

**OPERATING PROCEDURES OF THE
DEPARTMENT OF EDUCATIONAL SPECIALTIES
THE UNIVERSITY OF NEVADA, RENO**

Approved by the Department Faculty on 09-25-07

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Part I – Introduction

1. Authorization

1.1 These Operating Procedures are subordinate to the Operating Procedures/Bylaws and policies of the University, to the College of Education, and to the Code and policies of the Nevada System of Higher Education. In the event of a conflict between the unit Operating Procedures (or Bylaws) and the NSHE Code and policies or University Operating Procedures and policies, the NSHE and University regulations shall supersede the unit Operating Procedures, and the NSHE or University policies shall apply.

1.2 For faculty votes conducted for ratifying or making changes to these Operating Procedures, at least 2/3 of the eligible faculty must cast votes to make the results valid. All votes will be conducted by written, secret ballot.

2. Scope of the Operating Procedures

2.1 These Operating Procedures provide for the organizational and administrative structure and personnel, policies, and procedures for the faculty of the Department of Educational Specialties (EDS), and shall be consistent with the UNR Bylaws, the NSHE Code, and the laws of the State of Nevada and the United States. It is intended that these Operating Procedures be a statement of general policy.

2.2 After adoption, the procedures for implementing these Operating Procedures shall be in full force and effect upon approval by the faculty of EDS and the dean of COE.

3. Adoption of Operating Procedures

3.1 Adoption of these Operating Procedures will be by secret paper ballot. The Operating Procedures shall be considered as adopted and in full force and effect upon: (a) approval by a majority of the faculty who are eligible to vote; and (b) approval by the Dean.

4. Amendment of the Operating Procedures

4.1 Any member of the EDS faculty may propose amendments to the Operating Procedures. Proposed amendments shall be submitted in writing to the department chair and will be brought to an official meeting of the EDS faculty. If approved by a majority of a departmental meeting quorum, where a quorum is a majority of the EDS members, the proposed amendments shall be submitted to the faculty for a vote. Proposed amendments shall be disseminated to the faculty in a format that includes original language, revised language, and reason(s) for the recommended revisions, where each listed item will be voted on separately. Faculty will be given a minimum of ten working days notice for voting. For passage, the amendment must be approved by a majority of the eligible voting faculty.

4.2 In the event the Dean of the College does not approve the Operating Procedures of the EDS Department or any amendment thereto, which have obtained proper approval by the faculty, the Dean shall provide to the EDS faculty a statement in writing setting out the reasons for his or her inability to approve the Operating Procedures or any amendment.

4.3 The amendment shall be in force upon: (a) approval of the faculty; and (b) approval by the Dean.

5. Storage and Review of the Operating Procedures

5.1 The EDS Department Chair or designee will be responsible for maintaining an electronic copy of the EDS Operating Procedures. During the fall semester of each even calendar year, the EDS Departmental Affairs Committee will review the EDS Operating Procedures. Any changes will follow the amendment process described in Section 4. Operating Procedures or official policies for standing EDS committees shall be reviewed/updated annually by each committee. All Operating Procedures or official policies shall be placed on the EDS shared server space, available to all faculty. When appropriate, policies will be put on the EDS web page.

6. Interpretation of the Operating Procedures

6.1 Questions of interpretation of these Operating Procedures and any unit Operating Procedures shall be directed to the Department Chair.

6.2 Where a faculty member understands an interpretation or action of the Department Chair to be inconsistent with the Operating Procedures, the faculty member may request an Operating Procedures interpretation from the Dean of the COE by submitting a request in writing to the Dean.

6.3 Where resolution of any issue in dispute between the department chair and faculty cannot be achieved, faculty may appeal to the Provost then the President. The adjudication of the Provost and/or President shall be binding on the Dean and the faculty.

6.4 When the department chair considers that any action of an individual faculty member does not conform to these Operating Procedures or the UNR Bylaws, the chair shall present his or her position to the faculty member in writing.

Part II – Organization of the Department of Educational Specialties

7. The Departmental Mission

7.1 The Department of Educational Specialties seeks to address the challenges of contemporary American education through undergraduate, master's, and doctoral programs related to literacy, special education, English language learning, and student diversity. The department conducts and disseminates research and engages in outreach aimed at maximizing learning opportunities and promoting educational equity.

8. The Department Chair of EDS

8.1 The Department Chair shall be the administrative and executive officer of the department and ex-officio member of all departmental committees except when he or she is being evaluated as either a faculty member or as chair. The Chair shall be directly responsible to the COE Dean for the execution of College policy and for the efficiency and educational effectiveness of the

department. The Chair is responsible for attending to and balancing both the needs of the faculty and that of the Dean.

8.2 When there is a vacancy in the position of department chair or unit director, the procedures outlined in the COE Bylaws/Operating Procedures shall apply.

8.3 The department chair shall have primary departmental responsibility for the promotion of college policy within the department and the efficiency and educational effectiveness of his or her department. The department chair shall be responsible to the department faculty in administering and executing all policies established by the department Operating Procedures.

8.4 The department chair shall act at all times in accordance with the College Operating Procedures and the department Operating Procedures to further the mission of the college and the department.

8.5 The department chair shall be responsible for establishing timely means of communication to:

- (a) inform the department faculty of the actions of, or information from the Dean,
and
- (b) inform the Dean concerning pertinent actions taken by the department.

9. Other administrative roles in EDS

9.1 The complexity of EDS requires administrative roles within the department in addition to the department chair. These roles are flexible, depending on compensation available, faculty willingness, and departmental needs.

9.2 When administrative roles are created, an announcement will be made to the faculty and a call for nominations will be made. Faculty may self-nominate. The department chair, who makes the final decision, will consider all nominations. Administrative roles in EDS may include, but are not limited to, an associate chair of the department and a performance assessment coordinator of the department.

9.3 The duties and responsibilities of other administrative roles in the department will be negotiated as needed and specified in the individuals' role statements. The administrative role description will be presented for discussion by EDS faculty.

10. Definition of Faculty

10.1 The faculty shall consist of all persons holding authorized professional contracts in the Department of EDS (cf Chapter 1, Section 1.4.5 of NSHE Code). This includes administrative, grant funded, tenured and tenure track faculty (see UNR Bylaws Part 2, Chapter 3, Sections 14 and 22).

10.2 All faculty members, including those on leave, with at least a .5 FTE are eligible to vote. A faculty member appointed between or among units is eligible to vote in the department if half or more of her or his FTE is assigned to the department (see UNR Bylaws, Part 2, Chapter III, Sections 22a and 22b). Letters of Appointment, Emeritus, and Adjunct faculty are not eligible to vote. Field based faculty members are considered Adjunct Faculty (see UNR Bylaws, Part 2, Chapter III, Section 21).

10.3 Graduate Faculty status in EDS confers eligibility to serve on and chair the advisory/examining committees of graduate students and to serve as the EDS representative of the COE Graduate Studies Committee. Requirements for obtaining and maintaining graduate faculty status are found in the policies and procedures for UNR. Faculty up for new or continuing Graduate Faculty status will submit their application materials at least 5 working days prior to an EDS faculty meeting. At that meeting, only current members of the Graduate Faculty are eligible to vote. A positive vote requires a majority of members of the Graduate Faculty in EDS. Written proxies of absent Graduate Faculty members may be submitted to the Department Chair for counting in the voting process. No proxy votes may be held by other faculty members.

11. EDS Faculty Meetings

11.1 Meetings of the faculty are scheduled on a regular basis approximating one meeting per month of the academic year, unless no new business is proposed for action or discussion.

11.2 Departmental actions require a quorum consisting of a majority of the eligible voting faculty membership. Proxies will not be used to constitute a quorum. No faculty member may vote more than one proxy. Faculty on leave or sabbatical will be excluded from the number needed for quorum.

11.3 Emergency meetings may be called by the department chair or designee or through a statement signed by 20% of the faculty of the department

11.4 An agenda shall be made available to all members of the department faculty at least three college workdays before the meeting.

11.5 The chair or a designee shall preside over meetings of the faculty. Robert's Rules of Order (current version) shall be the guide to the conduct of such meetings.

11.6 Electronic versions of EDS faculty meeting minutes will be available electronically and archived on the COE server.

12. EDS Standing Policy Committees

12.1 The Department of Educational Specialties has three standing policy committees, which exist on a continual basis unless an appropriate action is taken to dissolve a committee. These committees are the Undergraduate Committee, the Graduate Committee, and the EDS Departmental Affairs Committee.

12.2 Each committee will consist of 2-year terms with a fraction of faculty members rotating off old committees and onto new committees each year. Faculty will indicate interest priorities for committee assignments. The department chair will make assignments. Attempts will be made to assign faculty to first or second choice of committees. Faculty may serve on committees for consecutive terms.

12.3 Committees will forward recommendations for governance decisions, along with a rationale, to the Chair for inclusion on departmental meeting agenda. With the exception of individual personnel decisions, these recommendations will also be posted in advance of the meeting on electronic mail.

12.4 General descriptions of standing college committees appear below. Operating procedures for these committees are detailed separately on documents archived on the COE server. Individual committees are responsible for making changes to their operating procedures. Such changes may occur by a committee decision at any time but must be submitted subsequently to the EDS faculty for review at a scheduled meeting. Operating procedures for standing EDS committees shall be those that appear on the EDS web page, with changes taking effect upon the annual update and subsequent posting to the web page.

a. EDS Departmental Affairs Committee

The functions of this committee include, but are not limited to, the following:

- i. Review departmental Operating Procedures and operating procedures on a bi-annual basis and make recommendations to the department chair and faculty. If Operating Procedures require change or update, the committee will coordinate the wording of the Operating Procedures and the voting process.
- ii. Develop and maintain procedures and materials for marketing academic programs in the department.
- iii. Develop promotional materials about departmental research and outreach activities.
- iv. Develop and maintain the EDS website.
- v. Manage the process of social events, celebrations and condolences for faculty, staff and others related to the EDS Department.
- vi. Create advisory committees for departmental programs as needed.
- vii. Arrange and conduct meetings of these advisory committees, and submit minutes of the meetings to appropriate faculty or groups.

- viii. Communicate with COE Development Officer to promote EDS programs to potential benefactors.

b. Undergraduate Committee

The functions of this committee include, but are not limited to, the following:

- i. Review applications and make program admissions.
- ii. Develop and recommend policies related to the undergraduate programs in the department.
- iii. Maintain advisement and portfolio manuals for students, in coordination with Advisement Center.
- iv. Schedule and coordinate among courses and instructors for the undergraduate program (in collaboration with the program committees, as necessary).
- v. Coordinate practicum experiences across semesters and with Internship Office.
- vi. Work with Office of Field Experiences to keep Internship Manuals in line with program requirements and expectations.
- vii. Plan and conduct new student orientation.
- viii. Coordinate the Early Childhood Education program with HDFS.

c. Graduate Committee

The functions of this committee include, but are not limited to, the following:

- i. Communicate with applicants and those seeking information about the doctoral programs.
- ii. Review applications, solicit appropriate faculty input, and make doctoral program admissions.
- iii. Develop and recommend policies related to the doctoral programs in the department.
- iv. Develop and recommend policies related to the masters programs in the department.
- v. Maintain advisement and application materials for doctoral students.
- vi. Carry out departmental policies related to monitoring student progress in doctoral programs.
- vii. On an annual basis, solicit faculty interest in teaching doctoral and masters core seminars and submit faculty names to the Department Chair.
- viii. Work with EDS Departmental Affairs Committee to develop promotional and recruitment plans and materials for doctoral programs.

- ix. Review policies related to Graduate Assistants and make recommendations to the department.
- x. Review applications for Graduate Assistants and make prioritized recommendations to the Department Chair.
- xi. On a semester basis, solicit requests from faculty for graduate assistant time and submit to the department chair.
- xii. Evaluate the performance of Graduate Assistants and make any recommendations for dismissal to the department chair.

13. EDS Program Committees

13.1 EDS is divided into program groups based on academic affiliations and interests. These groups are flexible in nature and may be created or disbanded as faculty or programs evolve.

13.2 Faculty in EDS may be members of more than one program committee; however, all faculty members are expected to be contributing members on at least one committee. Each program committee will designate a facilitator for communication of program information with the department chair or designee.

13.3 The functions of the program committees include, but are not limited to, the following:

- a. Develop and maintain master's degree advisement manuals and specialized informational materials on doctoral programs.
- b. Review applications and make recommendations for admission to the Department Chair or designee.
- c. Develop performance assessment procedures, manuals, and rubrics for master's degree programs and share these for possible coordination with other master's degree programs.
- d. Coordinate with department chair or designee in the scheduling of graduate courses within existing programs.
- e. Work with EDS Departmental Affairs Committee to develop promotional and recruitment plans and materials for the program area.

14. University and College Committee Representatives

14.1 The nomination and election of College and University committee representatives will take place during a meeting of the EDS faculty.

14.2 The steps in the nomination and election process are as follows:

- a. An agenda of an EDS faculty meeting will announce that nominations and voting will take place for those committee positions that come open. The agenda will list the open positions.
- b. Individuals who will not be at the meeting can choose a proxy to represent them. Individuals can nominate themselves in advance of the meeting by informing the chair in writing.

- c. During the EDS faculty meeting, additional nominations will be taken. Individuals can nominate themselves. If there are restrictions or recommended restrictions (e.g., faculty rank) regarding who may serve on a given committee, those restrictions will be noted. Discussion will occur as necessary. Votes will be cast by secret ballot at the meeting. In case of tie, a coin will be tossed.

Part III – Personnel Policies

15. Faculty Responsibilities

15.1 The responsibilities of individual faculty members shall be defined in accordance with Part 3, Chapter 3, Section 39 of the UNR Bylaws. Those responsibilities are categorized: (a) Research, scholarly, and creative work; (b) Instruction; (c) Public, community, and university service; and (d) Other professional activities. The rights and academic freedom of a faculty member shall be defined in accordance with Part 3, Chapter 1, Section 27, 28 of the UNR Bylaws. Official annual role statements, which should clearly link to departmental, College, and University goals, establish individual faculty members' balance of responsibilities among these categories.

15.2 It is expected that all EDS faculty members will be active members of the department participating in all department meeting and activities. In addition, each faculty member is expected to: a) be an active participant in at least one program area committee, b) serve on at least one standing committee, and c) participate in performance assessment. Exceptions may be granted to faculty when it is included in annual role statements and approved by the Department Chair and Dean of the COE. Instances where exceptions might be granted include, but are not limited to, the following: faculty on leave or sabbatical, faculty who are primarily or solely supported by external funds, faculty who have exceptional responsibilities for grant funded projects, and faculty who engage in extensive professional service activities.

15.4 The specified professional responsibilities and performance expectations for each faculty member shall be determined annually by the department chair in consultation with the faculty member and the Dean in accordance with the College and department Operating Procedures.

16. Annual Evaluation

16.1 All evaluations shall be initiated by the department and shall be made on the basis of equitable and uniform criteria. Quality of performance for each area of professional activity shall be assessed according to procedures and criteria specified in College documents. Criteria for evaluation of faculty shall be consistent with Part 3, Chapter 3, Section 40 of the UNR Bylaws. For academic faculty, evaluations shall include peer review. For tenure-track faculty members, external peer review shall be required for promotion or tenure.

16.2 The annual faculty review will consist of peer review by an *ad hoc* Faculty Evaluation Committee. The faculty peer review process will include decisions made about both evaluation and merit. The faculty peer review process will be advisory to the Department Chair. The evaluation process will include the following steps.

a. Submission of Annual Evaluation Materials. By the date specified in the College of Education procedures documents, all academic and administrative faculty members will submit their annual evaluation materials to the Department Chair. All faculty members will follow the most current guidelines outlined in the College of Education Policy and Procedures Manual for Evaluation and Merit. The materials must include the faculty member's role statement for the year under review and for the upcoming year. Only tenure-track faculty will participate in the peer review process. Field based faculty and grant funded faculty members will not participate in the peer review process unless it is deemed appropriate by the Department Chair and specified in their Annual Role Statement.

b. Faculty Evaluation Committee. The *ad hoc* Faculty Evaluation Committee will consist of no less than three tenured and tenure track faculty. All possible attempts will be made to have at least one person at each rank on the committee. Members of the committee will be appointed for one year only. This responsibility will rotate so that no faculty member need serve more than approximately once every four years. The Department Chair will monitor committee membership and recommend the membership of the committee each year. Prior to December 1, the Chair will convene the committee and review the requirements of the evaluation process. Prior to attending this initial meeting with the Department Chair, committee members should read carefully all college documents pertaining to evaluation and merit. The Chair and the committee will develop a schedule for completion of the review that meets the needs of the Chair and members of the committee. All of the committee's work must be completed no later than the first day of classes for the spring semester. The committee is advisory to the Chair and all final decisions at the department level rest with the Chair.

Each year after the evaluation process is complete, the Department Chair and the Faculty Evaluation Committee will meet to review the process. Any suggestions for changes will be developed and presented at a faculty meeting for discussion and possible action.

17. Tenure and promotion

17.1 All personnel evaluation involving tenure and promotion shall be made on the basis of the person's professional performance in meeting the responsibilities specified in Part 3, Chapter 3, Section 39 of the UNR Bylaws. Information may be found on the evaluation, merit, and promotion and tenure documents that may be accessed from the College of Education's home page.

17.2 EDS faculty will vote on promotion and tenure of peers on the faculty. Voting on tenure and promotion decisions is limited to those faculty members who hold the rank or status at issue or higher. No faculty member may vote on his or her own tenure or promotion (see UNR Bylaws Part 2, Chapter 3, Section 22c).

Approved by the EDS Faculty 4-6-06

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Operating Procedures are subject to university and college bylaws and NSHE Code