

COLLEGE OF EDUCATION GOVERNANCE STRUCTURE

**Adopted February 1984
By the
Faculty and Professional Staff**

(Revised April 2004)

I. Macrostructure

A. Functions of Administrative Council

1. Recommend policy regarding:
 - a. Graduate and undergraduate programs/curricula
 - b. Personnel
 - c. Changes in governance structure
 - d. Student affairs
 - e. Research
 - f. Professional staff
 - g. Other issues as they relate to business of the College

B. Functions of the College Council

1. Recommend policy regarding:
 - a. Graduate and undergraduate programs/curricula
 - b. Personnel
 - c. Changes in governance structure
 - d. Student affairs
 - e. Research
 - f. Professional staff
2. Recommend search criteria, search committee membership, and search procedures when a vacancy occurs for the position of Dean, Associate Dean, or any other college-level administrative position.
3. Dialog with the College of Education Faculty Senate representatives and recommend ways to implement Senate decisions at the college level.

4. Communicate with representatives to university-wide committees in decisions impacting college-wide decisions.

C. Operations of the Councils

1. The two councils may submit independent recommendations to the Dean.
2. Recommendations presented by one council will be submitted to the other council for comment and reaction before implementation.
3. The Dean may choose to accept or reject recommendations of either council and will report the outcome to both councils in a timely manner.

D. Departmental Authority

Nothing in the recommendations of the governance structure of the College of Education is meant to restrict in any way the responsibilities or prerogatives of individual College of Education departments.

II. Representation and Leadership in the Councils

A. Administrative Council Membership

1. Dean (Chair)
2. Associate Deans
3. Department Heads
4. College Council Chair
5. Director of the Advising Center

B. College Council Membership

1. One representative from each department. If a representative is unable to attend a meeting s/he may give a proxy to a selected representative.
2. One graduate student (plus an alternate)
3. One undergraduate student (plus an alternate)

4. One representative from professional staff.
5. The College Council representatives will elect a Chair each year at the end of the spring semester. Any of the elected representatives (not including students) may become Chair. This person may receive release time. Duties will include preparing agendas, chairing meetings, distributing minutes, maintaining a policy handbook and attending meetings of the Administrative Council.

C. Restrictions of representation

Department policy will establish whether temporarily employed persons, professional staff, persons who are tenured or in positions which lead to tenure and faculty members employed as department heads may be College Council representatives. If professional staff members are allowed to vote in departments, they may be selected as the representative to College Council with the understanding that he/she represents the department and not Professional Staff.

D. Terms of College Council Representatives

Department members will elect council representatives for a two-year term. If a vacancy occurs before the end of a term, a replacement will be elected to complete the remainder of the term. Representatives will serve no more than two consecutive two-year terms on the Council.

E. Responsibilities of Members of the College Council

1. Attend monthly meetings and any special meetings that are scheduled;
2. Provide feedback to department faculty and staff on a regular basis; and
3. Participate in the preparation of documents and material to the Committee as needed.

F. Responsibilities of the Chair of the College Council

1. Develop and communicate a schedule of regular monthly meetings to the members;
2. Prepare an agenda and keep the minutes of each meeting;

3. Assure that committee seats are filled and terms of office are maintained;
4. Report to his/her own academic department faculty and staff on a regular basis;
5. Attend Administrative Council meetings and report actions to the College Council;
6. Meet with the College Dean as needed; and
7. Serve as a liaison to the COE long-range planning committee.

III. Departmental Autonomy

- A. Departmental autonomy, as established in Faculty Senate and College of Education guidelines, is not to be superseded. Departments may, or may not, extend to professional staff the right to vote upon internal department matters.
- B. On the voting roll for college elections and/or referenda, professional staff will be listed as a separate segment of the College of Education voting roll. Such a procedure will assure that duplication of votes does not occur and that those professional staff who are not recognized within the departmental structure are not denied the right to vote in college-wide elections/referenda.

IV. Standing Committees

A. Identification and Functions of Standing Committees

All requests for faculty participation in decisions that have College-wide impact will be made to College Council. College Council may assign these duties to one of the Standing Committees or may form an ad hoc committee for a specific and limited period of time.

1. Academic Programs

The Committee will make recommendations concerning resources, faculty responsibilities, academic standards and quality, and undergraduate and graduate academic program development and implementation (e.g. teaching loads, use of adjunct faculty, innovative models of instruction, etc.). Issues to be considered by

the Academic Programs Committee may be raised by the COE Dean, the NMSU Graduate School Dean, other NMSU administrative staff, individual committee members, or individual COE faculty. The Committee shall

- a. Serve as a liaison between COE faculty and the NMSU Graduate School
- b. Serve as a forum for discussing issues related to undergraduate and graduate degree programs
- c. Review and make recommendations concerning new programs and/or program changes
- d. Review and make recommendations concerning catalog changes received from departments
- e. Review and make recommendations concerning course additions or deletions
- f. Review the provisions for and make recommendations concerning multicultural education
- g. Periodically review the effectiveness or required interdepartmental courses
- h. Advise the Deans where Graduate Faculty issues are concerned.

2. Budget

The mission of the COE CC Budget Committee is to:

- a. Advise the COE Dean on behalf of College faculty and staff regarding financial directions, strategies, allocations, and priorities of the college;
- b. Advise the COE Dean on policies and procedures related to, or influencing, the college's financial position;
- c. Inform faculty and staff of the financial directions, strategies, allocations, priorities and related policies and procedures of the COE;
- d. Review department and all other operating budget (including a list of salary ranges) requests and provide recommendations to

the COE Dean on prioritization of requests for new funds, reallocation of existing funds, and funding reductions;

- e. Review the COE annual budget presentation and provide recommendations regarding the prioritization of requests for new funds, reallocation of existing funds or budget reductions; and
- f. Advise the Dean on other financial matters as needed.

3. Faculty Affairs

The Committee will serve as a recommending body for all college-level performance evaluation activities. The Committee shall

- a. Conduct college level promotion and tenure reviews at the 3rd and 6th years for junior faculty
- b. Review performance evaluation procedures as requested
- c. Serve as a clearinghouse for faculty concerns related to professional performance issues

4. Professional Staff

This Committee will review and make recommendations concerning COE professional staff policies and concerns. The Committee shall

- a. Regularly review and recommend professional staff performance evaluation procedures
- b. Form an Appeals Committee to arbitrate COE professional staff personnel disputes. The designated Appeals Committee shall report directly to the COE Dean and will be constituted of two elected faculty members and three professional staff members.
- c. Regularly assess professional staff needs and advocate for professional staff needs.
- d. Ensure representation of professional staff on COE committees

5. Student Affairs

The Committee shall:

- a. Serve as an appeals committee to arbitrate grade disputes between undergraduate students and instructors. The Appeals Committee is comprised of five faculty, a professional staff member with student-related responsibilities, and two students. Students will include one undergraduate and one graduate selected at large from the COE student body. The committee reports directly to the COE Dean
- b. Serve as a committee for procedural appeals related to admission to the T.E.P.
- c. Respond to student-initiated suggestions
- d. Establish and oversee procedures for presentation of student scholarships and awards within the COE

6. Research

The Committee will play a proactive role in COE resource allocation in order to facilitate development of faculty research programs and provide incentives for continuing pursuit of external funding support. The Committee shall:

- a. Advise the Dean and Associate Dean for Research on policies governing and supporting faculty research production
- b. Recommend to the COE Dean and Associate Dean for Research allocation of research funds brought into the College through faculty efforts
- c. Establish criteria for internally funded COE research
- d. Work with the Director of the ERC (the Associate Dean for Research) to encourage faculty and student research proposal development
- e. Advertise, review applications, and select the recipient for French Award
- f. Review applications and award travel funds for COE faculty presenting at conferences

7. Technology

This Committee will serve as the recommending body to the COE Dean regarding planning, acquisition and management of technology resources in the COE. The Committee shall:

- a. Develop a Master Technology Plan for the COE that can be linked to the College 5-year plan
- b. Advise the Director of the COE Learning Resource Center
- c. Advise the COE Dean regarding the job description and activities of the Director of the COE Learning Resource Center
- d. Oversee the development of departmental inventories of COE software and hardware
- e. Conduct a periodic needs assessment for technology used by students, faculty and staff of the COE
- f. Work with the COE CC Budget Committee to recommend budget line items for technology-related purchase, maintenance and training issues
- g. Recommend COE activities for professional development in technology usage for COE faculty and staff
- g. Advise the COE CC Faculty Affairs Committee regarding standards for promotion and tenure decisions for technology-related activities and products.

B. Representation on Standing Committees

1. Chair

Must be a College Council member. College Council will determine which council member will chair each standing committee.

2. Committee Membership

- a. Faculty Affairs Committee will include the Chair and one representative elected from each department not represented by that Chair. Faculty Affairs Committee members must be tenured faculty members. If student consultation is necessary on a Faculty Affairs Committee matter, it will be sought through the Student Affairs Committee. If professional staff consultation is necessary, it will be sought through the Professional Staff Committee.

- b. The Student Affairs Committee will include the Chair, one representative elected from each department not represented by the Chair, a graduate student, an undergraduate student, and a professional staff member with student-related responsibilities.
- c. The Academic Programs Committee will include the Chair and one representative elected from each department not represented by the Chair, a graduate student, an undergraduate student, and a professional staff member with academic responsibilities.
- d. The Research Committee will include the Chair and one representative elected from each department not represented by the Chair.
- e. The Budget Committee will include the Chair and one representative elected from each department not represented by the Chair, a graduate student, and a professional staff member with budget responsibilities.
- f. The Professional Staff Committee will include the Chair and one representative from each department not represented by the Chair.
- g. The Technology Committee will include the Chair and one representative elected from each department not represented by the Chair, a graduate student, and a professional staff member with technology-related responsibilities. The Director of the Learning Resources Center (LRC) will also serve on this committee.

3. Voting

All members of all standing committees have full voting rights.

C. Procedures for Standing Committees

Standing committees will report all actions to the College Council except those activities specifically delegated to them by the Governance Structure Document.

D. Length of Service on Standing Committees

Departmental, professional staff and student representatives will be elected to the standing committees at the beginning of the Fall semester. No representative may serve more than two consecutive, two-year terms on the same committee.

V. Ad Hoc Committees

- A. The standing committee (with coordination through College Council) may appoint ad hoc committees.
- B. The functions, methods of operation, representation, accountability, and duration of all ad hoc committees is determined in each case by the College Council.

VI. Amendments

This document may be amended by presenting a proposal to either the Administrative Council or the College Council. If approved by either council, any proposed amendment must be ratified by a majority vote of those eligible on the College of Education voting roll.

AMENDMENTS

I. Student representation in COE General Elections (Adopted 5/10/82 by COE membership).

A. Graduate Representation

Each graduate student representative having been selected by peers will have the same voting privileges as faculty/professional staff in general elections conducted by the COE College Council (specifically: electing the COE College Council Chair and voting on constitutional amendments and referenda).

B. Undergraduate Representation

Undergraduate student representatives to College Council and its standing committees will be selected from COE student organizations which are chartered through ASNMSU. Each undergraduate student will have the same voting privileges as faculty/professional staff in general elections conducted by the COE College Council (specifically: electing the COE College Council Chair and voting on constitutional amendments and referenda). (Revised 5/01).

II. Representation of Professional Staff (Adopted 4/6/83 by COE membership)

The professional staff shall be granted representation within the COE Governance Structure according to the following guidelines:

- A. A professional staff member shall sit as a voting member of the College Council and will act as the Chair of the Professional Staff Committee.
- B. Professional staff will elect the Professional Staff representative and alternate to College Council by the following process:
 1. The current professional staff representative will solicit nominations from among the professional staff one month prior to election of College Council representatives.
 2. Election of the professional staff representative shall occur concurrently with the election of other members of the College Council.

3. The person receiving a majority of the votes will be designated as the professional staff representative to College Council for a two-year term.
 4. An individual may not serve as professional staff representative to College Council for more than two, two-year, terms consecutively.
 5. The alternate will be the person receiving the next highest number of votes. (Revised 5/01)
- C. The Professional Staff Committee will be selected according to the following process:
1. One professional staff member from each COE department and administrative unit not affiliated with a department will be selected to be a member of the Professional Staff Committee.
 2. The COE department and/or administrative unit from which the Chair of the Professional Staff Committee has been selected will consider the Chair as its representative to the College Council.
 3. Term of Office: With the exception of the Chair, representatives to the Professional Staff Committee will serve two-year terms and may serve not more than two, two-year terms consecutively.
 4. The Committee will select an alternate Chair who will serve in the place of the elected Chair when unable to attend announced meetings of the Professional Staff Committee and/or College Council
 5. Duties of the Committee:
 - a. Regularly review and make recommendations concerning COE professional staff policies
 - b. Regularly recommend professional staff performance evaluation procedures
 - c. Form an appeals committee to arbitrate COE professional staff personnel disputes. The committee shall report directly to the COE Dean and will be constituted of two elected faculty members and three professional staff members
 - d. Regularly assess professional staff concerns and advocate for professional staff needs.

- e. Ensure the representation of professional staff on COE committees. (Revised 5/01)
- III. The voting roll of the College of Education consists of: (Adopted 4/6/83)
- A. Tenured faculty of the COE
 - B. Tenure-track faculty of the COE
 - C. Regular non-tenure-track COE faculty hired on a full-time basis
 - D. Regular COE professional staff hired on a full-time basis
 - E. Student representatives as identified in Amendment I of this document
 - F. Professional Staff will be considered as a segment of the COE voting roll. Professional staff will continue to vote within their department according to Faculty Senate and COE guidelines. When the COE conducts general elections, professional staff will receive ballots separately from their departments and/or administrative unit. Duplication of votes will not be allowed.

BYLAWS

1. The college Council established the position of vice-Chair to serve in the absence of the Chair. Term of office: one year.
2. No elected representative shall be permitted to serve more than two, two-year, terms on the College Council consecutively.
3. No elected representative shall be permitted to serve as College Council Chair more than two, one-year, terms consecutively.
4. Term of office for student representatives and alternates will be one year.
5. The term of office for faculty representatives on the College Council will expire on the last class day of the spring semester. The term of the new council will begin at that same time. Faculty and professional representatives to the College Council will be elected during the month of April and will attend the regularly scheduled meeting in May. (Amended January 19, 1983 and April 2001 by College Council).
6. Student representatives will be selected at the beginning of each academic year.
7. The undergraduate and graduate students will establish their own election procedures. Once established, these procedures will be set down in the official minutes of the College Council and entered as bylaws to the COE Constitution.
8. The term of office for standing committee Chairs will be two years. Standing committee members will be elected each fall and will serve for two years. No standing committee member may serve for more than two consecutive, two-year terms on the same committee.
9. The College Council will establish and publicize regular monthly meetings. This will be done each year early in the fall semester and again early in the spring semester.

(Bylaws 1-9 adopted 11/4/81 by College Council)

10. The graduate representative and alternate to the College Council will be elected from those selected as department representatives for the current year (one from each department in the COE). The representative and alternate will be elected at the first graduate student department representative meeting in September. The outgoing College Council representative or designate will preside over the meeting until the new

College Council representative and alternate have been elected. New department representatives who wish to be considered for office will state their qualifications. Voting will be by secret ballot. Only members elected for the current year may vote. The outgoing College Council representative or designate will count votes. The individual with highest number of votes will be the College Council representative. Voting members will elect the College Council alternate using the same procedure. It is suggested that committee members for College Council standing committees be selected at the same meeting.

11. The Chair of College Council will be elected by majority vote of the Council at the last meeting of the Spring semester. The Vice-Chair will be elected at that time, as well. (Amended April 2001).
12. The term of office for the College Council Chair shall begin on June 1 and expire the last class day of the spring semester of each year. (Amended January 19, 1983 and April 2001 by College Council).

(Bylaws 10-13 adopted 1/20/82 by College Council)

13. Undergraduate selection procedure for College Council
 - A. Qualifications
 1. Must be enrolled in COE at NMSU and have declared education as major area of study
 2. Must be a sophomore or junior in good standing
 3. Must submit a short biographical sketchy and brief statement as to why the position is being sought
 - B. Nominations for undergraduate representatives meeting the established criteria will be accepted from each Education Council organization, other Education Council members, and/or any other interested COE individuals.
 - C. The undergraduate representative will be selected by secret ballot after the Education Council has reviewed each individual's qualifications.
 - D. The person receiving a majority of the votes will be designated as undergraduate representative for a one-year term of office. If the vote is not unanimous, the person with the next highest number of votes will be selected as alternate.

- E. Term of office: The term of office for the undergraduate representative will be one year and no representative shall serve more than two years consecutively.