



College of Education & Professional Studies

Policies and Procedures Handbook

Revised: 2019-20

I. INTRODUCTION

This document is a guide and reference for College of Education and Professional Studies (CEPS) departments, programs, faculty, and staff regarding information critical to the operations of the college.

While these policies and procedures are specific to CEPS, they are consistent with CWU Policies and Procedures and the United Faculty of Central Collective Bargaining Agreement (UFC CBA). This document will be made available to all CEPS faculty and staff through the college website.

These policies and procedures should be reviewed and revised regularly to reflect relevant changes in the college and university. A complete review of the CEPS Policies and Procedure Handbook will be conducted at least every three years.

II. CEPS STANDING COMMITTEES

To serve on CEPS committees, it is expected that faculty use existing workload (part of the 3 workload units for service). In special circumstances, additional workload may be negotiated.

A. CEPS Department Chair Council (DCC)

The CEPS Department Chair Council includes all ten department chairs, the associate dean, executive director for the School of Education (SOE), and administrative specialist. On occasion, as determined by the dean, the academic budget administrator, and development officer may also be invited to participate. The Council meets regularly to advise the dean, associate dean, and executive director; address administrative matters; develop policy; and discuss issues of importance to the College.

B. College Personnel Committee (CPC)

The CEPS college personnel committee will follow the guidelines provided in CBA 22.5.2: College personnel committees will be composed of at least five full professors, plus one full professor who shall serve as an alternate member, with no more than one member from a department. Three Professors must be from Professional Studies and two from the School of Education, the alternate may be from either group. Members of department personnel committees and chairs are eligible to serve on the college personnel committee, but will be replaced by the alternate member for purposes of the committee's consideration of any issue they reviewed as a member of the department personnel committee or department chair.

1. The members of the college personnel committee will be elected by the tenured faculty within the college.
2. The college personnel committee is responsible for evaluations relating to reappointments beginning in the fourth (4th) year, tenure, promotion and post-tenure review. The committee will provide a written recommendation to the dean.
3. Members may serve consecutive terms if re-elected.
4. CPC members will serve for staggered three-year terms.
5. Election of CPC members will occur during Spring quarter.

C. CEPS Budget Committee

The CEPS budget committee serves as an advisory team that makes recommendations to the dean regarding allocation methodologies and alignment of resources with strategic priorities. Members will include: dean, associate deans, administrative specialist, academic budget administrator, and one representative from each department (this can be the department chair). Members are expected to serve for three years. Members are appointed by the Dean from nominations.

D. CEPS Diversity and Inclusivity Committee

The CEPS diversity and inclusivity committee promotes diversity and inclusion that includes faculty, staff, and students. Membership will include a representative from each department. Members are appointed by the Dean from nominations.

1. The SOE Diversity and Equity Committee will function as a sub-committee of the CEPS committee. One SOE committee member must also serve on the CEPS committee.

E. CEPS Development Committee

This committee will be chaired by the CEPS development officer. Membership will include a representative from each department, and the Dean. Members are appointed by the Dean from nominations.

F. Task Force and Ad Hoc Committees

Task Force and Ad Hoc Committees will be created at the dean's discretion.

IV. DEPARTMENT CHAIRS

A. Responsibilities and Leadership Roles of Department Chairs

1. See Article 12 (12.1, 12.4) in the 2017-2020 Collective Bargaining Agreement (CBA)

B. Election of Department Chairs

1. Department chairs are to be elected in accordance with section 12.3 of the CBA.

C. Department Chair Performance Evaluation

Policy: All department chairs will be evaluated in the 2nd and 4th year of their 4-year term using the ePerformance system. Feedback is essential to the effective functioning of any administrative position. The goal of the review process is to enhance the effectiveness of the chair through a thoughtful analysis of areas of strength and weakness.

Timeline: Department chairs will participate in an evaluation in the 2nd and 4th year of their 4-year term.

Process: The dean will conduct the review as follows:

1. The department chair will develop goals to be reviewed with the Dean by October 1st

- of each year.
2. The dean will meet with each department chair to conduct a mid-year review by February 1st of each year
 3. The department chair will complete a self-evaluation by June 15th of each year.
 4. Department chairs will complete a 360 Evaluation to be included in their evaluation. (The 360 Evaluation process must be completed by June 15th in order to be included in the Annual evaluation.)
 5. At the end of the review process, the dean will summarize the information collected provide each department chair with a written evaluation.

D. Department Chair Compensation

Department chair compensation will be in accordance with the CBA 12.6.

Summer: University policy on summer chair compensation is outlined in section 5-110-030 of the CWU Policy Manual. Ten-month chairs may teach in the summer for additional compensation. Administrative credits and teaching that exceed 10 workload units are compensated at the non-tenure-track salary rate.

Merit Salary Increases: For information on merit salary increases for chairs, see CBA 16.5.

VI. FACULTY HIRING, RECRUITMENT, AND APPOINTMENT

In the College of Education and Professional Studies, we recognize that the foundation of any competitive college is academic excellence, built through recruiting, hiring, and retaining the very best faculty.

A. Requests for Faculty Positions

The dean's office will evaluate position requests for full-time tenure-track and full-time non-tenure-track positions on an annual basis and in coordination with the timeline established by the provost. Department chairs should initiate unit discussions of strategic requests within the context of responsible fiscal management and with close attention to the most important needs of the unit, other partnering units, the college, and the university. Such discussions should be ongoing. Requests for Faculty Positions will be due by February 1st.

The criteria used to evaluate position requests from department chairs will be consistent with the strategic priorities of the college and university. Position requests should include one or more of the following:

1. Maintain or enhance undergraduate/graduate enrollment in core enrollment areas and in areas with growth potential;
2. Support and promote strategic curricular growth and enhancement including interdisciplinary, international, multimodal, inclusive, and diverse programming;
3. Create opportunities for diversifying the faculty;
4. Create opportunities for external funding;
5. Create collaborative opportunities for teaching, research, or service with other departments, programs, colleges, institutions, or communities;
6. Leverage support for positions requests with existing or new funding sources.

All full-time faculty position requests should include the following:

1. Title, one-line description of position, and draft position description (level of hire, expertise sought, qualifications required and desired, teaching duties).
2. Replacement position or new position.
3. Enrollment data: Include the past five years of data on SCH, number of majors for the program and department, enrollment in the courses relevant to the position, and workload for all faculty in the academic department/program.
4. Programmatic coverage (existing programs): How will the position support current undergraduate and graduate programs (if relevant) and/or enhance new programs? Will the position contribute to areas or programs outside the department? Include a summary table with the current distribution of all full-time positions in the department.
5. Relevant strategic initiatives for department/program: What strategic initiatives will this position support in the department/program? Will the position enhance interdisciplinary, international, multimodal, inclusive, and/or diverse programming? Will the position offer opportunities for the development of certificates or new degrees?
6. Accreditation and/or Program Review: Will the position relate to accreditation standards and/or fulfill recommendations related to program review?

If the dean approves the position it will be moved to the provost for approval.

Following provost approval, the dean will confer with the chair to establish appropriate rank, salary range, and workload distribution.

B. Recruitment and Hiring Procedures

Search committees must adhere to the hiring procedures established by CWU Human Resources and outlined at <http://www.cwu.edu/hr/hiring-faculty>. Additionally, all full-time faculty recruitment and hiring in CEPS will conform to the following policies:

1. The department chair will appoint a search committee in consultation with the dean/executive director. For TT/T positions, search committees will include at least one search committee member from outside the department. The search committee will collaborate with the department chair, dean/executive director and HR consultant to frame the position description and review the recruitment plan. Department chairs will not serve on the search committee, but will participate in the search process and provide the dean/executive director with an independent review of the candidates.
2. The search committee chair will work with HR to ensure that all committee members receive training in diversity and inclusivity.
3. All position descriptions should include rank, length of appointment, eligibility for tenure, requisite experience and credentials, language about ability to work with diverse students and curriculum, and expectations regarding teaching, scholarship/creative work, and service. Position descriptions must be approved by the dean/executive director before posting.
4. Tenure-track positions require a national search and 30-day position posting.

5. The procedure for evaluating and selecting final candidates must be consistent with the announced criteria. Screening instruments must be developed and approved by HR, department chair, and the dean/executive director.
6. The dean/executive director should receive copies of the CV, letter of application for all finalists. A 30-minute interview should be scheduled with the dean/executive director for each finalist, preferably toward the end of the campus visit. The dean/executive director should also be invited to candidates' public presentations.
7. Once the campus interviews are completed, the search committee should determine a ranking of the candidates that includes the strengths and weaknesses of each finalist. The committee chair should submit to the dean/executive director a written rationale for the rankings. The rationale should focus on each candidate's work and potential as a teacher and scholar/artist. The department chair will submit to the dean/executive director an independent review of the candidates. The dean/executive director, with the approval of the provost and in consultation with the department chair, determines the terms of the offer to the candidate selected, and tenders the formal offer. The dean/executive director must document when the offer is made and accepted.

C. Search Guidelines

1. All costs associated with the search process will be budgeted at the department level.
2. Where possible, use telephone or online video interviews with candidates to narrow down the pool before extending invitations for campus visits.
3. Meal costs should be kept at state per diem rates.
4. The on-campus interview should not exceed two days.
5. All search committees must work with Human Resources to attract the most diverse pool possible through targeted advertisements and recruitment.
6. Invite two or three candidates to campus for each position. For candidates' public presentations, recruit as many students and faculty from outside the department in the audience as possible. Ensure that candidates meet with students.
7. All candidates must be treated equally, including internal candidates.
8. Provide each candidate with Human Resources packets supplemented with additional relevant department and college materials.
9. International Candidates must receive Dean approval before being invited for an on-campus interview.

VII. MENTORSHIP OF NEW AND TENURE-TRACK FACULTY

A. Objectives

Mentoring arrangements are designed to provide support, assistance, and academic and departmental acculturation for all tenure-track and all full-time non-tenure track faculty. Mentors offer advice and address questions and concerns in a confidential manner.

B. Guidelines

The department chair should assign at least one mentor for each newly hired tenure-track and annual FINTT faculty member within the first month of his/her first

academic year. Normally, the department chair discusses the choice of mentors with the faculty member, whose preferences for mentors are taken into consideration. It is recommended that mentors and new faculty interact regularly during the first two years, especially during the reappointment process.

The mentor provides advice, guidance, support, and assistance on professional matters such as teaching and pedagogical development, design of a research/creativity program, professional service, preparing for reappointment or tenure/promotion, and negotiating departmental and University politics. The arrangement is both formal and informal, enabling constructive dialogue. The relationship should assist the faculty member, and provide valuable exchanges and creative opportunities for the mentor as well. Activities that mentors and mentees might engage in include: observing each other's classes, attending university workshops and other functions together, and reading or viewing each other's work.

Ideally, mentors and mentees develop a mutually beneficial relationship, where each person offers ideas and support for the other, to minimize the sense of oversight and judgment and enhance the sense of partnership and collegiality.

C. Procedure

The department chair will inform the dean by October 1st of the names of the mentor(s) for each new TT/T and FT/NTT faculty member. The dean and associate deans will coordinate monthly gatherings of first-year faculty to help facilitate community and support. At the end of the year, chairs will review the effectiveness of each mentoring arrangement.

D. Suggested Minimum Activities for Mentors

1. Meet with mentee at least once per month during the academic year.
2. Observe at least one of the mentee's classes per year and have the mentee observe at least one of the mentor's classes per quarter. Observations should include follow-up discussion.

E. Dean's First-Year Tenure-Track Faculty Group

This group, which shall meet once a quarter, is designed to build community, facilitate cross-departmental collaborations and conversations, and establish a strong line of communication between the dean and new faculty. It is also intended to offer new faculty a structured opportunity to learning about other departments and the college as a whole.

VIII. FACULTY DEVELOPMENT

We value and support faculty development opportunities in the College of Education and Professional Studies.

CEPS Professional Development funds will be provided to supplement funding from other sources, such as the faculty development funds specified in the CBA (only for TT/T

faculty). The amount of CEPS funding combined with funding from the Provost's office will be determined in consultation with the CEPS Budget Committee. Academic departments must ensure that TT/T faculty utilize the Provost's funding before the CEPS funding. Any unused professional development funds will be returned to the Provost's Office or Dean's office at the end of each academic year.

Rationale and justification of how Professional development request will help faculty in meeting tenure/promotion/PTR. This is due to your department chair prior to booking flights, paying for conference fee, etc.

A Faculty Absence form must also be submitted to department chair and approved before any travel.

Additional professional development funding is available for TT/T faculty who are presenting research or creative work. Funding is limited and may vary by year. Applicants are encouraged to apply early. Preference will be given to pre-tenure faculty.

To request additional CEPS Professional Development funding please complete and submit the CEPS Professional Development Request form.

Funding may be utilized for a variety of professional development activities such as: travel to professional conferences for original scholarship, specialized instructional equipment used for scholarship/research, professional memberships. Please check with the Dean's office for a list of appropriate uses for professional development funds.

Reimbursement must occur within six months of the travel and within the same fiscal year as the travel as per CWU Travel Policies. All other policies and procedures related to travel will apply. For travel regulations, please refer to CWU's travel webpage:
<https://www.cwu.edu/financial-affairs/travel>

The availability of Professional Development funding for FTNTT faculty will be determined on an annual basis, in consultation with the CEPS Budget Committee. Funding proposals should be submitted to department chairs. Department chairs will then work with the Dean's office for final approval if funds are available.

IX. ENROLLMENT AND CLASS SIZE

The College of Education and Professional Studies recognizes the CWU Academic Life Policy (CWUP 2-20-030, reproduced below) as a standard for determining minimum course enrollment levels. However, CEPS has established minimum course enrollment goals which can be seen in #4 below.

A. Class-Size: CWUP 2-20-030

1. Course enrollment limits are determined by a number of factors including (1) the maximum number of students in which a high level of student learning can take place, (2) instructional method (format) and mode, (3) the available seats or work stations in a classroom, (4) other factors such as limits set for accreditation, safety, etc.

2. Classes with fewer enrollments than that listed below may be offered only with approval of the appropriate college dean, in consultation with department chair.
 - Level Enrollment:
 - 100-200 - 24
 - 300-400 - 15
 - Graduate - 10
3. Allowable exceptions include:
 - a. The course is required for graduation and suitable substitutions cannot be made for students.
 - b. The course is in a newly established degree program, concentration, or specialization.
 - c. The course is a cross-listed or layered course taught as a single class at the same time, where the combined section total is above minimum enrollment.
 - d. The course is being offered for the first time.
 - e. The classroom capacity constrains enrollment (e.g. labs).
 - f. Maximum course enrollment is limited by the general education program rules.

B. CEPS Minimum Course Enrollment Goals:

<u>Course Type</u>	<u>Academic Level</u>	<u>Enrollment Level</u>
Face-to-Face	100-200	30
Face-to-Face	300-400	25
Face-to-Face	Graduate	15
Online	100-200	30
Online	300-400	25
Online	Graduate	15

C. Teaching Reassignment

Instructors (TT/T and FT/NT) of classes cancelled due to low enrollment will be reassigned to another course, preferably one offered the same quarter as the cancelled class. If the instructor cannot be reassigned to teach during the same quarter as the cancelled class, the reassignment will occur within the academic year.

X. Additional Sections will be added as necessary.