I. Macrostructure

A. Functions of Executive Council

1. Recommend policy regarding:
   a. Business Operations
   b. Personnel (Faculty & Staff)
   c. Development
   d. Graduate and undergraduate programs/curricula
   e. Student affairs
   f. Research and Outreach
   g. Changes in governance structure

B. Functions of the College Council

1. Recommend policy regarding:
   a. Changes in governance structure
   b. Academic Programs
   c. Budget and Technology
   d. Faculty Affairs
   e. Student Affairs
   f. Research
   g. College Faculty

2. Dialogue with the College of Education Faculty Senate representatives and recommend ways to implement Senate decisions at the college level.

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 departments within the College of Education.

II. Representation and Leadership in the Councils

A. Administrative Council Membership

1. Dean (Chair)
2. Associate and Assistant Deans
3. Department Heads
4. College Council Chair
5. Director of ERB
6. Director of LRC
7. 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. The Chair of College Council will be elected by majority vote of the Council at the last meeting of the Spring semester. Any of the elected representatives may become Chair.

3. The Vice-Chair of College Council will be elected by majority vote of the Council at the last meeting of the Spring semester. Any of the elected representatives may become Vice-Chair.
C. Terms of College Council Representatives

1. Definition of Term
   A term is defined as a two-year period (4 semesters) that begins in the Fall semester.

2. College Council Representatives
   Representatives are elected for a two-year term. Representatives will serve no more than two consecutive two-year terms on the Council. The Representative’s two-year term begins during the fall semester.
   
   a. Representatives are elected by their department members.

3. Vacancies
   Should a vacancy occur before a term is completed, faculty from the department will elect an individual to fill the vacancy.
   
   a. Individuals elected to complete a vacated term in the fall semester will begin the first year of a two-year term
   
   b. Individuals elected to complete a vacated term in the spring semester would complete the spring term only. However, they will be eligible for elected for up to two consecutive two-year term thereafter.

D. Responsibilities of the Chair of the College Council

1. Establish and publicize a schedule of regular monthly meetings at the beginning of both the fall and Spring semesters to the members;

2. Prepare an agenda;

3. Distribute minutes from College Council meetings;

4. Maintain the College Council Web page
   a. Post meeting dates
   b. Post College Council and sub-committee member list
   c. Post Meeting agendas and minutes;

5. Maintain (revise as needed) governance documents;

6. Assure that committee seats are filled and terms of office are maintained;

7. Attend Administrative Council meetings and report actions to the College Council;

8. Meet with the College Dean as needed
E. Responsibilities of the Vice-Chair of the College Council

1. Serve as Chair of College Council in the absence of the Chair;
2. Prepare the minutes of all College Council meetings.

F. Responsibilities of Members of the College Council

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

III. 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 forum for discussing issues related to undergraduate and graduate degree programs

b. Review and make recommendations concerning new undergraduate and graduate academic programs which include: degree programs, new majors under an existing degree, areas of concentration under an existing major, certifications, new minors and/or program changes. (See Appendix A for the protocol for initiation and approval of new programs, concentrations, certifications and/or program changes);
c. Review and make recommendations concerning catalog changes received from departments

d. Review Course Action Forms (CAF) and make recommendations concerning course additions, deletions, and modifications;

e. Periodically review the effectiveness or required interdepartmental courses, and

f. Advise the Deans where Graduate Faculty issues are concerned.

1. Budget & Technology

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

a. Advise the COE Dean on behalf of College faculty and staff regarding financial directions, strategies, allocations, and priorities of the college;

b. Inform faculty and staff of the financial directions, strategies, allocations, priorities and related policies and procedures of the COE;

c. Review the COE annual budget presentation and provide recommendations regarding the prioritization of requests for new funds, reallocation of existing funds or budget reductions;

b. Advise the Dean on other financial matters as needed.

e. Work with the COE CC Budget Committee to recommend budget line items for technology-related purchase, maintenance and training issues; and

f. Recommend COE activities for professional development in technology usage for COE faculty and staff

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 reviews for associate to full professor;

b. Conduct college level Promotion and Tenure 6th year reviews for junior faculty;
c. Conduct college level promotion and tenure reviews at the 3rd year reviews for junior faculty

d. Review performance evaluation procedures as requested; and

e. Serve as a clearinghouse for faculty concerns related to professional performance issues.

4. 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 Teacher Education Portfolio;

c. Respond to student-initiated suggestions;

d. Review and make recommendations for COE student scholarships from the Scholar Dollar applicants;

e. Establish and oversee procedures for presentation of student scholarships and awards within the COE; and

f. Review applications for COE Dean’s student awards and provide feedback to the COE Dean on the top three most promising applications.

5. Research

The Committee will play a proactive role to promote and facilitate development of faculty research programs and provide incentives for continuing pursuit of external funding support.

The Committee shall:

a. Work collaboratively with the Dean and Associate Dean for Research on policies governing and supporting faculty and student 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; and

d. Work with the Director of the ERC (the Associate Dean for Research) to encourage faculty and student research proposal development and production.

e. Review applications and award travel funds for COE faculty presenting at conferences

6. College Faculty

The Committee will serve to address and make recommendations concerning college faculty responsibilities and policy and procedures for promotion. The Committee shall:

a. Advise the dean and College Council on college-wide procedures and policies relating to the promotion of college track faculty;

b. The committee shall receive all applications for promotion within the college track ranks. The committee shall assess each candidate’s record in accordance with the college and respective departmental guidelines;

c. The committee will make a written recommendation to the dean on each candidate under review. The written evaluation shall include not only a vote, but also a fair representation of the rationale for it. Committee members shall recuse themselves from participation in reviewing candidates from their department;

d. Report through the chair, to the college faculty any changes in procedures or policies concerning promotion within the college track; and

e. Consider any items of business as may be referred to it by the dean or by the College Council.
B. Representation on Standing Committees

One representative from each department will serve on each of the College Council’s standing committees. If a representative is unable to attend a meeting s/he may give a proxy to a selected representative.

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.

b. The Student Affairs Committee will include the Chair, one representative elected from each department not represented by the Chair.

c. The Academic Programs Committee will include the Chair and one representative elected from each department not represented by the Chair.

d. The Research Committee will include the Chair and one representative elected from each department not represented by the Chair.

e. The Budget & Technology Committee will include the Chair and one representative elected from each department not represented by the Chair.

f. The College Faculty Committee will include the Chair and one representative election from each department not represented by the Chair.

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

1. Definition of Term
   A term is defined as a two-year period (4 semesters) that begins in the Fall semester.

2. Standing Committee Representatives
   Representatives are elected for a two-year term. Representatives will serve no more than two consecutive two-year terms on the Council. The Representative’s two-year term begins during the fall semester.
   a. Representatives are elected by their department members.

3. Vacancies
   Should a vacancy occur before a term is completed, faculty from the department will elect an individual to fill the vacancy.
   a. Individuals elected to complete a vacated term in the fall semester will begin the first year of a two-year term
   b. Individuals elected to complete a vacated term in the spring semester would complete the spring term only. However, they will be eligible for election for up to two consecutive two-year terms thereafter.

IV. 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 are determined in each case by the College Council.

V. 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.
I. 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. College Faculty