenured and tenure-track faculty, Academic Staff, Academic Department Associate (ADA), and University Services Program Associate (USPA) that provide support to Department programs are considered Department members.

3. Voting Membership

- a. The Department Chair, tenured faculty, tenure-track faculty, and program directors in the Department shall have equal voting privileges in conducting Department business.
- b. Academic Staff who have at least .5 FTE appointment in the Department shall have equal voting privileges in conducting Department business.

Voting Procedures:

Each eligible voting member shall have one vote on Department business matters. All motions require a 2/3 majority vote of those present, unless otherwise specified. The Department Chair may request an electronic vote in

conducting Department business. All electronic motions of the Department shall require a 2/3 majority vote of the Department voting members for acceptance. The Department Chair shall provide a deadline for electronic voting.

Voting may be conducted by hand, roll call, or paper ballot. If a paper ballot is used the ballots must be signed by each Department voting member and shall be kept in Department files for seven years from the date of the vote. The ballot is returned to the Department Chair to be counted as valid.

E. Changes of By-laws

Department by-laws may be amended by a ¾ vote of the Department voting membership. By-law changes are subject to two separate readings.

III. Ranked Faculty/Staff Responsibilities

A. Ranked Faculty (Tenured and Tenure-Track faculty) Responsibilities and Expectations

Faculty responsibilities are referenced in Section IV of the Faculty Senate By-laws entitled "Responsibilities of Departments, Department Members, and Department Chairpersons." A complete set of the by-laws are available on the Senate webpage under "Senate Articles and By-laws" (<http://www.uwlax.edu/facultysenate>).

All ranked faculty have work responsibilities determined in consultation with the Department Chair to be consistent with the UW-La Crosse Ranked Faculty Workload Policy, revised 2008 (<http://www.uwlax.edu/facultysenate/>). Depending on courses needed for a given semester, qualified tenured and tenure-track faculty with graduate faculty status shall be given priority in teaching graduate course instructional assignments.

Graduate course instructional assignments for the ME-PD Learning Community are identified in the ME-PD Learning Community Handbook.

1. Teaching

All ranked faculty are expected to engage in instructional activities and advising to support student learning. For retention and promotion, ranked faculty need to demonstrate evidence of improving and developing their teaching. (See Section V for criteria; <http://www.uwlax.edu/facultysenate>).

2. Scholarship

All ranked faculty are expected to participate in appropriate scholarly activities. For retention and promotion, ranked faculty will need to demonstrate evidence of appropriate scholarship. (See Section V for criteria; <http://www.uwlax.edu/facultysenate>).

3. Service

Service may be part of IAS contracted appointment responsibilities. All ranked faculty are

expected to provide service to the Department, College, University, and Profession. For retention and promotion, ranked faculty will need to demonstrate evidence of appropriate service. (See Section V for criteria; <http://www.uwlax.edu/facultysenate>).

B. Instructional Academic Staff (IAS) Responsibilities and Expectations

Requests for IAS hiring will be presented to the College Dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html>) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. (<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>). IAS responsibilities are predominantly related to the Department instructional mission and may be expected to fulfill service and advising responsibilities as described in their contract.

The ME-PD Learning Community IAS Graduate Faculty Facilitators responsibilities and expectations are outlined in the ME-PD Learning Community Handbook.

1. Teaching

IAS workload expectations are determined by the IAS member in consultation and agreement with the Department Chair consistent with the UW-La Crosse Instructional Academic Staff Workload policy (<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>).

2. Scholarship

IAS are required to perform scholarly activities for career progression only. (See IAS progression procedures; <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>).

3. Service

IAS are required to perform service activities for career progression or when outlined as part of their contract job description. (See IAS progression procedures; <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>).

C. Non-Instructional Academic Staff (NIAS) Responsibilities and Expectations

NIAS responsibilities are defined by their position description.

D. Student Evaluation of Instruction

- a. The Department will follow the UW-L SEI policy and procedure available on the Faculty Senate webpage (<http://www.uwlax.edu/facultysenate>).*
- b. Ranked Faculty & SEI results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of: (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information*

(TAI) form. The Department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivational item and the composite SEI are reported. Finally, the Department adds the departmental fractional median for both the single motivational item and the composite, the minimum and maximum composite SEI for the Department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g., 3 of 15).

- c. *For IAS renewal and career progression, the same information as above is reported; however, no TAIs are generated for IAS.*

IV. Merit Evaluation (Annual Review)

A. Merit Evaluation Process, Criteria, Distribution

The results of merit reviews for all ranked faculty and IAS, who have completed at least one academic year at UW-L, are due to the College Dean on December 15 annually. Merit reviews reflect activities during the prior academic year ending June 1. The DES Promotion, Retention, and Tenure (PRT) Committee is responsible for determining merit decisions and monetary awards. The DES PRT Committee uses a rubric to determine merit rankings. Merit rankings include Exceptional Merit, Significant Merit, Merit, and No Merit. Ranked faculty and IAS with at least .5 FTE must submit an electronic Merit Report for the designated time period for merit consideration by November 1. The DES PRT Committee forwards their rankings to the Department Chair by December 1. The DES PRT Committee informs the faculty members of their individual merit decisions by February 1. (See the DES Handbook for merit criteria and distribution of funds).

The Director of the ME-PD Learning Community program is responsible for determining merit decisions and monetary awards according to the Learning Community Handbook.

B. Appeal Procedures

Ranked Faculty members and IAS may appeal a merit decision to the Department Chair (See the DES Handbook).

V. Faculty Personnel Review

The Department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06-3.11 and UWL 3.06-3.08; http://www.uwlax.edu/HR/F_Handbook.htm).

*Tenure/retention decisions will be guided by the criteria established in the Department by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V in these by-laws should be applied to faculty with a contract date after **April***

2, 2010.

The Department will follow policies guiding part-time appointments for ranked faculty and tenure clock stoppage available on the Human Resources website.

A. Retention (procedure, criteria, and appeal)

i. Ranked Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.

ii. Departments will provide the following materials to the Dean:

1. Department letter of recommendation with vote

2. Teaching assignment information (TAI) data sheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data

3. Merit evaluation data (if available)

iii. The initial review of probationary faculty shall be conducted by the tenured faculty of the Department of Educational Studies in the manner outlined below.

iv. Starting with tenure-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th, and 6th years.

I. Retention Procedures

Probationary Faculty under review provide an electronic portfolio detailing teaching, scholarship, and service activities extracted from their date of hire to date of review as identified by University policies (See HR http://www.uwlax.edu/hr/current/docs/2008_UW-L_Handbook.pdf). Probationary faculty initial review shall be conducted by the DES PRT Committee in the manner outlined in the DES Handbook. Probationary faculty members shall make an oral presentation at the meeting to support his/her record. Retention requires a 2/3 majority vote by the entire DES PRT Committee.

Annual review materials showing evidence of teaching, scholarship, and service are

prepared by each probationary faculty member shall include:

- a. both Annual and Retention Reports with appropriately hyperlinked documents (no more than 10 links per teaching, scholarship, and service sections)
- b. narrative statements including short term and long term goals as described in the JPC Guidelines (May 2007, p. 6-11).
- c. Evidence addressing identified concerns.

II. Retention Criteria

Teaching, scholarship, and service performance must be reviewed for the retention determination. Acceptable performance levels for retention decisions include:

A. Teaching

Teaching is evaluated through peer reviews by tenured faculty, SEI scores, and documentation from the electronic portfolio. Probationary faculty are expected to maintain expertise to effectively perform their teaching assignments. The Department Chair is responsible for providing SEI information for each probationary faculty member's courses each semester. See the DES Faculty Handbook for SEI comment submission procedures. Basic expectations for acceptable performance include:

- a. maintaining or improving semester SEI fractional medians. Faculty Senate SEI tool must be used. Probationary faculty are encouraged to also use informal course feedback materials.
- b. listing of courses taught with syllabi and a listing of any capstone project (i.e., thesis, seminar paper, or other culminating project) supervision and participation.
- c. positive report regarding rapport and interactivity with students and peers, following procedures as outlined in the Conflict & Communication Policy (See DES Handbook) as reported by the Department Chair.
- d. positive review of teaching
 - i. Teaching observations will be conducted by a DES tenured faculty member using the Observation Outline (See Observation Outline) once each fall and spring semester. Probationary faculty may choose one observer each year, on a rotational basis so not to have the same observer each year of review. The Department Chair assigns the second annual observer.
 - ii. Peer review letters or observation notes will be included in the electronic portfolio for consideration by the DES PRT Committee.

B. Scholarship

Scholarship is evaluated through evidence of active scholarship activity, including research in progress and research disseminated in peer reviewed outlets. Scholarship considered for retention may consist of:

1. Publications as

- a. peer-reviewed articles in paper or online journals
 - b. other articles
 - c. book chapters, and/or
 - d. books, including theoretical, qualitative and/or quantitative research projects appropriate to the discipline
2. Peer reviewed presentations to regional, national, and/or international conferences; national and international presentations are more desirable
 3. Grants and other activities that directly support research endeavors
 4. mentorship of undergraduate &/or graduate research or scholarly capstone project

C. Service

Service is evaluated through documented or explained department, college, and university service as well as professional service to organizations such as schools, community groups, and/or professional societies. Probationary faculty must show increasing involvement evidence in all areas of service throughout their probationary period.

III. Retention Appeal—Non-Renewal of Probationary Faculty

The probationary faculty member denied renewal may appeal the decision of the DES PRT Committee according to Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08)

a. Tenure Review and Departmental Criteria(procedures, criteria, and appeal)

II. Tenure Procedures

- a. Tenure decisions are made by the Department of Educational Studies Promotion, Tenure, Retention (DES PRT) Committee, considering only activities accomplished since the time of hire at UW-L as outlined in the DES Handbook. Tenure decision requires a 2/3 majority vote by the entire DES PRT Committee members.
- b. Probationary faculty have the right to declare the tenure meeting open (See s. 19. 85 (1) (b); <http://www.uwsa.edu/gc-off/deskbook/woml.htm>).
- c. The tenure materials prepared for review by the DES PRT Committee by the probationary faculty member shall include:
 - i. An electric portfolio containing evidence of teaching, scholarship, and service as specified below
 - ii. Annual Report and Retention Report with appropriately hyperlinked documents (no more than 10 links per teaching, scholarship, and service sections)

- iii. Narrative statements including short-term and long term goals as described in the Joint Promotion Committee Guidelines, including assessment measures and changes made based on those assessment measures (May 2007, p. 6-11)
- iv. Review letters identifying recommendations.
- v. Department will provide the following materials to the Dean:
 - a. DES PRT Committee recommendation letters with vote
 - b. Teaching assignment information (TAI) data sheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester and departmental comparison SEI data provided by the Department Chair
 - c. Merit evaluation data provided by the Department Chair

II. Tenure Criteria

Probationary faculty need to perform at acceptable levels in teaching, scholarship, and service to attain tenure. Acceptable performance levels for tenure decisions include:

A. Teaching

Teaching is evaluated through peer reviews by tenured faculty, SEI scores, and documentation from the electronic portfolio. Faculty are expected to maintain expertise to effectively perform their teaching assignments. The Department Chair is responsible for providing SEI information for each probationary faculty member's courses each semester. See the DES Faculty Handbook for SEI comment submission procedures. Basic expectations for acceptable performance are:

- I. semester SEI fractional medians that are reflective of the Department's fractional median or higher for the majority of semesters at UW-L for the Faculty Senate SEI tool. Probationary faculty are encouraged to also use informal course evaluation materials.
- II. positive peer reviews and/or demonstration of correction of identified concerns &/or recommendations noted in peer review letters and previous review meetings.
- III. positive report regarding rapport and interactivity with students and peers, following procedures as outlined in the Conflict & Communication Policy as reported by the Department Chair (See DES Handbook).

B. Scholarship

Scholarship is evaluated through evidence of an active peer-reviewed dissemination record including publications, presentations, and grant writing. Scholarship considered for tenure may consist of a consistent record of:

1. peer-reviewed articles in paper or online journals, book chapters, and/or books, including theoretical, qualitative and/or quantitative research projects appropriate to the discipline
2. peer-reviewed presentations to regional, national, and/or international conferences; national and international presentations are more desirable
3. research grants and other activities that directly support research endeavors
4. mentorship of undergraduate &/or graduate research or scholarly capstone project

C. Service

Service is evaluated through evidence of consistent, active participation at all levels of service, including department, college, and university. Professional service to organizations, such as schools, community groups, and/or professional societies is encouraged.

III. Tenure Appeal—Non-Renewal of Probationary Faculty

Probationary faculty may appeal a tenure denial decision of the DES PRT Committee and/or parties to the hearing committee established under UWL 3.08. (Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08)

C. Post-Tenure Review

Post-Tenure Review Procedures.

1. Each tenured DES faculty member's activities and performance will be reviewed once within each five-year period in accordance with the mission of the Department, College and University. The Department will establish a review cycle for its members and submit this to the College Dean. Each year the College Dean will send to the Department notification of those faculty members who are subject to review. (See DES Handbook for Post-Tenure Review procedures). Tenured DES faculty members may appeal the Post-Tenure Review decision as outlined in the UW-L Faculty Personnel Guidelines 6.01 and 6.02 and may appeal department decisions to the CGAAF (p. 160, Faculty and Academic Staff Handbook).

D. Promotion

The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>.

I. Procedures

The Department will only consider activities accomplished since the time of hire at UWL for promotion to Associate Professor. There should be clear evidence that the

candidate's work is consistent with promotion criteria established by the University at (<http://www.uwlax.edu/hr/promo-resources.htm>), and they have created an academic reputation of at least regional magnitude.

For promotion to Full Professor, there should be documented evidence that the candidate brings positive external recognition to the Department as a regional/national leader in education and/or cross-disciplinary fields. The basic process used for promotion consideration can be found in the UW-L Promotion Guidelines at (<http://www.uwlax.edu/hr/promo-resources.htm>.)

1. Faculty who are eligible for promotion must submit a completed electronic Promotion Report as created using the University system to the DES PRT Committee at least ten days prior to the promotion consideration meeting. In addition to the promotion report, candidates should include the following materials:

- a. electronic Promotion Report
- b. merit evaluation letters,
- c. narrative statements outlining teaching, scholarship, and service
- d. letters from the DES PRT Committee and DES Chair, if applicable, and Dean
- e. other promotion materials as required by the UW-L Joint Promotion Committee (JPC).

II. Promotion Criteria

1. To be considered for promotion to a higher rank, faculty must meet the minimum University criteria for that rank as stated in the UW-L JPC Guidelines (<http://www.uwlax.edu/hr/promo-resources.htm>).
2. For the rank of Associate Professor a candidate must provide evidence of teaching excellence, establishment of a program of scholarship, and a record of service. Evidence of teaching excellence will include the results of self, peer and student evaluation of instruction (SEIs). Scholarship will be consistent with the Department's definition of scholarly activity as stated above under criteria for tenure.
3. In addition to criteria in 2 above, to be promoted to Full Professor, a faculty member must show evidence of substantial leadership and continued excellence in teaching, significant scholarship, and service (i.e., leadership in curricular development for the Department) activity, in accordance with Department

definitions and criteria.

III. Promotion Reconsideration

Faculty may appeal a non-promotion decision. An appeal shall follow the appeal process as outlined in the Faculty Senate By-laws (revised 2008; (<http://www.uwlax.edu/facultysenate/bylaws.html>)).

VI. Instructional Academic Staff (IAS) Review

Instructional Academic Staff (IAS) are instructional staff hired to teach on a part-time or full-time contractual basis to deliver content within the department/program curriculum and provide service where necessary. ([http://www.uwlax.edu/facultysenate/bylaws.html#XII.FACULTY ORGANIZATION AND POLICIES](http://www.uwlax.edu/facultysenate/bylaws.html#XII.FACULTYORGANIZATIONANDPOLICIES)).

A. Annual Review

In accordance with Faculty Personnel rules 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the Department's evaluation. IDP Form: <http://www.uwlax.edu/hr/IDP/IDP/General.Info.html>.

IAS personnel will be expected to complete an electronic Individual Development Plan (IDP) for annual review. IAS are evaluated by the DES PRT Committee. Annual IAS faculty review deadlines are determined by the University schedule. IAS must submit an electronic IDP showing performance as specified by their contracts and/or career progression guidelines in conjunction with the Department Chair. Academic Staff reviews shall be conducted by the Department Chair in the manner outlined in the DES Handbook. IAS are evaluated based on their IDP and contractual expectations. The DES PRT Chair submits a letter reflecting the DES PRT Committee's recommendations for improvement and decision to the IAS member and Department Chair. ME-PD Learning Community Academic Staff are evaluated based on their IDP and position description by the ME-PD Learning Community Director.

ME-PD Learning Community Academic Staff are evaluated according to the ME-PD Learning Community Handbook.

- 1. Teaching:** Full-time IAS members engaged in undergraduate instruction typically have an assigned load of 15 contact hours per week, consisting of at least 12 credits of instruction and 3 credits of service work. Part-time IAS assigned loads are defined within the DES Handbook.
- 2. Scholarship:** There is no expectation of IAS members to engage in scholarly activities, unless the nature of their position requires it, and it is included as part of the position description. However, if an IAS member desires career progression, scholarship requirements must be met according to career progression guidelines (<http://www.uwlax.edu/FacultySenate/committees/ias/pages/CareerProgression.html>).

- 3. Service:** There is no expectation of IAS members to engage in service activities, unless the nature of their position requires it, and it is included as part of the position description. However, if an IAS member desires career progression, service requirements must be met according to career progression guidelines

(<http://www.uwlax.edu/FacultySenate/committees/ias/pages/CareerProgression.html>).

B. Career Progression

Policies and procedure guiding career progression for IAS are available at

http://www.uwlax.edu/faculty_senate/committees/ias/pages/CareerProgression.html. IAS career progression is considered by the DES PRT Committee.

C. Career Progression Criteria

i. Teaching

An IAS faculty member requesting career progression must:

- A. be an effective instructor as defined by the Faculty Senate SEI tool and faculty observations.
- B. develop curricular material to enhance the assigned course(s)

ii. Service

An IAS member requesting career progression must provide service to Department, College, and/or University levels.

iii. Professional Development

Candidates for career progression would be expected to have current knowledge and skills to perform their assigned duties and improve with consistent effort.

C. Appeal Procedures re: Annual Review

The same procedures used for ranked faculty appeals in retention and promotion issues will be used for IAS retention and career progression decisions. (See Section V (D)(III) and Section V(E)(III))

VII. Non-Instructional Academic Staff (NIAS)

Non-instructional academic staff (NIAS) do not have teaching responsibilities. NIAS are reviewed annually by the Department Chair or appropriate supervisor. NIAS review and retention is based on their specific job description. Review procedures include submitting an electronic IDP and evidence of performance and career goals. NIAS requesting career progression must follow procedures found in (<http://www.uwlax.edu/FacultySenate/committees/ias/pages/CareerProgression.html>).

ME-PD Learning Community Academic Staff are evaluated according to the ME-PD Learning Community Handbook.

VIII. Governance

A. Department Chair

The Department Chair is elected and serves a three year term. A past Chair may serve consecutive terms if no other qualified tenured faculty member is elected. The

Department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-laws found at <http://www.uwlax.edu/facultysenate/> under the heading "IV. Responsibilities of Departments, Department Members, and Department Chairpersons" and "VI. Remuneration of Department Chairperson." In addition, references to chair-related duties are contained in the Faculty Senate By-laws (<http://uwlax.edu/facultysenate/bylaws.html>).

1. Election Process

During February of the final year of the Department Chair's term, the Dean' Office will send a nominating ballot containing all names of Department members eligible to serve as Department Chair to all eligible voting members of the Department. Nominated list members may remove their name from the ballot. The remaining eligible names are put on the official voting ballot. The eligible voting members will vote for one person. If an individual receives 60% or more of the votes, and is willing to serve, then that person becomes Department Chair. If no person receives 60% of the votes, then the Dean places the names of the two highest vote getters on another ballot and an election occurs. Ballots are counted by the Dean's Office. The person receiving the highest vote total in the second election becomes the Department Chair. The new term starts July 1.

2. Rights and Responsibilities of the Department Chair

A. Rights

- i. The Department Chair will receive release time and salary adjustment to conduct the administrative duties as outlined in "VI. Remuneration of Department Chairpersons" of the Faculty Senate By-laws (http://uwlax.edu/faculty_senate/bylaws.html).
- ii. The Department Chair will have an Administrative Department Associate (ADA) assigned to the Department Chair.
- iii. The Department Chair represents the Department faculty voice in all matters to the administration.

B. Responsibilities

The Department Chair responsibilities are outlined in the Faculty Senate By-laws (http://uwlax.edu/faculty_senate/bylaws.html).

B. Program Directors and Coordinators

The DES houses teacher education programs as follows:

- i. Undergraduate Elementary/Middle Level Program (early childhood-middle childhood (EC-MC), middle childhood (MC-EA) developmental ranges)
- ii. Undergraduate Middle Level/Secondary Program (early adolescence-adolescence (EA-A), and early childhood-adolescence (EC-A) developmental ranges)
- iii. Learning Community Program
- iv. Professional Development (initial certification and professional development) Program

- v. Reading Program
- vi. Special Education Program
- vii. EFN 205 Coordinator

Program Directors and coordinators are appointed by the Department Chair. Program Directors and coordinators may receive reassigned time for completion of administrative duties directly related to a program. See the DES Handbook for Program Director and coordinator duties. The ME-PD Learning Community Program Director is hired with 1.0 FTE administrative responsibilities. See ME-PD Learning Community Handbook.

C. Standing Departmental Committees

1. All committees shall meet during the first month of the academic year to elect officers and set regular meeting times. All committees follow the most recent edition of Robert's Rules of Order. The Department Chair appoints committee membership. Individual committee membership elects a chair and recorder. A quorum is 50% of committee membership. A majority vote is required for all motion approval. Committee members are expected to attend regularly scheduled meetings. The Department Chair may replace a committee member with another Department member if committee duties cannot be carried out. Standing committees include the following:

- A. Admissions
- B. Appeals
- C. Assessment
- D. Audit
- E. Curriculum
- F. Promotion, Retention and Tenure (PRT)

A. Admissions Committee

The DES admissions committee's work deals with the admission processes of all undergraduate department teacher education programs. Committee membership may consist of tenured and tenure-track faculty and Academic Staff with at least .5 FTE assignment in an undergraduate program. Graduate Program admissions are considered by the respective Graduate Program Director.

The duties of the Admissions Committee include:

- a. developing, reviewing, and revising admission criteria and procedures
- b. providing faculty and candidates with information regarding the criteria and process for applicant reviews.
- c. reviewing application materials and making admission decisions
- d. working with the Department Chair in providing appropriate responses to applicants who are denied admission.
- e. developing and coordinating a process for making scholarship recommendations.

B. Appeals Committee

The Appeals Committee's membership may consist of tenured and tenure-track faculty and Academic Staff with at least .5 FTE assignment. The Committee should also include the Department Chair and a representative from the College of Liberal Studies. Appeals handled by this committee include all final course grade, undergraduate program admission denial, and graduate program dismissal. (See DES Handbook).

Student appeals for the ME-PD Learning Community program are addressed in the ME-PD Learning Community Handbook.

C. Assessment Committee

The Assessment Committee oversees the Department assessment for academic advising, program curriculum assessment, and portfolio assessment. Assessment Committee membership may consist of tenured and tenure-track faculty and Academic Staff with at least .5 FTE assignment. Assessment data will be forwarded to the Assessment Committee by the Department Chair after identifying information has been removed. The duties of the Assessment Committee include:

- a. Creating, implementing, and maintaining assessment tools for documenting advising and curriculum effectiveness for DES programs, Academic Program Reviews (APR), and Biennial Assessments.
- b. communicating with other School of Education bodies to coordinate assessment efforts as required by the Department of Public Instruction.

D. Audit Committee

The Audit Committee oversees regular review of Department policies, procedures and by-laws. Audit Committee membership may consist of tenured and tenure-track faculty and program directors. The duties of the Audit Committee include:

- a. Creating, implementing, and maintaining a cycle for auditing Department policies, procedures, and by-laws.
- b. Carrying out procedures for making necessary changes warranted by an audit.

E. Curriculum Committee

The Curriculum Committee oversees the Department curricular process. Curriculum Committee members may consist of tenured and tenure-track faculty and Academic Staff with at least .5 FTE assignment to be representative of DES programs. The duties of the Curriculum Committee include:

- a. Receiving, reviewing, and approving individual course and program overview LX forms for all Department programs containing C-I, ECE, EDS, EDU, EFN, RDG or SPE prefixes, submitted by DES programs with evidence of program faculty consensus.
- b. Receiving and reviewing umbrella LX forms and providing content recommendations.
- c. Periodically reviewing existing courses and catalog language for revision or elimination.
- d. Guidelines for submission of LX forms are as follows:
 - i. LX forms for umbrella courses, regular courses, and program proposals are initiated by DES faculty and program directors.

- ii. Appropriate assurances must be provided that all relevant programs are aware of proposed program courses and program changes prior to the submission for approval beyond the Department level. "Relevant programs" refers to any and all courses housed with the Department containing the following prefixes: C-I, ECE, EDS, EDU, EFN, RDG or SPE, other university departments, or schools when appropriate.
- iii. Course and program proposals are subject to two (2) readings by the Committee unless the Committee waives the right to a second reading.
- iv. Approved LX forms will be forwarded to the Department Chair for his/her signature.
- v. The Department Chair is responsible for affecting curricular approvals through the university process.

E. Promotion, Retention and Tenure (PRT) Committee is comprised of all Department tenured faculty with at least a .5 FTE appointment in the department. The Department Chair is not eligible to serve as PRT Chair. Duties of the PRT Committee include:

- a. developing procedures consistent with those of UWS and UW-L for purposes of conducting promotion, retention and tenure reviews of tenure-track faculty and IAS.
- b. providing faculty with information regarding the criteria employed in decisions relative to promotion, retention, tenure, and merit.
- c. making recommendations to the Department Chair on promotion, retention, tenure, and merit.
- d. developing policies consistent with those of the university for purposes of post-tenure review
- e. providing a five-year post-tenure review cycle for submission to the CLS dean.
- f. developing and implementing merit procedures

D. Ad-hoc Committees

The Department Chair may create temporary committees to accomplish the work of the department not covered by standing committees. Tenured and tenure-track faculty and Academic Staff with at least .5 FTE serve on ad-hoc committees appointed by the Department Chair.

E. Departmental Programmatic Assessment Plan

See the Assessment Committee above.

F. Additional Departmental Policies

Sick leave. Department members will account for sick leave in adherence to the current UW System Guidelines (<http://www.uwsa.edu/hr/benefits/leave/sick.htm>).

Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

1. Faculty Release Time Policy
 - A. New ranked faculty hires will receive a ¼ course release for one semester upon hire for development of instruction and initiation of scholarship plan.
 - B. Ranked faculty may receive ¼ reassigned time on a rotational basis to allow for grant writing, curricular development, publication proposal boost, or something deemed worthy by the Department Chair.

2. Faculty and IAS Equity Adjustment Policy

A. Definition

An equity adjustment is a salary adjustment that results from the need to address unusual salary disparities that cannot be remedied by the annual department distribution of the salary adjustment packages. Unusual disparities will be based upon comparisons with other department members of similar rank and time at UW-L. Requests for equity adjustments will not be considered if the salary disparities result from better meritorious performance of comparison group.

B. Procedures

Requests for adjustments must be made in writing to the Department Chair. Written requests should include the rationale for the adjustment and any necessary documentation. If the Chair supports the request, he/she will write a supporting letter and forward all materials to the Dean for consideration. If the Chair does not support the request, submitted material will be returned to the faculty member along with a written explanation of the non-support.

3. Tenure-track Faculty Mentoring Policy

The Department Chair will assign all tenure-track faculty members with a tenured faculty mentor from within the department. Mentors are to serve in an advisory capacity to assist with general department procedures and retention, tenure, and promotion procedures. The purpose of mentorship is to get the new faculty member acquainted to the larger university community.

IX. Search and Screen Procedures

The department will follow hiring procedures prescribed by the university's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

A. Tenure Track Faculty

The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at <http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>. Additionally, UWL's spousal/partner hiring policy can be found at:

<http://www.uwlax.edu/hr/current/Unclassified/Spouse-HirePOL.pdf>.

A search and screen committee comprised of tenured faculty, tenure-track faculty, and Academic Staff with at least .5 FTE appointment will be established for each tenure-track faculty search conducted. The Department Chair appoints the committee. (See DES Handbook for specific procedures.) The search and screen committee must be chaired by a tenure or tenure-track faculty member.

B. Instructional Academic Staff (IAS)

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/fac.recruit.html>.

The search and screen procedures followed for an IAS position are identical to those that are utilized for faculty searches. An IAS search and screen committee must be chaired by a tenured

or tenure-track faculty member. The Department Chair appoints the committee. (See Appendices for search and screen procedures.) Hiring policy and procedures are found at <http://www.uwlax.edu/hr/employment/PeopleAdmin.htm>. ME-PD Learning Community implements a different hiring process outlined in the ME-PD Learning Community Handbook.

C. Contingency Work Force (Instructional Academic Staff (IAS) Pool Search)

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/instr.acst.POOL.search.htm>.

IAS Pool searches are established to develop a pool of candidates with skills needed to teach various courses that might be hired on a semester basis as IAS. (See DES Handbook for procedures).

D. Non-Instructional Academic Staff (NIAS)

For NIAS positions search and screen committees are comprised of tenured faculty, tenure-track faculty, NIAS with at least .75 FTE, and IAS with at least .75 FTE in a department program in which they teach. The search and screen committee must be chaired by a tenure or tenure-track faculty member. The committee will be established by the Department Chair. (See DES Handbook for procedures.) ME-PD Learning Community implements a different hiring process outlined in the ME-PD Learning Community Handbook.

X. Student Responsibilities and Rights

A. Expectations, Responsibilities, and Academic Misconduct

Academic and nonacademic misconduct policy referenced:

<http://www.uwlax.edu/StudentLife/uws14.html>; <http://www.uwlax.edu/StudentLife/uws17.html>.

Students should follow academic regulations and student conduct described in Undergraduate and Graduate Catalogs and UWL Student Handbook. As a part of a professional program, students within the Department should conduct themselves in a professional manner. (See the DES Student Handbook for expectations, responsibilities, and misconduct.)

B. Complaint, Grievance, and Appeal Procedures

If a student has a complaint, grievance, or appeal, the student must go to the direct source of that complaint. If the complaint/grievance cannot be resolved, then the policies and procedures described in UWL Student Handbook and Undergraduate and Graduate Catalogs should be followed. If the complaint cannot be mutually resolved, the student and/or the faculty member may seek further resolution through university procedures. Students should refer to Policies of Student Grievance, Grade, and Anti-Hazing in UWL Student Handbook (<http://www.uwlax.edu/StudentLife/policies.htm>) regarding complaint, grievance, and appeal procedures. Specific information on appeal procedures may be found in the Undergraduate and Graduate Catalogs (<http://www.uwlax.edu/records/Catalogs.htm>) and UWS/UWL grievance procedures (<http://www.uwlax.edu/facultysenate/bylaws.html>; <http://www.uwlax.edu/HR/rules/Fac.htm>; <http://www.uwlax.edu/HR/rules/AcSt.htm>).

C. Advisement

Each student is assigned to a Department faculty advisor based on their program of study. Advising procedures can be found in the DES Handbook.