

Effective: October 1997

University Governance SCHOOLS OF THE UNIVERSITY

Approved: October 1997
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Deans' Council

Schools

The following schools exist in the University:

1. School of Education.
2. School of Humanities and Social Sciences.
3. School of Science and Mathematics.

Each school may function on both the undergraduate and graduate level.

School Deans

Each school shall be headed by a Dean, whose duties include:

1. Encourage the development of an academic program for the several disciplines represented in the school with and through the school council and the members of the several departments, and to integrate this program with those of other schools into an academic program consistent with the philosophy and objectives of the University.
2. Encourage and coordinate the development of new policies, programs, and course offerings on undergraduate and graduate levels within the school.
3. Encourage interdisciplinary contacts and programs in cooperation with other schools of the University.
4. Cooperate in providing services to basic education and other appropriate community agencies in the service area.
5. Initiate the development of administrative policies within the school.
6. Coordinate the following departmental activities:
 - a. Planning new facilities and buildings, and purchasing new equipment.
 - b. Making faculty appointments, evaluations, reappointments, and promotions.
 - c. Maintenance of adequate resources including materials, supplies, and non-

instructional services and staff.

- d. Development of class schedules, student advisement and instructional services.
7. Chair the school council.
8. Serve as a member of the Deans' Council.
9. Encourage the development of a balanced program of quality research and teaching in the school.
10. In the case of the Dean of the School of Education, to be responsible for professional school personnel certification.
11. Prepare the school budget in consultation with the school council.
12. Recommend to the Provost and Vice President for Academic Affairs class schedules and room assignments.
13. Recommend to the Provost and Vice President for Academic Affairs the complement of personnel in the school.
14. Call meetings of the school faculty when deemed necessary or on a petition of 20% of the members. A quorum is 20% of the members.
15. Serve as the first line grievance officer in cases of dispute involving the CBA.
16. Mediate disputes between chairpersons and faculty members; between individual faculty members; and between faculty members and students whenever such disputes cannot be resolved at the departmental level.
17. Participate in the performance review and evaluation of faculty members as specified in the CBA.
18. Assume responsibility for the effective operation and maintenance of all buildings assigned to the school.
19. Perform other assigned duties which are not in conflict with the CBA.

School Councils

1. Each of the Schools of Education, Humanities and Social Sciences, and Science and Mathematics shall have a school council and one or more school curriculum committee(s).
2. Each school council is an assembly of the department chairs within that school and serves as a recommending body to the Deans' Council and as a vehicle for the communication of information and concerns.
3. When the council acts as a recommending body to another University council, to

the Provost, or to the University President, formal voting is appropriate.

4. Each school council, acting as an advisory body to its Dean, seeks to represent the viewpoint of its faculty and students in a manner consistent with the academic soundness and vitality of the University. Furthermore, it provides leadership for these constituencies in matters of curriculum, instruction and academic policy among other matters.
5. The faculty of each school determines how to deal with curricular affairs at both the undergraduate and graduate levels to insure sufficient flexibility within that school.

School Curriculum Committee(s)

Each school shall have at least one school curriculum committee. In the case of the School of Humanities and Social Sciences, there shall be two committees, one each representing the humanities and the social sciences respectively. Functions of the committee include:

1. Review proposed changes in curriculum, course structure, academic programs and related matters.
2. Review all proposals for new courses or new academic degree programs.
3. Initiate recommendations for changes in the curriculum, course structure, academic regulations and policies or related matters.

All recommendations of a school curriculum committee are submitted to the respective school Dean and forwarded directly to the appropriate University-wide course and program review committee (Undergraduate Course and Program Review Committee, UCPRC, or Graduate Course and Program Review Committee, GCPRC) or Academic Policies Committee (APC) for approval.

However, course and program proposals that directly or indirectly relate to teacher education shall be submitted first to the Teacher Education Council (TEC) for approval of that body. Courses and programs approved by TEC are then forwarded to the appropriate University-wide committee.