GOVERNING BODIES OF THE SCHOOL OF EDUCATION

A. The School of Education is governed by the following committees of faculty: Teacher Education Committee, Tenure and promotion Advisory Committee, and Admission, Retention and Exit Committee.

B. Representatives to the governing bodies shall be elected by the faculty members in the administrative units. Each person elected shall meet the criteria for a voting member of the faculty (see section on members of the faculty).

C. Faculty member’s elected and accepting position on either of the governing committees shall accept responsibility for recommending a substitute to attend a meeting in his/her absence.

D. The term of office for faculty members of the governing bodies shall be for a period of two years unless otherwise stated. The term shall begin July 1 of each academic year and end June 30 of the following academic year. Terms of office shall be staggered.

E. When a member of a governing body resigns, the position shall be filled by special election or by appointment for the remainder of the term (June 30 of the academic year). Student members may be replaced by appointment.

F. No person shall serve on more than one of the governing committees concurrently.

G. Issues concerning committee jurisdiction among the committees (governing bodies) shall be determined by the Dean of the School of Education.
H. Any action of the governing bodies shall be reviewed and appropriate action taken by the Dean of the School of Education.

TEACHER EDUCATION COMMITTEE

Teacher Education Committee. The Teacher Education committee is a standing committee of the University of Arkansas at Pine Bluff and a governance committee for the teacher education program within its scope. The Teacher Education Committee recommends policy, evaluates and reviews programs in terms of accreditation requirements, examines national and state trends in the field of education, and recommends and approves curricula for all teacher education areas. The committee shall be composed of the following:

1. The Vice Chancellor for Academic Affairs or designee who will Chair the Committee.
2. The Dean of the School of Education
3. The University Librarian
4. A representative from the Office of Admissions and Academic Records
5. One teacher educator, excluding department chairpersons, from each of the following areas:
   (a) Agriculture, Fisheries and Human Sciences
   (b) Industrial Health and Safety
6. Two teacher educators, excluding department chairpersons, from each of the following areas:
   (a) Curriculum and Instruction
7. One academic advisor for teacher education majors from each of the following departments:
   (a) The Department of Art
   (b) The Department of Biology
   (c) The Department of Accounting and Business Education
   (d) The Department of Chemistry and Physics
   (e) The Department of English, Theater and Communication
   (f) The Department of Social and Behavioral Sciences
   (g) The Department of Mathematical Sciences and Technology
   (h) The Department of Music

8. One student majoring in education from each of the following areas:
   (a) Agriculture, Fisheries and Human Sciences
   (b) School of Arts and Science
   (c) Division of Military Science
   (d) Health, Physical Education and Recreation
   (e) Curriculum and Instruction

9. Ex Officio Members – Department Chairs, Director of Field Experiences and NCATE Coordinator.
TENURE AND PROMOTION COMMITTEE

A. The purpose of the Tenure and Promotion Committee is to make recommendations to the Dean of the School of Education on matters pertaining to:

1. Promotion
2. Tenure
3. Off campus duty assignments
4. Appointments to the graduate faculty

The committee shall evaluate applications for promotion, tenure, off-campus duty assignments, and appointment to graduate faculty status. The committee shall conduct periodic evaluations of the guidelines and procedures used to evaluate applications for promotion and tenure and faculty reviews.

B. The membership of the committee shall consist of the dean, who serves as ex-officio (without vote), and a representative from each administrative unit. Members of the committee must be tenured and hold the rank of associate professor or above. (Exceptions given for rank when unit does not have faculty that meet these criteria): Department chairpersons and unit coordinators are not eligible to serve on the Tenure and Promotion Committee.

C. The following units within the School of Education shall elect two representatives to the Tenure and Promotion Committee: 1) The Department of Curriculum and Instruction, and 2) The Department of Health, Physical
Education and Recreation. Representatives shall be elected for a two-year term. Elections shall occur on or before August 30th in even numbered years.

D. The members of the committee shall elect a chairperson and secretary from among their number. The chairperson and secretary shall serve one-year terms but may be re-elected.

E. Meetings shall be called by the chairperson, or by the secretary in the absence of the chairperson. All meetings of the Tenure and Promotion Committee shall be closed.

F. A majority of the voting members of the committee including the chairperson, shall be necessary for the transaction of official business.

G. Any member of the Tenure and Promotion Committee who applies for promotion/tenure or off-campus duty is ineligible to serve on the committee during the time his/her credentials are being examined. A proxy from the committee members unit shall be appointed by the head of that unit to serve during the time that promotion and tenure applications are being considered, provided the proxy meets the qualifications for membership on the committee.

H. The chairperson of the committee shall forward the recommendation on matters to the respective faculty members and to the dean. All recommendations with regard to individual faculty members shall be confidential. Members of the committee are expected to practice ethical and professional behavior when dealing with personal information.

A permanent file of the official documents of the committee shall be maintained by the secretary and housed in the office of the Dean.
ADMISSION, RETENTION AND EXIT COMMITTEE

A. The purpose of this committee is to compile and recommend policies and procedures related to the admission, retention and exit in programs (undergraduate and graduate) offered by the School of Education.

B. The membership of the Admission, Retention and Exit Committee consists of five (5) representatives of the Department of Curriculum and Instruction. One representative each from the Department of Health, Physical Education and Recreation, Basic Academic Services, School of Arts and Science, two teacher candidates (one graduate and one undergraduate), the coordinator of field experiences, and three representatives from the public schools (a mixture of teachers and principals).

C. The members of the committee shall elect a chairperson and a vice chairperson from among their number. The chairperson and vice chairperson shall serve one-year terms but may be re-elected. Secretarial support for the committee shall be provided by the office of the chairperson for the Department of Curriculum and Instruction.

D. Meetings shall be called by the chairperson. In the chairpersons absence, the vice chair shall call meetings. All meetings of this committee shall be closed.

E. A majority vote of the voting members shall be necessary for the passage of motions. The chairperson shall be a voting member.

F. The committee shall represent the faculty of the School of Education in all matters related to the implementation of school policies for:

1) Admission of teacher candidates to all programs
2) Retention of teacher candidates in all programs

3) The exit of teacher candidates from all programs

4) The admission and retention of teacher candidates to the professional semester (student teaching).

The committee shall keep minutes of its meetings. These minutes shall be distributed to the members after each meeting. Information related to changes in policies and procedures for admission, retention and exit requirements shall be distributed to the Teacher Education Committee, department chairs, faculty and teacher candidates.

Recommendations with regard to removing teacher candidates from the program shall be sent directly to the Dean for approval. The chair of the committee shall forward information to the teacher candidate following approval by the Dean. Copies of such action shall be forwarded to teacher candidate’s advisor and department chair. All recommendations with regards to individual teacher candidates shall be held confidential except for advisement purposes. A permanent file of the official documents of the committee shall be maintained by the vice chairperson and housed in the office of the Dean.

MEETINGS OF THE FACULTY

A. The faculty of the School of Education shall convene at least twice during the fall semester and twice during the spring semester.

B. Meetings shall be called by the Dean of the School of Education.
C. Written notification and a proposed agenda of meetings shall be prepared and
distributed to the faculty by the Dean in advance of meetings. Prepared
agenda items must be submitted to the Dean 24 hours prior to the meeting.

D. Reports from the Admission, Retention and Exit Committee; Tenure and
Promotion Committee; and the Teacher Education Committee shall be given
at regularly called meetings of the faculty.

E. The Dean’s office shall compile and distribute minutes of meetings to all
faculty members of the School of Education.

F. The Dean’s office shall provide a secretary for all regular School of Education
faculty meetings.

G. Fifty-one percent or more of the voting members of the School of Education
faculty shall constitute a quorum.

H. Business, not on the prepared agenda, may be considered if supported by a
majority of the voting members present.

I. Proxy voting is disallowed at the school’s faculty meetings.

J. The Dean of the School of Education shall preside at the School of Education
faculty meetings, or in the Dean’s absence, his/her appointee.

K. In those cases where a university-wide council or committee includes one or
more members from each school, the representative or representatives from
the School of Education shall be elected.

Elections for representatives from the school to university-wide bodies shall
be held early in the fall semester; election of the chairperson of the Teacher
Education Committee shall be conducted late in the spring semester. All elections
shall be by a secret ballot distributed to all eligible faculty members and votes shall be counted by the Teacher Education Committee. In the event that no candidate receives a majority of all votes cast, there shall be a run-off election, conducted in a similar manner, between the two persons who received the highest number of votes.