



**Donna Ford Attallah**  
**College of Educational Studies**

**Governance Manual**

10/16/2018

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## INTRODUCTION

The Donna Ford Attallah College of Educational Studies is defined as all academic, research, and service units residing within its organizational and budgetary structure. The College is governed by its Full-Time Faculty with the support of its administrators and staff with welcome input of all College stakeholders including students, school district partners, alumni, and part-time faculty. This Governance Manual is supplement to the Chapman University *Faculty Manual*, specifying further those policies, procedures, and governance practices specific to the College and not covered in the *Faculty Manual*. This Governance Manual supports a collegial, respectful relationship among faculty, administration and staff, working together toward both common purposes and goals.

## **I. The Faculty**

For the purposes of this document, Full-time Faculty are defined as all faculty with full-time contracts in the Attallah College of Educational Studies, including tenured faculty, tenure-track and non-tenure-track faculty, and excluding Visiting Faculty, In Residence Faculty, Trustee Professors, and faculty with only Courtesy Appointments in the College.

Full-time faculty members with administrative assignments of 50% or less are considered to be Full-time Faculty for purposes of governance and voting rights. Full-time Faculty may serve on faculty committees and vote on College governance issues. Part-time faculty may participate in the internal governance processes of dialogue and discussion but hold no voting rights.

This Manual coincides in all ways with descriptions of faculty roles and responsibilities as described in the University Faculty Manual. Section IV of the University *Faculty Manual* provides information on the responsibilities of the faculty. Section V of the University *Faculty Manual* provides information on the evaluation of faculty members.

## **II. Administrative Structure**

The senior administrative officer of the Attallah College of Educational Studies is the Dean. The Dean is assisted by the Associate Dean of Graduate Education, the Associate Dean of Undergraduate Education, and the Assistant Dean for Research. The Dean may appoint other personnel to assist with special projects as necessary.

Administrative officers who hold faculty rank are bound by the University's policies and procedures governing staff and administrative appointments. Any who are tenured retain the right to exercise retreat rights and return to Full-time Faculty status. Administrative officers who hold faculty rank and have administrative loads of 50% or less retain all rights and privileges of Full-Time Faculty.

Associate and Assistant Deans are appointed by the Dean for three year renewable terms.

### **i. Dean of Attallah College of Educational Studies**

The Dean is the chief administrative officer of Attallah College of Educational Studies. She or he may also be a member of the faculty, but for all faculty governance purposes within the College but does not have voting rights of the Full-time Faculty. The Dean's responsibilities include those specified in the University *Faculty Manual*, as well as the following:

1. The Dean leads the strategic planning process of the College and works cooperatively with faculty and staff to develop and maintain a shared vision of the College that is inclusive of all its faculty, staff, programs, centers and institutes.
2. On an annual basis, the Dean conducts a specific assessment of achievements relative to the College's Strategic Plan and articulates potential new goals and initiatives.
3. The Dean promotes the activities and achievements of students, alumni, faculty, and staff to important internal and external constituencies.

4. The Dean advocates the interests of the College, its students, faculty, staff, research, and programs, to the President, Chancellor, Executive Vice President of Finance, Executive Vice-President of University Advancement, and other suitable University leaders and organized bodies.
  5. The Dean manages administrative functions to assure complete support of the activities of students, staff, and faculty.
  6. The Dean evaluates the performance of faculty, Associate Deans, Assistant Dean, and administrative staff. The Dean performs the duties of a Department Chair in the Evaluation of Faculty as specified in the *Faculty Manual*.
  7. The Dean works with the faculty and staff to attract, recruit, and retain outstanding faculty and administrative staff.
  8. The Dean works to attract funding for the College activities from internal and external sources.
  9. The Dean administers academic policies and procedures approved by the Full-time Faculty as specified in this Governance Manual.
- ii. Associate Dean of Graduate Education
1. The Associate Dean of Graduate Education provides leadership and vision in the continuous improvement and growth of graduate academic programs in the College
  2. The Associate Dean of Graduate Education works with community partners in identifying employment and internship opportunities for students
  3. The Associate Dean of Graduate Education is responsible for any Dean-assigned special projects pertaining to graduate academic programs
  4. The Associate Dean of Graduate Programs works with the Director of Program Assessment and Improvement to coordinate graduate program accreditation and assessment
  5. The Associate Dean of Graduate Education represents the Dean and College in the Dean's absence
  6. The Associate Dean of Graduate Education works closely with the Dean on matters of budget and enhancements
  7. The Associate Dean of Graduate Education provides College data to the Provost's Office and other suitable university administrators and committees as requested
  8. The Associate Dean of Graduate Education works with Admissions, Library, Human Resources, and other University services as they pertain to graduate academic programs
  9. The Associate Dean of Graduate Education develops and coordinates graduate course scheduling and teaching assignments in collaboration with Program Coordinators and Program Directors

10. The Associate Dean of Graduate Education coordinates the updating program and course information in the Graduate Catalog, in collaboration with Program Coordinators and Program Directors
  11. The Associate Dean of Graduate Education oversees graduate program recruitment, marketing, and admissions activities
  12. The Associate Dean of Graduate Education supervises graduate student advising and problem resolution
  13. The Associate Dean of Graduate Education is responsible for hiring and supervising graduate part-time faculty and instructors, in collaboration with Program Coordinators and Program Directors
  14. The Associate Dean of Graduate Education oversees the selection and distribution of Dean's Fellowships, Endowed Fellowships and Scholarships, and Graduate student research and travel grant awards
  15. The Associate Dean of Graduate Education works in collaboration with the Provost's office to establish and track graduate program enrollments
- iii. Associate Dean of Undergraduate Education
1. The Associate Dean of Undergraduate Education provides leadership and vision in the continuous improvement and growth of undergraduate academic programs in the College
  2. The Associate Dean of Undergraduate Education is responsible for any Dean-assigned special projects pertaining to undergraduate academic programs
  3. The Associate Dean of Undergraduate Programs works with the Director of Program Assessment and Improvement to coordinate undergraduate program accreditation and assessment
  4. The Associate Dean of Undergraduate Education represents the Dean and College in the Dean's absence
  5. The Associate Dean of Undergraduate Education works closely with the Dean on matters of budget and enhancements
  6. The Associate Dean of Undergraduate Education provides College data to the Provost's Office and other suitable university administrators and committees as requested
  7. The Associate Dean of Undergraduate Education works with Admissions, Library, Human Resources, Financial Aid, and other University services as they pertain to undergraduate academic programs
  8. The Associate Dean of Undergraduate Education develops and coordinates undergraduate course scheduling and teaching assignments in collaboration with Program Coordinators and Program Directors

9. The Associate Dean of Undergraduate Education work in conjunction with the appropriate Program Coordinators and Program Directors to hire, evaluate, and supervise part-time instructors for undergraduate courses
10. The Associate Dean of Undergraduate Education is responsible for updating undergraduate program and course information in College Catalog, in collaboration with Program Coordinators and Program Directors
11. The Associate Dean of Undergraduate Education oversees undergraduate program recruitment activities
12. The Associate Dean of Undergraduate Education supervises undergraduate student advising and problem resolution

iv. Assistant Dean for Research

1. The Assistant Dean for Research provides leadership and vision in the development of a culture of research and scholarship in the College
2. The Assistant Dean for Research provides support, mentorship, and assistance to faculty conducting research, seeking publication, and applying for grants
3. The Assistant Dean for Research facilitates external grant proposals, including budget development, writing, and submission
4. The Assistant Dean for Research serves as the College's liaison in relationship to the activities of the University Office of Research, including service on committees that advise or support that Office
5. The Assistant Dean for Research is responsible for any Dean-assigned special projects pertaining to faculty grants and scholarship
6. The Assistant Dean for Research coordinates the hiring of College-funded Graduate Research Assistants

v. Director of Program Assessment and Improvement

The Director of Program Assessment and Improvement is a staff position subject to the standard hiring processes and standards of the College and University.

1. The Director of Program Assessment and Improvement provides leadership and coordination in the gathering, storage, and analysis of data related to the quality of academic programs
2. The Director of Program Assessment and Improvement works with the Associate Deans and the Program Coordinators and Program Directors to coordinate program assessment and accreditation activities
3. The Director of Program Assessment and Improvement assists each Program Coordinator and Program Director in the production of annual program evaluation reports for the College and University
4. The Director of Program Assessment and Improvement assists each Program Coordinator and Program Director in the production of program evaluation reports for external accreditation agencies, as necessary

5. The Director of Program Assessment and Improvement serves as the College's representative on the University program assessment committee
6. The Director of Program Assessment and Improvement serves on the Program Coordinators Committee

vi. Operations Administrator

1. The Operations Administrator provides.....

vii. Program Coordinator(s)

Undergraduate and Graduate Programs are led by a Program Coordinator appointed by the Dean for three year renewable terms. Program Coordinators are full-time faculty members. The responsibilities of the Program Coordinator include:

2. A Program Coordinator provides leadership and vision for a specific degree program, undergraduate minor, or professional credential program
3. A Program Coordinator serves on the College curriculum committee
4. A Program Coordinator collaborates and cooperates with other Program Coordinators, administrators, and staff members on the development and utilization of procedures and practices that support, develop, and improve academic programs in the College
5. A Program Coordinator coordinates course scheduling and teaching assignments within program in collaboration with the faculty and Associate Dean
6. A Program Coordinator assists the appropriate Associate Dean to hire, evaluate, and supervise part-time instructors for program courses
7. A Program Coordinator, in collaboration with the Director of Program Assessment and Improvement, produces annual program evaluation reports for the College and University
8. A Program Coordinator, in collaboration with the Director of Director of Program Assessment and Improvement produces program evaluation reports for external accreditation agencies, as necessary
9. A Program Coordinator works in collaboration with the program design team to manage the program budget in order to develop and improve the program

viii. Program Director(s)

The Teacher Education and Ph.D. programs, due to size and complexity, are led by a Program Director appointed by the Dean for three year renewable terms. Program Directors are full-time faculty members. The responsibilities of the Program Directors include:

1. A Program Director provides leadership and vision for a specific degree program or programs, undergraduate minor, or professional credential program



2. A Program Director serves on the College curriculum committee
3. A Program Director collaborates and cooperates with other Program Directors and Coordinators, administrators, and staff members on the development and utilization of procedures and practices that support, develop, and improve academic programs in the College
4. A Program Director leads a Program Design Team, a faculty group dedicated to program development and improvement
5. A Program Director coordinates course scheduling and teaching assignments within a program in collaboration with the faculty and Associate Dean
6. A Program Director, in cooperate with the faculty, coordinates student recruitment, admissions, advising and support, and program completion administrative processes
7. A Program Director works in conjunction with appropriate College staff to develop and distribute promotional information and marketing materials regarding a program
8. A Program Director provides advice to the Dean on budgeting and fiscal allocation related to a program
9. A Program Director assists the appropriate Associate Dean to hire, evaluate, and supervise part-time instructors for program courses
10. A Program Director, in collaboration with the Director of Director of Program Assessment and Improvement, produces annual program evaluation reports for the College and University
11. A Program Director, in collaboration with the Director of Director of Program Assessment and Improvement, gathers appropriate program data and produces program evaluation reports for external accreditation agencies, as necessary
12. A Program Director works in collaboration with the program design team to manage the program budget in order to develop and improve the program

### **III. Attallah College of Educational Studies Senators**

The Attallah College Senators represent the interests of the College in the Faculty Senate, and to the Senate Executive Board. They are elected per the *Bylaws of the Chapman University Faculty Constitution Section II.A*. Senators' responsibilities and powers are specified in the Faculty Constitution.

- a. Attallah College Senators are expected to attend all Faculty Senate meetings.
- b. Attallah College Senators facilitate communication between the Faculty Senate and the College Faculty.

#### **IV. Faculty Search and Appointment Procedures**

The policy and the procedures pertaining to the hiring of faculty are provided in the University *Faculty Manual*. The following section furnishes further details on how the procedures are to be implemented in the Attallah College.

- a. Formed by the faculty in consultation with the Dean, search committees for faculty positions consist of four or more full-time faculty members. Additional university personnel with specific expertise suitable to the search may be added as necessary.
- b. Administrators may not serve on search committees.
- c. When a faculty candidate comes to campus to interview, the search committee will provide opportunities for the College faculty to meet and interact with candidate. The committee then seeks the input and advice from all members of the College faculty.
- d. Upon completion of the search activities, the search committee provides the Dean with a list of acceptable candidates.

#### **V. Attallah College of Educational Studies Committees**

There are two types of Committees within the Attallah College of Educational Studies, Standing and Ad Hoc. Standing Committees are continuous and permanent working groups granted specific responsibilities and rights. Ad Hoc Committees are temporary bodies dedicated to the completion of a limited task or responsibility. All committees (except the FRC and FPRC) are open to any member of the faculty or staff to participate in an non-voting capacity. The Dean, under consultation and advisement with the faculty, may establish, modify, or delete Standing or Ad Hoc Committees, as needed, to further the goals of the College.

- a. Standing Committees
  - i. The College Advisory Committee
    1. The College Advisory Committee provides advisement and consultation to the Dean on matters of College governance and administration
    2. The College Advisory Committee membership is comprised of the Dean, Associate Deans, Assistant Dean, Operations Administrator, Director of Program Assessment and Improvement, and one or more staff members, one or more tenure-track/tenured faculty members, one or more non-tenure-track faculty members, as well as representatives of the Staff Council, Attallah College Faculty Senators, and Faculty Meeting Facilitators.
    3. The Dean, Associate Deans, Assistant Dean, Operations Administrator, and Director of Program Assessment and Improvement, are permanent members. All other College Advisory Committee members either volunteer or are appointed by the Dean for membership and serve three year renewable terms.

ii. The College Budget Committee

1. The College Budget Committee provides advisement and consultation to the Dean on matters of fiscal responsibility and planning.
2. The College Budget Committee membership is comprised of the Dean, Associate Deans, Assistant Dean, Operations Administrator, one or more staff members, two or more tenure-track/tenured faculty members, and two or more non-tenure-track faculty members.
3. The Dean, Associate Deans, Assistant Dean, and Operations Administrator are permanent College Budget Committee members. All other College Budget Committee members either volunteer or are appointed by the Dean for membership and serve three year renewable terms.

iii. The Community Building Committee

1. The Community Building Committee, in consultation with the Dean, develops, plans, and implements activities and events that celebrate, unify, and distinguish the College.
2. The Community Building Committee membership is comprised of staff and faculty volunteers who serve for a minimum of one academic year.
3. Two co-chairs, one staff member and one faculty member, are elected by the committee annually.

iv. The Program Coordinators Committee

1. Under the direction of and in consultation with the Dean, the Program Coordinators Committee is responsible for the management and development of academic degree and professional credential programs housed in the College.
2. The Program Coordinators Committee membership is comprised of the Coordinator or Program Director of each academic program and the Director of Program Assessment and Improvement. The Dean or Dean's designee may serve in an ex officio capacity.
3. Program Coordinators and Program Directors (and therefore, most Program Coordinators Committee members) are appointed by the Dean.

v. The Staff Council

1. The Staff Council provides advisement to the Dean on all matters concerning the work and professional development of staff members
2. The Staff Council considers how staff can contribute to planning and implementation of improved policies, procedures, and processes
3. The Staff Council plans and organizes staff development and training opportunities that enable the staff to best serve faculty, students, and programs

4. The Staff Council works to strengthen climate and morale among staff in the unit
  5. Membership consists of all non-exempt employees of the College.
  6. Two co-chairs are elected annually by vote of members.
- vi. The Faculty Review Committee operates in accord with the *University Faculty Manual Section 5.A.3*. The two versions of this committee are the “FRC” and the “FPRC” or “Full Professor Review Committee.” Both committees are charged with evaluating faculty applications for rank promotion. The “FRC” also reviews applications for tenure. Administrators may not serve on the “FRC” or “FPRC.” The Chair of each committee is elected annually by the members.
1. The “FRC” membership consists of all tenured members within the faculty at the Associate Professor or Professor level. In the case of the application of a non-tenure-track faculty member for Associate Professor rank, the committee include non-tenure-track faculty at Associate and Professor level.
  2. The “FPRC” membership consists of all tenured members within the faculty at the Professor level. In the case of the application of a non-tenure-track faculty member for Professor rank, the committee include non-tenure-track faculty at Professor level.
- vii. The Attallah College of Educational Studies Curriculum Committee
1. The Curriculum Committee is formed in accordance with the process specified in the University’s *Curriculum Handbook*.
  2. The responsibilities of the Curriculum Committee are as detailed in the University’s *Curriculum Handbook*.
  3. The Curriculum Committee consists of the Program Coordinators and Program Directors.
  4. The Chair of the Curriculum Committee is elected annually by the members.

## **VI. Amendments and other Changes to this Governance Manual**

- a. Amendments and other changes to this Governance Manual may be proposed and pursued by the following process.
  - i. Any group of five full-time faculty members may propose an amendment or other change and submit it to the entire College faculty who may approve it by a two-thirds vote.
  - ii. The Dean may propose an amendment or other change and submit it to College faculty who may approve it by a two-thirds vote.

- b. Any proposed Amendment or other change to this Governance Manual cannot be ratified until two weeks after it has been put into written form and distributed to all College faculty.