GONZAGA UNIVERSITY
SCHOOL OF EDUCATION

Bylaws and Operations Manual

Revised and Approved: October 15, 2012
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ARTICLE I: Name
The name of the organization is the SCHOOL OF EDUCATION (SOE)

ARTICLE II: Organization
The SOE is one of six Schools and Colleges in the Corporation of Gonzaga University. The SOE consists of five academic departments and several student service units operating under the direction of the Dean. Administrative positions within the SOE are the Dean and the Department Chairs. Their general duties and responsibilities are outlined in Section 100 of the Faculty Handbook. All “SOE Bylaws and Operations” are governed by the policies and procedures as presented in the University Faculty Handbook and the Personnel Policies and Procedures Manual. The administrative and organizational structure of the SOE may be changed only by amendment as detailed in ARTICLE VI of the Bylaws, or under the circumstances of the Faculty Handbook, Sections 308.03, 07-18. A pictorial description of the SOE Organization Chart can be found in Section 100.01 of this Manual.

ARTICLE III: Mission and Objectives
A. Mission
   The Mission of the School of Education is to prepare socially responsible and discerning practitioners to serve their community and profession.
   1. We model and promote leadership, scholarship, and professional competence in multiple specializations.
   2. We support an environment that is challenging, inclusive, reflective, and collegial.
   3. We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
   4. We provide academic excellence in teaching, advising, service, and scholarship.
   5. We promote, support, and respect diversity.

   The School of Education upholds the tradition of humanistic, Catholic, and Jesuit Education.

B. Objectives
The SOE is the academic unit within the University responsible for the programs and professional preparation of candidates entering and/or continuing advanced work in school teaching and administration and student services. The SOE also sponsors academic programs in which “educational” strategies, leadership, and curriculum are integrated into the content area and are necessary for the success of the candidate and the objectives of the program.
ARTICLE IV: Membership
Membership in the SOE shall be distinguished by the following classifications
A. Ranked Faculty: All tenure-track full-time faculty and the Dean of the SOE as defined in the Faculty Handbook, Section 300.02.
B. Fixed-Term Appointment Faculty: All full-time faculty as defined by the Faculty Handbook Section 300.05.
C. Non-Ranked Faculty: All full-time faculty as defined by the Faculty Handbook, Section 300.07-10.
D. Staff: All non-faculty employees of the SOE holding one-half time or greater positions.

ARTICLE V: SOE Assembly, Committees, and Boards:
The School of Education shall have one Assembly, consisting of members as defined in Article IV. The Assembly, Standing Committees, and Ad Hoc Committees through which governance, business, and function of the School is carried out also constitute the SOE. Several Boards also make up the governance structure of the SOE and are advisory to the Dean, Departments, Assembly, Programs, and other Committees.

A. The SOE Assembly shall:
   1. Inform membership of School and University activities.
   2. Review, consider, and/or respond to University and School issues.
   3. Provide an open forum for discussion of the “business of the SOE”.
   4. Constitute the “Formal Business Meeting” of the SOE for the purposes of committee membership elections, structure, and all other voting issues in the SOE.

B. Voting Procedures and Privileges
   1. Only members of the SOE Assembly as defined by Article IV, Section A (above) have voting rights within the SOE (Faculty Handbook, Sections 300.05, and 300.06.
   2. A quorum shall be defined as 75% of the Ranked Faculty with a 2/3 majority of the quorum needed to pass any motion or proposal.
   3. All voting shall be done in writing.
   4. Absentee balloting will be conducted by the Bylaws Committee and will take place by electronic or direct contact with absentee votes collected within seven working days of the actual voting deadline.
   5. Voting privileges in the SOE may be extended to other classifications of the membership as defined in the Faculty Handbook, Sections 300.05c, 07b.

C. Officers and Meetings
The Dean of the SOE is the chair of the Assembly and the chief administrative officer of the school. The duties of the Dean are outlined in the Faculty Handbook, Section 100.13. As chair of the SOE Assembly, the Dean shall:
   1. Appoint a secretary for the Assembly.
   2. Preside at all SOE Assembly meetings.
3. Appoint a “Chair Designee” from the Tenured Ranked Faculty in the Dean’s absence.
4. Provide written reports of all SOE Assembly meetings and decisions to the University administration and members of the Assembly.
5. Perform such additional duties as are appropriate for the office.
6. Prepare an agenda for each meeting.
7. Appoint a parliamentarian from the Bylaws Committee

D. Meetings of the SOE Assembly:
1. A meeting of the SOE Assembly shall be held at least one time per semester in the Academic Year. Roberts Rules of Order Revised may be invoked at any time during a meeting should it be deemed necessary by a valid vote of the Ranked Faculty.
2. Items to be placed on the agenda must be submitted to the Dean at least three working days prior to the meeting at which the item is to be discussed.
3. Minutes of all SOE Assembly meetings will be kept by the appointed secretary and the Dean shall ensure that minutes are distributed to the members within five working days of the conclusion of the meeting and that copies of the minutes will be kept in the Dean’s Office files (archives).
4. Invited or honored guests are welcome as non-voting participants and shall be entitled to give reports or enter discussions upon recognition by the Chair.
5. An “Executive Session” may be called by the Chair when matters of confidentiality are involved. Executive Session will consist only of the Ranked Faculty of the SOE, as defined by Article IV-Section A.
6. Special meetings of the SOE Assembly may be called by the Dean or the Dean’s designee when necessary. Special meetings may also be called when the Dean or Chair Designee is presented with a signed petition from at least 15% of the Ranked Faculty.

E. Committees
The School of Education has both Standing and Ad Hoc committees integral to the ongoing governance and/or function of the SOE.
1. Standing Committees membership shall be determined by an approved vote of the eligible voting members of the Assembly and are deemed as providing a continuing and on-going service to the SOE. Standing Committees will be discontinued by vote of the Ranked Faculty when their purpose in no longer necessary.
2. Ad Hoc Committees may be constituted by the Dean, after consultation with the Council of Department Chairs. These committees normally will be formed to respond to short-term needs in the SOE. Ad Hoc Committees shall be reviewed by the Bylaws Committee after three years of continuous service to make a determination of their need and recommend possible movement to standing status.
3. Eligibility for committee membership shall be determined by procedures in the SOE Bylaws, Article V, or by Faculty Handbook provisions in Sections 200 and 300.03.

4. Committee Names, purpose, membership, and rules of operation are found in the “Standing Committees Operational Procedures,” Section 700 of this Manual.

- Standing Committees currently approved by the SOE are:
  - Assessment Committee
  - Awards Committee
  - Bylaws Committee
  - Council of Department Chairs (CDC)
  - Curriculum Committee
  - Diversity and Social Justice Committee
  - Graduate Committee
  - Professional Education Council
  - Reappointment, Rank, and Tenure Committee
  - Staff Council
  - Teacher Certification Committee
  - Technology Committee

F. Boards
Advisory boards serve the SOE in an advisory capacity to enhance the actions of the Dean, Assembly, Programs, and Departments. Membership on boards usually extends beyond the Assembly so as to engage the community at large.

ARTICLE VI: Amendments, Ratification, and Review of the SOE Bylaws
A. Only Ranked Faculty, or committees composed of at least 50% SOE Ranked Faculty may propose changes to the School of Education Bylaws. No proposed changes shall be in conflict, or appear to conflict, with the Constitution and Bylaws of the Gonzaga University Corporation, the Faculty Handbook, or the Personnel Policies and Procedures Manual. The Dean or Academic Vice President (AVP) shall communicate potential conflict with any of these documents to the SOE Assembly.

B. Changes to the SOE Bylaws, which may be procedural, structural, programmatic or impact personnel must be approved by valid vote of the Ranked Faculty of the SOE.

C. Ratification of these Bylaws and future changes approved by the Ranked Faculty shall go into effect the day after the ratification vote is validated. The SOE Bylaws Committee, consisting of three elected Ranked Faculty, shall validate the vote.

D. A formal review of the SOE Bylaws shall be done at least every three years from date of initial ratification. The SOE Bylaws Committee shall carry out this review. The purpose of this review will be to determine the need for amendment, change, and/or renewal of the Bylaws. Following the review, a written report and recommendation(s) shall be presented to the SOE Assembly and the Dean.

A. Changes to the Fair Process Manual, Section 1.

Proposed changes to this section shall be submitted in writing to the SOE Bylaws Committee for review and recommendations. The Bylaws Committee shall then submit the approved proposal to the SOE Assembly for discussion and formal vote according to the guidelines of that Committee, Article V, Section B of this Manual. The result of the vote shall be submitted to the Dean for final approval after conference with University legal counsel (if appropriate).

B. Changes to program level requirements that are appealable under the Standards and Fair Process Manual protocol shall conform with the following processes:

1. Proposed changes to appealable decisions that impact any and all SOE students seeking initial teacher certification shall be submitted in writing to the SOE Certification Committee, the Teacher Education Professional Educators Approval Board (PEAB), and the SOE Graduate Committee (MIT only) for review and recommendation to the Dean. The Dean, after consultation with the Council of Department Chairs (CDC) and University counsel (if appropriate), shall make the final decision on the proposed change.

2. Proposed changes to appealable decisions that impact students in School Counseling and Washington State Administrator programs shall be submitted in writing to the respective PEAB and SOE Graduate Committee for review and recommendation to the Dean. The Dean, after consultation with the CDC and University counsel (if appropriate), shall make a final decision on the proposed change.

3. Proposed changes to appealable decisions that impact all graduate level students in the SOE shall be submitted in writing to the SOE Graduate Committee for review and recommendation to the Dean. The Dean, after consultation with the CDC and University legal counsel (if appropriate), shall make a final decision on the proposed change.

4. Proposed changes to appealable decisions impacting other than graduate and certification seeking students shall be submitted in writing to the Dean for review and recommendation by the CDC. The Dean, after consultation with the CDC and University counsel (if appropriate), shall make a final decision on the proposed change.
SCHOOL OF EDUCATION OPERATIONS

100.00 ORGANIZATION AND GOVERNANCE

100.01 Organizational Chart
100.02 Bylaws and Operations of the SOE Assembly
The Bylaws and Operations are the guiding principles and procedures by which the SOE conducts business.

101.00 SOE Mission Statement
The Mission of the School of Education is to prepare socially responsible and discerning practitioners to serve their community and profession.

- We model and promote leadership, scholarship, and professional competence in multiple specializations.
- We support an environment that is challenging, inclusive, reflective, and collegial.
- We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
- We provide academic excellence in teaching, advising, service, and scholarship. We promote, support, and respect diversity.

The School of Education upholds the tradition of humanistic, Catholic, and Jesuit education.

102.00 SOE Theme Statement
The Gonzaga University School of Education seeks to prepare socially responsible professionals who serve with care, competence, and commitment.

103.00 Academic Administrative Positions
Under revision.

103.01 Dean of the School of Education
The Dean is the chief administrative officer of the School. The Faculty Handbook: Section 100.13 describes the position and duties of the SOE Dean.

103.02 Department Chairs
Each academic department within the School of Education is led by a Department Chair who is a tenured faculty member and will follow the guidelines for that position as outlined in the Faculty Handbook, Section 100.19 and represent that Department as a member of the Council of Department Chairs (CDC).

103.03 Program Directors
Each academic program or track within the School of Education may have a Director to serve as the administrator in charge of that program or track. The Program Director will be responsible to the Chair of the Department.

104.00 School of Education Service Units
Other organizational units may be formed within the School of Education to accomplish specific related educational activities. The current units are:
104.01 Assessment and Data Collection

Directors of Assessment

This position falls under the direction of the Dean. The Director is responsible for the ongoing collection and monitoring of electronic data related to the assessment of the School, individual units within the School, and students. On a yearly basis, the Director will:

- analyze and summarize data reports related to student admissions, alumni program evaluation, employer data on alumni, faculty course evaluations, faculty/adjunct ratios,
- produce written analysis of unit level data for: U.S. Department of Education, Title II; Professional Educators Data (PEDS); Professional Educators Standards Board (PESB); PESB Data Group Reports; University Student Outcomes Learning Report, and any assessment data reports for outside agency approvals,
- work in cooperation with the Dean’s Office and the SOE Assessment Coordinator to supervise projects, distribute reports to appropriate committees for review, ensure that committee analysis is documented and forwarded for appropriate action, systematically produce unit-level reports, and ensuring distribution and responses, and
- serve as the Chair of the Assessment Committee.

104.02 Certification Office

The Certification Office assists all candidates, undergraduate, graduate, and alumni, with their certification needs prior to and after initial certification. All Certification programs in the School of Education are accredited by the National Council for Accreditation of Teacher Education (NCATE). The Washington state Office of the Superintendent of Public Instruction (OSPI) recognizes Gonzaga’s approved programs for the preparation of teachers, counselors (ESA), principals, program administrators, and superintendents.

104.03 Field Experience and Student Teaching Office

This office places all regular education initial teaching certification candidates at both the undergraduate and graduate levels in school-related experiences as a portion of the certification program. The Director reports to the Dean of the School.

104.04 Graduate Admissions Office

The Graduate Admission Office falls under the direction of the Dean and is responsible for the collection and documentation of all materials related to the admission of graduate students into the School of Education advanced programs. The Graduate Admissions Office is the communication link between students and the various graduate programs in the SOE, offering information on application/admission requirements, deadlines, and the status of pending applications. All records pertaining to graduate student admissions are housed in this office and data relating to unit admissions assessments are produced here.

104.05 Professional Teaching (ProTeach) Support Provider Program

The Professional Teacher's Support Provider program at Gonzaga University is grounded in the unique identity of the mission of both the University and the School of Education, and is built on the values at the heart of these missions: service leadership, academic excellence, social justice, and reflective and collegial practice. Upon this foundation we
have designed a program to serve teachers by equipping and encouraging them to meet the Professional Teaching Standards (WAC 181-79A-207) in the areas of effective professional development and leadership.

105.00 **Standing Committees**
The following are the Standing Committees, which are integral to the ongoing governance and/or function of the School of Education. Membership is by vote of the Ranked Faculty or the full SOE Assembly if approved by the Ranked Faculty on a committee-by-committee basis. The Section in this Manual titled “Standing Committees Operating Procedures,” Section 700.00, includes a description of each SOE Standing Committee.

- Assessment Committee
- Awards Committee
- Bylaws Committee
- Council of Department Chairs
- Curriculum Committee
- Diversity and Social Justice Committee
- Graduate Committee
- Professional Educational Council
- Reappointment, Rank, and Tenure Committee
- Staff Council
- Teacher Certification
- Technology Committee

106.00 **Ad Hoc Committees**
Ad Hoc Committees are short-term groups intended to serve a specific purpose as identified by a Department, Committee, or person and have Dean's approval. In some cases, Ad Hoc Committees may become a Standing Committee.

107.00 **School of Education Awards Committee**
The purpose of the Awards Committee is to coordinate the internal School of Education awards processes, including maintaining a current list and schedule of awards, establishing and publicizing written guidelines for each award, initiating and implementing the awards process according to guidelines for each award.

108.00 **Revisions to Operations of SOE**
The School of Education's Operations Section of this Manual is a working document and may be amended as deemed necessary. It is not the committee's responsibility to determine the validity of the request, but to ensure that it does not contradict any other procedures within the University, especially as laid out by the Faculty Handbook or Gonzaga University's Personnel Policies and Procedures Manual. Revisions shall follow the procedures outlined in the Bylaws Section of this Manual, Article VI.
200.00  FACULTY

201.00  Guidelines for Hiring Faculty
All faculty positions are approved by the Academic Vice President. The Dean’s Office notifies the department chair of the position approval and the hiring process can begin. The department should submit a position description that includes: position title, category, classification, opening and closing dates, start date, essential functions, minimum qualifications, preferred qualifications, and application procedures. The Dean will review and approve the position description, and forward with the advertisement (prepared by the Dean’s Office) to the Equal Opportunity Officer (EEO), and the AVP’s Office for final review and approval (Appendix A-SOE Faculty Hiring Procedures).

The department chair will appoint a chair of the Search Committee, and the list of committee members are sent to the Dean for approval. Applications are submitted on-line to Human Resources and access to the applications is given to all committee members. Gonzaga University is a Jesuit, Catholic, humanistic institution, and is theretofore interested in candidates who will contribute to its distinctive mission. Gonzaga University is an AA/EEO employer committed to diversity it is essential to develop strategies to identify and attract diverse faculty in the recruiting process and increase the percentage of newly-hired faculty from diverse populations.

201.01  Faculty Hire of Gonzaga Graduates
The School of Education usually does not employ Gonzaga doctoral graduates or candidates unless the candidate possesses an area of specialization or expertise deemed necessary by the School of Education and no other candidates possess such qualities.

202.00  Rank, Reappointment, and Tenure (RRT)
In addition to the University criteria used for Rank, Reappointment, and Tenure, (Faculty Handbook, Section 300), the SOE RRT Committee developed a set of standards that are specific to our programs and are used in addition to the University criteria during a review. Guidelines are included in this Manual for:

- Reappointment (Appendix B-Reappointment Guidelines)
- Tenure (Appendix C-Tenure Guidelines)
- Petition to Associate Professor (Appendix D-Petition to Associate Professor Guidelines)
- Petition to Professor (Appendix E-Petition to Professor)

203.00  Professional Development Funds
Professional development funds that are held under the Dean’s budget will follow the criteria for allocation that is reviewed or developed on an annual basis by the CDC with the Dean’s approval. Any funds that are held within the individual academic departments will be dispersed in accordance with the respective departmental procedures (Appendix G-Professional Development Funds).

204.00  Sabbatical Leave and Leave of Absence
The School of Education is governed by the Faculty Handbook, Section 310 for these items.
204.01 Guidelines for Requesting Release Time
A faculty may request release time from contractual duties dependent on a developed proposal, which is indicated below:

- Purpose for release time
- Objectives to be accomplished
- Method
- Evaluation
- Length of release time

The Department Chair, the SOE Dean, and the AVP must approve release time.

205.00 Faculty Load/Overload
Tenure-line Faculty who teach full-time are to carry a teaching load of no more than nine (9) hours per semester. Full-time annual contract faculty are to carry a teaching load of twelve (12) credit hours per semester. Non-teaching activities may be factored into the load upon approval of the Department Chair and the Dean.

An overload is considered to be teaching more than nine (9) credit hours for Ranked Faculty and twelve (12) credit hours for non-ranked full-time faculty, in a semester.

Faculty are not obligated to teach an overload. If a faculty member elects to teach an overload, he/she may teach no more than three additional credits (typically one extra course) during a given semester. The SOE Dean and Department Chair must approve all overloads. Faculty who elect to teach an overload will be paid for that course under an adjunct contract.

During the two summer sessions, faculty are limited to a total of 12 credits, including independent studies, see Section 204.02 for exact guidelines.

205.01 Administrative Load/Stipend
Department Chairs are normally compensated with release time from some teaching duties and/or a stipend. Program Directors are normally compensated with a stipend.

205.02 Independent Studies Load/Stipend
During fall and spring semester, full-time faculty can assume a reasonable number of independent studies beyond their regular contract. There is no stipend for independent studies directed by full-time School of Education faculty during the fall and spring semesters.

Guidelines for establishing minimum contact hours for independent studies, special projects, and directed studies:

1. Faculty should follow the definitions for independent studies, special projects, and directed studies established by the School and University.
2. The recommended contact hour ratio is 2:1 (professor contact hours to credit).
3. It is left to the judgment of the professor to determine what academic activity constitutes a “contact hour”
During the two Summer Sessions combined, faculty are limited to a total of 12 credits, including independent studies. The stipend for the summer, on or off campus will follow accepted SOE policy, and will be paid only at the end of August.

The Independent Study ratio is:

<table>
<thead>
<tr>
<th>Student credit</th>
<th>Faculty Load Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credits (any combination)</td>
<td>1 credit</td>
</tr>
<tr>
<td>12 credits (any combination)</td>
<td>2 credits</td>
</tr>
<tr>
<td>18 credits (any combination)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

### 206.00 Affiliation with Outside Agencies

Any entity, which sponsors program credit and/or in-service workshops, requires specific approval of the Dean and Department Chair. All courses offered with an outside agency must develop and have approved a contract stipulating the responsibility of both Gonzaga University and the outside party. Any credit bearing courses require a syllabus approved by the Department Chair and the Dean.

### 207.00 Conflict of Interest and Outside Employment

Faculty may contract for limited outside University employment, but the Department Chair, the Dean, and the AVP must approve such activity. The Dean’s Office has the appropriate forms.

### 208.00 Standard Faculty Vita Format

The School of Education has outlined a format for which all members should follow *(Appendix H-Standard Faculty Vita Format).*

### 209.00 Faculty Exit Procedures

Faculty terminating employment with Gonzaga University or with the School of Education will complete the following exit procedures:

1. Provide the Dean and Department Chair with written notification of resignation. At that point, either the Dean or the individual exiting must notify the AVP’s office to fill out the necessary forms.
2. Coordinate with Department Chair a schedule to vacate assigned office.
3. Return all of the following items:
   - All non-School of Education keys return to University Services
   - All keys issued by the School of Education return to the Dean’s Office
   - University ID cards must be returned to the Dean’s Office
   - Computer equipment including software (leave in your vacated office)
   - Print and media materials returned to appropriate places
4. Leave a forwarding address and phone number with the Department and the Dean’s office.

### 210.00 Honoraria

Individuals outside of the School of Education, and in most cases outside the University, who give classroom presentations may be paid honoraria. Faculty must request
permission of their Department Chair prior to making arrangements to pay honoraria. The payment forms are available from each Department Chair.

211.00 Adjunct Faculty
1. Adjunct faculty hired by the School of Education shall have earned the terminal degree from an accredited institution of higher education or have exceptional expertise in their relevant field to qualify for an assignment in a professional education program. As with Gonzaga doctoral graduates and students, Departments shall attempt to avoid the hiring of recent graduates from Gonzaga programs.
2. Adjunct faculty are systematically and regularly assessed through student evaluations and evaluation by the Department Chair.
3. Adjunct faculty are appointed for a specific period of time, renewable at the discretion of the Department Chair and Dean.

212.00 Fixed-Term Faculty Appointment
*Under revision.*

213.00 Field Experience and Student Teacher Supervisors
Field supervisors of school-based professional experiences must demonstrate training in supervision, as well as professional experiences in the school setting in which that supervision takes place. On-site based supervisors must have a minimum of three years of experience in the content areas they are supervising and be certified in the areas in which they are teaching or working.

214.00 Professor Emeritus
The School of Education will follow the University *Faculty Handbook, Section 300.10* in determining individuals qualified for the status of Professor Emeritus.
300.00 PROGRAM DEVELOPMENT AND MANAGEMENT

301.00 Workshops
The School of Education differentiates between workshops and courses. Workshops consist of those offerings which are short-term and skill-oriented. Credits are based on 12-15 contact hours per credit hour and may be offered for variable credits. Workshops are identified as such on the transcript by the department prefix (e.g. EDPE) followed by the course number of “900”. A transcript with workshop credits may be submitted to the Office of the Superintendent of Public Instruction for continuing education credit. At Gonzaga University, workshop credits are not usually accepted in undergraduate or graduate degree programs. All workshop courses are on pass/fail grading system.

301.01 Workshop Content
Workshop and content authority rests in the hands of the department delivering the course or content in the regular academic schedule. Individuals proposing workshop content similar to regular academic courses must seek approval from both the department with content authority and the department with whom they are affiliated.

301.02 Workshop Approval Procedures
All workshops need to have approval by the Department Chair and the Dean. Any workshop requested by non-SOE personnel requires academic oversight and will be assigned an SOE evaluator. Once the required forms have been submitted, approval of the workshop will be verified within two weeks, at which time registration materials will be sent to the Workshop Coordinator.

The following materials should be submitted by the Workshop Coordinator to the Dean’s office at least one month before publicity is to be released, and six (6) weeks prior to the start of the workshop:
1. A completed workshop proposal form available on the SOE website:
   www.gonzaga.edu/soe
2. Workshop syllabus
3. A curriculum vita or other appropriate publication of qualifications for all principle instructors and evaluators of student work
4. A copy of any publicity that is to be released that will include Gonzaga’s name (this may be in draft form when submitted; however, permission to distribute final copies is required prior to general distribution).

301.03 Workshop Tuition and Fees
Tuition for workshops offered through the School of Education at Gonzaga University shall be set by the department offering the workshop and approved by the Dean of the School. Payment for the costs of instruction and/or evaluation will not exceed 50% of the net revenue. Any required course materials, registrar’s fees, SOE administrative fees, facility rental fees, food, transportation, etc. must also be taken into account when setting the tuition. A Workshop Proposal must include budget information for all costs that may be incurred in the offering of a workshop. The Workshop Proposal and Budget Form can be found on our website at www.gonzaga.edu/soe, under “Information for Faculty and Staff,”
forms. Contact the SOE Dean’s office for information regarding the scheduling of rooms and equipment. No matriculation fee is charged for workshop activity.

301.04 Workshop Registration and Procedures
The Dean’s Office will request a CRN number from the Registrar’s Office for the workshop and will prepare a student workshop registration form, class roster, grade report form, and evaluation form that is specific to the workshop, and will forward the materials electronically to the Workshop Coordinator. The registration form must include the student’s social security number, as required by the Registrar’s Office. Full payment is expected at the time of registration or on the first day of the workshop. Payment must be in the form of a check or purchase order. NO CASH WILL BE ACCEPTED. All registration forms and payment should be delivered to the Dean’s Office by the Workshop Coordinator within 7 days of the start of the workshop.

301.05 Workshop Grades
If the instructor is a member of the School of Education, the grades may be submitted through Zagweb. A copy of the grades submitted through Zagweb must be sent to the Dean’s Office. Workshop Coordinators outside of the SOE should record grades on the form provided and submit to the Dean’s Office within two weeks of the workshop completion. The Dean’s Office will forward the grade sheet to the Registrar’s Office.

301.06 Workshop Evaluation
Students must complete an evaluation form at the end of the workshop. The completed evaluations should be delivered to the Dean’s Office within 2 weeks of the completion of the workshop. Student evaluations should be confidential, and a student should serve as a monitor and either hand delivering the evaluations to the proper office, or mail to the SOE Dean’s Office. If there is more than one instructor, evaluations should be completed on each instructor.

302.00 Program Review
All academic programs are scheduled for regular institutional review by the Curriculum Committee of the Academic Council. Since all programs in the SOE are accredited or approved by outside agencies, and these agency reviews include the University criteria for program review, our academic program reviews are conducted internally by the SOE Curriculum Committee on a 5 year review schedule using the following criteria: introduction to the program; assessment system; data analysis, diversity, technology; sustainability; and new directions. The Review schedule is maintained by the SOE Curriculum Committee.

303.00 Program Changes
When departments are considering changes to existing programs or the addition of new programs, proper documentation is required. Contact the Curriculum Committee for the most current guidelines.
304.00 Promotional Materials/Activities
All promotional materials are to be printed using the approved School of Education and/or University logos. The quality and accuracy of the promotional materials are the responsibility of the department chairperson. All publicity/advertising is coordinated through the Dean’s office.

305.00 Research Using Human Subjects
All research conducted by the School of Education faculty and students that uses human subjects, (including surveys) must be approved by the University Institutional Review Board (IRB) prior to conducting the study. To see the entire IRB Guidelines, go the AVP website and click on “IRB.”

306.00 Reader for Master Degree Orals
For degree programs that require a “second reader,” such as an additional reader for the Professional Seminar/Oral Comprehensive exit examination, a stipend is paid from an agency account specifically set up for this purpose within each participating department. Professors conducting the Professional Seminar/Oral Comprehensive examinations must submit the proper documentation when requesting a fee be paid. The documentation should include an accurate list of registered students to the Dean’s office for approval.

307.00 Standard Syllabi
All courses and/or practica must have syllabi prepared according to the standard School of Education format, following NCATE protocol. Each Department will post syllabi for all courses being taught each semester in the SOE Global Assessment System folders (Appendix I-Standard Syllabi Format).

308.00 Class Schedules, Alterations and Restrictions
The Dean’s Office will select an SOE Classroom Liaison to coordinate with the Department Chairs or designee, the task of assigning classrooms for SOE classes in Rosauer Center for upcoming semesters.

308.01 Class Schedules and Scheduling Process
1. During the initial University scheduling process, SOE courses will be given priority for Rosauer usage, but once the building schedule is submitted to the Registrar’s Office, they will begin assigning remaining classrooms in Rosauer to departments outside the School of Education.
2. During the initial scheduling process, priority will be given to large enrollment classes or classes with specific technology needs, i.e., teleconferencing.
3. Once the initial schedule is approved by the Dean’s Office it will be submitted to the Registrar’s Office for final approval. The Registrar’s Office will contact the SOE Classroom Liaison if there are any issues that arise.
4. During the time between the submission of the schedule and the initial schedule being posted, there are to be no changes unless absolutely necessary. This includes instructor, date, time, room class size, etc.
5. When the School, Dean, or Department Chairs are notified that the schedule has been posted, it will undergo a second review. At this point recommendations for changes may be submitted.

6. The Dean's Office and the Registrar's Office will not accept changes from individual faculty/staff. These changes must come from the chair of the department.

308.02 Class Scheduling Alterations

1. Changes that require Registrar's Office involvement
   • During the second review, Department Chairs may make minor changes directly to the Registrar's Office with a copy of the change to the Dean or designee. These types of changes include: change of instructor and potential maximum/minimum room student capacity.
   • Significant changes to class schedules may be made only with the approval of both the Department Chair and Dean or designee. These types of changes include: permanent deviations from scheduled times, days of class meetings, room changes, or reduction or increase in scheduled contact hours.

2. Changes that are handled internally
   • There are some short-term or occasional changes that may be made with the permission of the Department Chair. These types of changes include: short-term class cancellations due to professional development requirements, personal business that cannot be rescheduled, or other non-permanent occurrences.

308.03 Class Scheduling Restrictions

1. The Dean's Conference Room, the Rosauer Lounge, and Room 202 are not designated classrooms and cannot be scheduled as such, or used as breakout rooms for scheduled classes.

2. The teleconferencing classroom, RC 153 is exclusive for SOE use and is scheduled through the Dean's Office. This room will be used primarily for periodic SOE teleconference classes, seminars, conferences, and meetings that require this technology.

309.00 Graduate Level Contact Hours

The standard measurement of graduate level contact hours in a 3 credit course is a minimum of 12 hours per credit per semester (720 minutes or 36 hours per class).
400.00 BUDGET

401.00 Budget Responsibilities: Department Chair

Each department chairperson is responsible for maintaining the department budget and processing the necessary budgetary forms. The following is a guideline for processing the most common budgetary forms.

<table>
<thead>
<tr>
<th>FORM</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Action Request (PAR)</td>
<td>Dean</td>
</tr>
<tr>
<td>Adjustment Request (BAR)</td>
<td>Dean</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>Dean</td>
</tr>
<tr>
<td>Faculty Contracts (regular/overload/adjunct)</td>
<td>Dean</td>
</tr>
<tr>
<td>Requisition</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Payment Voucher</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Office Depot</td>
<td>Department Chair</td>
</tr>
</tbody>
</table>

Exceptions:

- Any professional membership fees and travel costs, must be signed by both Dean and AVP.
- Reimbursement for airfare purchased via internet must be signed by both Dean and AVP.
- Any time the AVP is required to sign a budget document, the Dean's signature is also required.

402.00 External Funding Opportunities

Individuals receiving external funds must follow the procedures outlined by the School of Education and Gonzaga’s Sponsored Research and Program's Office. (The entire guideline process can be found in Appendix J.)
500.00 SCHOOL OF EDUCATION SUPPORT SERVICES

501.00 GRADUATE ASSISTANTSHIP
Graduate Assistantships are made available to the School of Education and are administered through the Dean's Office. The AVP's Office determines the allotted graduate assistant credits for each School. Allocations between the departments for summer and the academic year are decided by the CDC.

1. Graduate assistants are selected by the Department Chair.
2. Credits awarded for summer may only be used during the summer semester. Academic year credits must be used during the specified academic year.
3. The Department Chair verifies that the proposed recipients
   - have been accepted by the Graduate School and related academic departments
   - have completed all pre-requisites needed to undertake graduate study in their chosen fields
   - are available to work during the University's normal working hours. The list of selected graduate assistants and the number of credits awarded should be emailed by the Department Chair to the Dean's Office.
4. The Dean's Office will collect the PAR forms. The Department Chair or designee is responsible for approving timesheet and tracking allocated and used hours.
5. A job description for Graduate Assistants can be found in this Manual. (Appendix K-Graduate Assistant Job Description)

502.00 Use of University Equipment for non-University Activities
School of Education employees may arrange to use School of Education equipment for appropriate and professionally related non-university activities. It is understood that any university equipment taken off-campus is the responsibility of the employee and is not (in most cases) covered by university insurance. Whenever University equipment is taken off-campus, the individual will obtain approval from the appropriate Department Chair, and/or Dean. Equipment for personal/private typing (student papers, personal work, etc.) may be used provided the employee furnishes his/her own expendable supplies and does such work outside of regular working hours.

503.00 Staff
Staff are members of the School of Education and are entitled to representation and participation in the operation of the activities within the school. Supervisors in the School of Education are responsible for the daily administration of personnel practices and annual evaluations, as directed by the Human Resources Office. Staff are eligible to serve as members of certain standing and ad hoc committees as outlined in the guidelines for each committee's membership. Staff are encouraged to meet as needed.

504.00 Technology Resource Center Services
The School of Education will provide its personnel with access to basic computer hardware to support their instructional and scholarship needs. It will also provide basic training and maintenance support services to its employees through the School of Education Technology Resource Center.
504.01 School of Education Computer Software

The School of Education will equip each computer with a basic software package.

School of Education employees may not duplicate any licensed software or related documentation for use either on School of Education premises or elsewhere unless the School of Education is expressly authorized to do so by agreement with the licensor.

School of Education employees may request to the Dean the installation of personal software on School of Education computers, provided:

- The employee can demonstrate that the software is legal (original disks, documentation of license agreement).
- The employee scans the software for viruses.
- The software does not conflict with any School of Education software or hardware.

Any software found on an individual’s computer that does not meet these requirements will be removed, unless the employee can resolve any conflicts within one week of the problem occurring.

The School of Education is not responsible for providing support or training for software or hardware that does not belong to the School of Education.

All technology-related purchases/requisitions shall be communicated to the Computer Support Specialist and/or the Computer Lab Support Assistant for advisement before they are sent on to purchasing. There are five factors that will be used to determine purchases:

- The compatibility of the software purchase with current computer hardware.
- The software’s compatibility with the School of Education networks.
- If the software is an unnecessary duplication of software already purchased by the School of Education.
- If the School of Education can meet any user support or training needs incurred by this software.
- The price of the software.

All equipment obtained through grants is the property of the School of Education.

504.02 Off-Premises Use of Office Computers

At no time will School of Education computer hardware (with the exception of items that are normally checked out for off-campus use, such as laptop computers) be taken off campus without the permission of both the Dean of the School of Education and the Computer Support Specialist. The applicant requesting permission will meet with the Dean and the Computer Support Specialist to determine issues, such as need and liability. It is understood that any university equipment taken off-campus is the responsibility of the employee and is not (in most cases) covered by university insurance.

504.03 Hardware Liability

Any individual that checks out School of Education hardware (this includes any equipment or media materials for off-campus use) is liable for that hardware. If theft or damages are
not covered by the individual's homeowner's insurance, then s/he is responsible for making restitution to the School of Education within a reasonable period of time. The School of Education reserves the right to garnish the wages of any employee who does not make a timely restitution.

504.04  Web Content
1. Faculty and staff who wish to edit or alter SOE web pages on Archimedes or Barney must coordinate with the Computer Lab and Technological Support Specialists.
2. Faculty and staff who wish to establish personal web pages on the SOE Web site must coordinate with the Computer Lab and Technological support Specialists and must provide evidence of Departmental review and approval.

504.05  Computer Lab
A. The computer lab is overseen by the Computer Lab, Web, and Distance Learning Specialist.
B. Reserving the lab for an individual class session or for an event is scheduled through Campus Services University Scheduler.
C. Technical problems encountered in the lab will be addressed by the Computer Lab, Web, and Distance Learning Specialist.
D. Individuals who use the lab must comply with all posted rules and standards of behavior.

504.06  Classroom Technology
A. Training on the proper use of classroom technology is advised.
B. Troubleshooting and support is available during normal work days/hours.

Help desk: (509) 313-5550
Computer Support Specialist: (509) 313-3660.
600.00 ROSAUER CENTER - BUILDING OPERATIONS

601.00 Rosauer Center
- The Rosauer building door is unlocked from 6:00 a.m. until 10:00 p.m. each day.
- The Rosauer Center and the media classrooms are secured by Omnilock.
- The University ID for full-time faculty, term contract, and staff are programmed in Omnilock for access to the building (after hours), and all classrooms.
- The University ID for Adjunct faculty is programmed only for access to the classrooms in which they teach.
- Faculty from outside the SOE must come to the Dean's Office, with their University ID to be programmed for classroom access.
- If you forget your University ID, you should call Security at #2222 and they will open the door(s).

602.00 Keys - Office
Keys are approved by the Dean and issued by University Plant Services to faculty and staff. When you leave Gonzaga University, or if you change offices, all keys that you received must be returned to Plant Services. If you do not return your keys, you will be charged $50.00 per key and the cost will be deducted from your final check.

602.01 Issuing Additional Keys to Private Offices
- Office keys will only be issued to the faculty or staff assigned to the office.
- It is not recommended, but if a faculty or staff member wants to approve issuing a key to their office to another faculty or staff person, they should notify the Dean’s Office in writing or via email, granting permission for a key to be issued. This notification will be kept on file in the Dean’s Office.

602.02 Permission to Enter Offices
- A faculty or staff member may have an approval in writing or email on file in the Dean’s Office, granting access to specific faculty or staff members who are allowed access to their private office.
- In an emergency, faculty and staff should call the Dean’s Office to approve one-time permission for an individual to enter their office.

603.00 Reserving Rooms in Rosauer Center
- The Dean’s Office is responsible for reserving the Rosauer Lounge (RC 200) and the Dean’s Conference Room (RC 201) for meetings. Please refer to Section 308.03 in this Manual, “Class Scheduling Restrictions.”
- The Dean’s Office is responsible for reserving RC 153 for teleconferencing. This room is used exclusively for SOE use. Please refer to Section 308.03 in this Manual, “Class Scheduling Restrictions.”
- The Registrar’s Office reserves all classrooms in the building. Please refer to Section 308.01, in this Manual, “Class Scheduling and Scheduling Process.”
• The University Scheduler is responsible for reserving available classrooms in Rosauer, for special usage, once the University class scheduling is complete.
• Reserving the Computer Lab for an individual class session or for an event is done through Campus Services University Scheduler.
701.00 SCHOOL OF EDUCATION ASSESSMENT COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Assessment Committee is a standing committee and the purpose is to oversee the SOE assessment plan and the processes for the collection and reporting of assessment data as it impacts program review processes and the conceptual framework of the School. Its main responsibility is to ensure that all candidates, programs and activities of the School are assessed to meet the mission and conceptual framework of the School. This will include, but not be limited to such activities as:

A. Review and make recommendations on the assessment plans for all new programs. This includes minors or academic programs that are not affiliated with a major, but may be designed for professional development such as Professional Certification. This review shall occur concurrently with the review of the proposed program by the School Curriculum Committee. This does not include review of continuing education programs and workshops.
B. Review changes in assessment plans when programs make changes in degree requirements that go to the School Curriculum Committee.
C. Ensure that academic assessment plans include assessment of the outcome criteria established in conjunction with the University Core curriculum and School mission or integrating theme.
D. Develop and format all assessment documents using a standard framework for all plans.
E. Communicate this plan to programs and departments.
F. Develop and make recommendations to the SOE Assembly for assessment data to be collected by all programs for the purposes of institutional research and assessment of the conceptual framework.
G. Develop recommendations for uniform reporting requirements and prepare a standard format for a summary report for program assessment findings.
H. Serve as a resource to individual departments and faculty members for the preparation of local academic assessment practices and processes.

II. Membership
A. Selection
1. The committee membership includes one faculty member selected from each department, the Director of Assessment, the Director of Certification, the SOE Data Assessment Coordinator, and a member of the secretarial staff who will be elected or appointed annually according to staff council procedures.
2. In addition, input will be solicited from on and off site adjunct faculty as needed.

B. Term of Office
1. Members shall serve a 1-year term.
2. There is no limit on the number of terms a member may serve.
C. Voting
   1. Each member has one vote.
   2. A simple majority of voting members present constitutes the passage/nonpassage on any vote.

III. Organization
A. Chair Roles/Responsibilities
   1. The Chair of the Assessment Committee shall be elected/selected by its membership at the first meeting of the academic year.
   2. The term shall be for a period of one year.
   3. The Chair may serve an unlimited number of terms.
   4. The Chair is responsible for setting the agenda for all meetings, securing a meeting place, emailing the members of the committee the agenda for the upcoming meeting, facilitate meetings, communicating directly with the Dean, and preparing the end of the year report.

B. Recorder Roles/Responsibilities
   1. It is preferable that this position be held by an individual that is not an official member of the committee. If no individual is available then a recorder will be selected from the committee membership to record minutes at each meeting.
   2. The term shall be for a period of one year and will be selected at the first meeting of the academic year.

IV. Meetings
A. Meetings shall be conducted at least twice each semester.
B. The meeting schedule will be set during the first month of each academic year.
C. Special meetings may be called by the chair of the committee.
D. Agenda items will be collected up to five working days before a scheduled meeting, and published three days prior to the meeting.
E. Five voting members constitute a quorum to hold an official meeting.
F. Minutes of all meetings shall be maintained and published to the School of Education Assembly membership within five days following meetings.
G. All minutes shall be archived in the Office of the Dean at the close of the Academic Year for a period of 10 years.
H. An official report of all key decisions will be made in an End-of-the Year report to be kept in the Dean’s Office.

V. Amendments to the Operational Procedures
Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows:
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.
B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.

D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation. (Revised September 2007)
702.00 SCHOOL OF EDUCATION AWARDS COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Awards Committee is a standing committee in the SOE with its purpose to initiate and implement the various award processes (including establishing and publishing selection criteria as needed) and awards given to faculty, staff, and students in the School of Education.

II. Membership
A. Selection
1. There will be five members and two alternates on the Awards Committee.
2. Membership will consist of both faculty and staff in rotation.
3. The committee members and alternates will be elected by the members of the General Assembly of the School of Education.
4. The alternates will include one faculty, and one staff.
5. Vacancies within a term will be filled by special election from either the faculty or staff categories depending on the vacancy.

B. Term of Office
1. Members in each category will be elected for a 1 or two-year term in rotation during the general elections of the SOE General Assembly.
2. Members, who may be nominated for an award, will step down from the committee and the position will be filled by the alternate from the related category.
3. Alternates will serve for one year.

C. Voting
1. All members will have a vote.
2. Alternates will have a vote only when standing in for a member.
3. Issues requiring a vote must be passed by simple majority of the committee members.

III. Organization
A. Chair role and responsibilities
1. Chair will be determined by voting and earning simple majority of the votes.
2. Term will be for one year.
3. Chair will serve as main contact for the committee and will call meetings, prepare agendas, make proposals and post information to the SOE General Assembly.

B. Secretary’s role and responsibilities
1. Secretary will be determined by voting and earning a simple majority of the votes.
2. Term will be for one year.
3. Secretary will record the minutes, post copies of minutes to members, and appropriate “all share” site.

IV. Meetings
A. The committee will meet at least twice each semester and as needed to implement all awards processes.
B. Meeting dates and times will be scheduled at the first and last meeting of each semester.

V. Amendments to the Operational Procedures
A. Recommendation for revision may be submitted to the committee by anyone in the SOE General Assembly.
B. The committee will review the submission and present its recommendation to the Bylaws Committee for approval.
C. If approved by the SOE Bylaws Committee, the recommendation for revision will be submitted to the SOE Faculty Assembly for approval.
I. Purpose
This committee is a standing committee of the SOE and shall manage the processes necessary for creating, maintaining, and amending the written Bylaws and Operational Procedures of the SOE. Additionally, the committee shall be responsible for conducting SOE elections. A member of this committee shall also serve as the Assembly’s Parliamentarian.

II. Membership
A. Selection
1. This committee shall consist of three ranked, tenured faculty members of the SOE.
2. Members will be elected at-large from the ranked faculty.
3. In the event of a vacancy (other than the chair position), a special election from the ranked faculty will be held to elect an individual to fill the unexpired term of the vacancy. The elected individual will assume the duties and responsibilities of the vacant position unless the vacancy is the chair.
4. In the event of a chair vacancy, the 2nd most senior member will assume the responsibilities of the chair, and call for a special election to fulfill the unexpired term of the vacant position. The duties of the newly elected individual will be determined by the committee.

B. Term of Office
1. Members shall serve for a period of three years.
2. A committee member may serve an unlimited number of terms, but only two consecutively.
3. The first election, under these procedures, is to be held in 2006, and will be held every year thereafter replacing one member each election.

C. Voting
1. All committee members shall be voting members.
2. All items voted on must receive a simple majority.

III. Organization
A. Committee Structure
1. Chair: the most senior committee member, by virtue of service to the Committee, shall be designated as the “Chair” of the committee.
2. Committee, shall be designated as the “Chair” of the committee.
3. Secretary: one individual from the committee will be selected to serve in this position.
4. Elections Coordinator: one individual from the committee will be selected to serve in this position.

B. Chair Roles/Responsibilities
1. Call and preside at all committee meetings.
2. Call for agenda items from the SOE Assembly one (1) week in advance of the next meeting date for consideration.
3. Set the agenda for the meeting.
4. At the first meeting of the fall academic semester cover the operational procedures for the committee.
5. Direct the committee’s efforts in reviewing and editing the SOE Bylaws and all operational procedures for the SOE committees.
6. Report the committee’s recommendations to the SOE Assembly or appropriate individuals for approval.
7. Update the changes immediately after ratified and arrange to distribute to the SOE assembly as soon thereafter as possible.
8. Pass on files to the incoming chair.
9. Announce or disseminate the results of any official elections.
10. Assist and advise the incoming chair of responsibilities, if called upon.
11. Review the Bylaws Operational Procedures for necessary revisions.
12. Other duties as needed.

C. Secretary Responsibilities
1. Serve as the “chair designee” to the committee and the SOE Assembly in temporary absence of the chair.
2. Serve as the “chair” in the case of a permanent vacancy.
3. Maintain a “Master Notebook” for all business conducted by the committee.
4. Record accurate minutes of each meeting
5. Submit a draft of the minutes to the committee for approval.
6. Upon committee approval, submit minutes to all committee members, the SOE Assembly members and to the Dean’s Office, where they are to be kept in repository for a period of ten years.
7. Pass on the Master Notebook to the incoming secretary
8. Other duties as assigned

D. Elections Coordinator
1. The elections coordinator shall be the newest elected member of the committee.
2. Shall provide for the SOE Assembly the voting process and procedures for all SOE elections.
3. Shall be responsible for conducting the election, as needed
4. Shall report the results of the election to the Bylaws committee chair for dissemination.

E. Parliamentarian
1. One member of the committee shall be recommended to the Dean to serve as the “Parliamentarian” to the SOE assembly. This recommendation will come from within the committee.
2. Shall verify a quorum of ranked faculty/SOE Assembly members as needed.
3. Conducts the meeting according to Robert’s Rules of Order, Revised.
4. Shall be responsible for seeing that the SOE Assembly business meetings are conducted according to the protocol adopted by the SOE Assembly.
5. Other duties as assigned.

IV. Meetings
A. Meetings shall be conducted at least 2 times each academic semester, 1 time during the summer, and as needed with dates being determined by the committee.
B. Minutes shall be taken at each meeting and upon approval of them shall be forwarded to the Dean’s office to be held in repository for a period of ten years. The committee shall also keep a master Notebook for all business conducted including the minutes. This notebook will be maintained by the Secretary and passed along to the new secretary as appropriate.

C. Meetings are open to SOE Assembly as guests or presenters

D. If an executive Session must be called, it shall consist of the three elected committee members only.

E. All discussions for final recommendations will take place in executive session.

V. Amendments to the Operational Procedures

Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows

A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.

B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.

C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.

D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
704.00 SCHOOL OF EDUCATION COUNCIL OF DEPARTMENT CHAIRS, OPERATIONAL PROCEDURES

I. Purpose
The Council of Department Chairs (CDC) shall be organized as a standing committee of the SOE for the primary purposes of examination, deliberation, decision-making, and implementation of policies and procedures that impact the SOE. The CDC will serve as facilitating team to assess the ongoing vision and conceptual framework of the SOE.

II. Membership
A. Selection
1. The CDC shall consist of the ranked, tenured faculty serving as the Chair of each academic department in the SOE.
2. The Dean, Assistant Dean, and Budget Officer shall serve as ex-officio members.
3. Vacancies for leave of absence or sabbatical will be filled by a ranked faculty member selected from the same department as the absent Chair and recommended to the Dean.
4. In the case that no faculty member from the same department is available to act as Chair, the Dean will appoint a ranked faculty member from the SOE to serve in the Chair's capacity.
5. Departmental representation by a member other than Department Chair must meet with approval of CDC membership through consensus. If consensus is not reached, a majority vote would determine the CDC member.

B. Term of Office
1. The term of office for each member shall coincide with his/her term of office as the Department Chair.

C. Voting
1. Department Chairs, or their designee, shall be the voting members on all business requiring vote.
2. Ex-Officio members shall not be considered voting members.

III. Organization
A. Committee Structure/Roles/Responsibilities
1. The Dean of the SOE will serve as Chair of the CDC.
2. The Assistant Dean will serve as Chair in the absence of the Dean.
3. The Budget Officer shall serve as an ex-officio member and act as the official recorder for the CDC.
4. The CDC will participate in the governance of the SOE as provided in the SOE Bylaws and Operations Manual and the Faculty Handbook.
5. The CDC will design and maintain a communication plan for the Assembly.
6. The CDC will serve as a budget and policy advisory committee for the Dean.
7. The CDC will ensure that the curricula meet state, national, and professional standards for accreditation and certification.
8. The Chair from each academic department shall serve to advise the Dean on issues related to the Departments, School or University and make recommendations for actions on such issues.
B. CDC Chair Roles/Responsibilities:
The Chair shall
1. Call and preside at all CDC meetings.
2. Call for agenda items from the CDC members to be submitted five working days in advance of the next meeting date.
3. Set the agenda for the meeting.
4. Set the schedule, at the first meeting of the fall academic semester, for committee meetings.
5. Report the CDC’s recommendations to the SOE General Assembly or appropriate offices and individuals for action.

C. Recorder Roles/Responsibilities
The Recorder shall
1. Finalize agenda items and send agenda to CDC two working days prior to the meeting.
2. Take minutes at each CDC meeting.
3. Submit a draft of the minutes to the CDC for corrections; final approval to occur at the next CDC meeting.
4. Maintain a “Master Notebook” for all business conducted by the CDC which include the minutes of all meetings.
5. Submit final minutes to the Dean’s Office to be kept in for a period of 10 years in accordance with NWCCU standards.
6. Post a copy on the SOE All-Share specified folder.
7. Complete other duties as assigned by the Chair.

IV. Meetings
A. Meetings shall be conducted at least five times each academic semester, two times during the summer, and “as needed”.
B. Meetings shall be considered closed executive sessions.
C. Other members of the University or outside agencies may be invited to attend the CDC meetings for the purpose of information exchange.

V. Amendments to Procedures
Any SOE member may make a recommendation for amending CDC operational procedures. The process for revising these procedures is as follows:
A. The recommendation for revision is submitted to the CDC for discussion.
B. If the CDC approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes become effective upon approval by the ranked faculty.
D. If at any point in the process the recommendation is not approved, the CDC chair, with input from the CDC, will write a rationale and send it to the individual who submitted the proposed revision.
705.00 SCHOOL OF EDUCATION CURRICULUM COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Curriculum Committee is a standing committee within the SOE and has a twofold purpose:
A. To facilitate the process for the objective evaluation and review of new program proposals, program modifications, and/or course changes to support the SOE curriculum. This facilitation process is performed in such a way to ensure that academic standards set by departments and the SOE are met, and that such proposals have the support of the departments within the SOE. The committee carefully considers all proposals and provides objective evaluation, review, comments and recommendations to ensure consistency of curricula and programs.
B. To develop, coordinate and carry out a systematic plan for program evaluation within each department of the SOE. The purpose is to ensure the timely and appropriate assessment of academic programs. Each department in the SOE is responsible for the collection, interpretation, and dissemination of evaluative data in its area(s) of responsibility to the Curriculum Committee.

II. Membership
A. Selection
1. The SOE Curriculum Committee shall be composed of a representative from each department within the SOE (five total).
2. Representatives must be members of the full-time ranked faculty.
3. Each department may appoint, select, or elect its representative.
4. Should a member be unable to serve, the affected department may appoint, select, or elect a replacement member.
B. Term of Office
1. Rotation having been established (two, two, and one), each member will serve for a 3- year term, such that a portion of the membership is elected each year.
C. Voting
1. Each committee member has one vote.
2. Three members of the committee constitute a majority on any vote.
3. Three members of the committee constitute a quorum sufficient to hold a meeting.

III. Organization
A. Committee Roles/Responsibilities
1. Committee members vote on proposals and program reviews brought before it. The Committee’s responses may be as follows:
   a. To approve in principle, leading to submission of a letter of recommendation to the proposer (copied to the appropriate Chair and to the Dean of the SOE); it is the proposer's responsibility to submit the approved proposal to the Dean of the SOE.
   b. To request resubmission of a proposal via a letter to the proposer requesting further information, documentation, clarification, etc. addressed to the proposer.
c. To withhold approval via a letter to the proposer.
d. The Dean of the SOE receives the committee’s recommendations and suggestions regarding proposals submitted

B. Chair Roles/Responsibilities
   1. The Chair is elected by a majority vote of the committee members for the term of one academic year.
   2. Set meeting dates and agendas, ensuring that committee meetings adhere to the agenda in a timely manner with sufficient time for discussion of relevant issues for each proposal, and appointing a Point Person for each proposal.
   3. Submit the end-of-year report summarizing the activities of the committee to the Dean of the SOE.
   4. Subcommittees—Ad hoc subcommittees will be appointed by the Chair as needed.

C. Recorder:
   1. Shall be elected by a majority vote of the committee members for the term of one semester.
   2. Shall be responsible for taking minutes during meetings and distributing those minutes to all members of the committee, the Assembly, and to the Dean’s office within one working week of scheduled meetings.
   3. The Recorder also maintains copies of the minutes, letters, and other documents pertaining to committee activity.

D. Point Person:
   1. Shall be selected for each proposal/program review coming before the committee.
   2. Must not be a member of the department from which the proposal originates.
   3. Serves as the primary communicator to the proposer, providing verbal and written feedback, including drafting the letter from the Committee regarding the proposal.

IV. Meetings
   A. Meetings shall be scheduled once each month during the academic year.
   B. Special meetings will be scheduled as needed with sufficient notice.
   C. The Chair is responsible for notifying members of the first meeting of the academic year, at which time new members (if any) are welcomed, and the new Chair and Recorder selected. The remaining schedule for the year will be set at that time.
   D. Members and invited guests will be provided with a proposed agenda a minimum of two days prior to all normally scheduled meetings.
   E. Invited guests are welcome during the proposal presentation session of the meeting. Invited guests are generally the proposers and/or their designated representatives to answer questions from the committee regarding the proposal. The proposer has discretion in inviting appropriate guests. Should a committee member wish to invite a guest for the proposal presentation, such invitation should be cleared with the presenters.
   F. Committee deliberations and discussions constitute executive sessions.
   G. The recommended process for creating and submitting program reviews and proposals can be found in the Recommended Processes document from the Curriculum Committee.
V. Amendments to the Operational Procedures

Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows:

A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.

B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.

C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.

D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
706.00 SCHOOL OF EDUCATION DIVERSITY AND SOCIAL JUSTICE COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Diversity and Social Justice Committee is a standing committee and shall: 1) serve as consultants and/or advocates for the SOE on issues of diversity and justice for curriculum, faculty, staff, and students; 2) promote recruitment of students, faculty, and staff reflective of a diversity of perspectives, cultures, heritages, and backgrounds; 3) help foster an inclusive and receptive climate that promotes respect for human differences within the SOE, at Gonzaga University, and in the larger community, and 4) collaborate with other organizations that promote diversity and social justice. These stated purposes are aligned with the mission of Gonzaga University, the mission of the SOE, and with NCATE standard #4: Diversity.

II. Membership
A. Selection
1. Five members will be elected from the SOE Assembly.
2. Non-Assembly individuals may become appointed members of the committee in addition to the five elected members—if such nominations are approved by a majority vote of the Assembly.

B. Term of Office
1. Members are elected for one-year terms.
2. There are no term limits.

C. Voting
1. Voting rights are extended to both elected and appointed members of the committee.
2. A quorum consists of at least three committee members
3. Votes will be decided by simple majority

III. Organization
A. Basic Structure
1. Chair
   a. The chair is selected by members of the committee at the first meeting of the year.
   b. The role of chair must be accepted voluntarily.
   c. The chair’s term of office is one year.
   d. An individual may serve as chair for up to three consecutive years.
   e. The chair’s role is to prepare the meeting agenda, facilitate meetings, and prepare the End of the Year Report.

2. Recorder
   a. The recorder is selected at the first meeting of the year.
   b. The recorder’s term of office is one year.
   c. An individual may serve as recorder for up to three consecutive years.
d. The recorder’s role is to take notes during meetings and to prepare and distribute minutes of meetings via e-mail to all committee members, to all members of the SOE Assembly and to the Dean’s office for archival purposes for a period of 10 years.

IV. Meetings
A. Meetings will be held at least four times per year, or more often as needed to conduct the business of the committee.
B. The schedule of meetings will be set by those in attendance at the first meeting of the year.
C. Meetings are open to members of the SOE unless designated as an executive session by the chair.

V. Amendments to the Operational Procedures
Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows:
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.
B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.
D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
707.00 SCHOOL OF EDUCATION GRADUATE COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Graduate Committee is a standing committee in the SOE with its purpose being to serve as an advisory committee for the SOE dean – reviewing, recommending, and monitoring all policies, procedures, and issues related to graduate programs in the SOE.

II. Membership
A. Selection
1. Five ranked faculty members, one from each academic department, and the graduate admissions officer and director of certification.
2. Faculty members must have a continuing graduate teaching assignment.
3. Departments select and recommend a representative to the Dean.
4. At least one member of the committee shall be nominated by the dean to serve in the Graduate Council.
5. Faculty vacancies shall be filled by the recommendation of the respective departments. Staff vacancies shall be filled by the recommendation of the dean until any open position is filled.

B. Term of Office
1. Each faculty member shall serve for a period of three years.
2. As a faculty members’ third year of service ends, their respective department will recommend a new member.

C. Voting
1. Issues requiring a vote must be passed by a 2/3 majority of the committee members.

III. Organization
A. Chair Role/Responsibilities
1. Term of office is for one year.
2. A member serving in their second year of their 3-year term will be elected by the committee to serve as chair.
3. The role and responsibilities of the chair is to call meetings, prepare agendas, and make proposals to the SOE’s General Assembly.

B. Secretary/Roles Responsibilities
1. So that all committee members can fully participate in meetings, the chair of the committee will annually appoint a staff member to assist in the note-taking and logistics of the committee work.
2. The secretary is responsible for recording the minutes of the committee meetings, disseminating copies of the minutes to the committee members and also posting in the appropriate folder on the SOE All Share where it will be stored for 10 years in accordance with NWCCU standards.
IV. Meetings
A. The committee will meet at least three times per semester and additional meetings will be called when needed.
B. Meeting dates and times will be scheduled at the first meeting of the academic year.
C. Meetings are open to the SOE General Assembly.
D. An Executive Session, consisting of only the committee members, will be called by the chair when dealing with issues of confidentiality.

V. Amendments to Operational Procedures
Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows:
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.
B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee or review to ascertain that the changes to do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the tanked faculty.
D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee, will write a rationale and send it to the original individual or committee making the recommendation. (Revised October 2008)
708.00 SCHOOL OF EDUCATION PROFESSIONAL EDUCATION COUNCIL, OPERATIONAL PROCEDURES

I. Purpose
Professional Education Council (PEC) is a standing committee and is designed to provide a forum where representatives from the College of Arts and Sciences, the School of Professional Studies, and the SOE can discuss issues of mutual concern. The primary responsibilities of the PEC are:

A. To act as a liaison between the College of Arts Science, the School of Professional Studies, and the SOE in order to serve the students who are enrolled in more than one school.
B. To share pertinent information when changes are made in any of the schools which might affect another school, including, but not limited to, certification information.
C. To encourage joint advising of student enrolled in the College of Arts and Sciences, and the Department of Teacher Education and to a limited degree the Departments of Special Education and Sport and Physical Education for students pursuing teaching certification.
D. To solicit input from the faculty in the College of Arts and Sciences regarding certification issues.

II. Membership
A. Selection
1. At least one faculty member from each academic department from the College of Arts and Sciences that primarily serves students in the SOE.
   a. These departments are: History, Political Science, Biology, Chemistry, Physics, Math, English, ESL, and Theatre Arts
   b. The chair of each department will appoint these members
2. At least one faculty member from each of the following departments in the School of Education: Sport and Physical Education, Special Education and Teacher Education.
   a. The chair of each department will appoint these members
3. The SOE Certification Officer.
4. The chair of the involved departments must ensure the replacement of any PEC member when a vacancy occurs.

B. Term of Office
1. Members are appointed for three-year terms.
2. There are no term limits.

C. Voting
1. Voting rights are extended to all members of the council.
2. A quorum consists of at least five committee members.
3. Votes will be decided by simple majority.
III. Organization
A. Chair Roles and Responsibilities
   1. The chair is selected by members of the council at the first meeting of the year.
   2. The role of chair must be accepted voluntarily.
   3. Term of office is two years and serve up to three consecutive terms.
   4. Call and preside at all committee meetings.
   5. Call for agenda items from committee members at least one week in advance of the next meeting date.
   6. Prepare the meeting agenda.
   7. Prepare the End of the Year Report.

B. Recorder Roles and Responsibilities
   1. The recorder is selected at the first meeting of the year.
   2. The recorder’s term of office is two years and may serve up to three consecutive terms.
   3. The recorder’s role is to take notes during meetings and to prepare and distribute minutes of meetings via e-mail to all council members, all SOE members, and to the Deans of the SOE, the College of Arts and Sciences and Professional Studies.
   4. A copy of the minutes will also be to the Dean’s office to archive for a period of ten years.

IV. Meetings
A. Meetings will be held at least two times per year, or more often as needed to conduct the business of the council.
B. The schedule of meetings will be set by those in attendance at the first meeting of the year.
C. Meetings are open to faculty members in the College of Arts and Sciences, the School of Education, and any invited guests.

V. Amendments to Operational Procedures
Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows:
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.
B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.
D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
PROFESSIONAL EDUCATION COUNCIL
ENDORSEMENT CHANGE PROCESS

Introduction

The following steps outline the process for revising pre-existing endorsements. This includes the addition or deletion of courses or other expectations (i.e. additional field experiences, service learning hours required, grade requirements, etc.)

I. Process for Change
   A. Complete all the required documentation and secure the necessary signatures
   B. Forward the proposal to the Director of Secondary Certification (or meet with the Director personally) to discuss the proposal and the effects for certification candidates.
   C. The Director of Secondary Certification will submit a copy of the proposal to the School of Education Certification Committee for review, two weeks prior to a scheduled meeting.
   D. The representative submitting the proposed change will be invited to attend the Certification Committee meeting to discuss the proposed change.
   E. The Certification Committee will review the information and provide written feedback with recommendations to the individual submitting the proposal, and the chair of the Professional Education Council (PEC).
      1. If the proposal is reviewed favorably, the next step will be to begin the implementation phase.
      2. If the proposal is not reviewed favorably, the Department/individual proposing the change should meet with his/her respective Dean to determine the best course of action.
      3. Should a Department deem that the proposal should move forward, in light of the committee’s recommendations, that final decision must come from the Schools Deans (SOE & A&S), in writing, to the PEC Chair, for archival purposes and to the Director of Certification to be filed with the Office of Superintendent of Public Instruction (OSPI) for final approval.

II. Required Documentation for Proposal
   Please submit the following information along with any other documentation that supports the need for the change.
   A. Cover page for the proposal (see attached)
   B. Brief outline of endorsement change(s) to include the following information
      1. How does the endorsement change(s) affect the state competencies agreed upon by your department? (Copies of the original documentation filed with OSPI may be obtained from the Certification Office in the School of Education)
      2. List the specific changes (e.g., # of hours to complete endorsement, content of courses, new course development, grade requirement, field components, competency document change, etc.) to the pre-existing endorsement?
      3. When will the endorsement change(s) be implemented?
      4. What is the process for transitioning the endorsement change(s)?
      5. What is the process for informing certification candidates of the endorsement change(s)?
C. Additional considerations /actions
1. If approved, obtain a copy of the original Competency document for the endorsement, make the necessary changes, and resubmit to the Director of Certification to be filed with OSPI.
2. When a candidate is admitted to the Teacher Certification program, he/she is guaranteed the endorsement requirements at the time of admittance.
PROFESSIONAL EDUCATION COUNCIL  
ENDORSEMENT CHANGE PROCESS  
COVER PAGE

Please attach this page to the front of your proposal and submit all documentation to the Director of Secondary Certification, School of Education, AD Box 25.

Name of individual submitting change: ________________________________

Department represented: ____________________________________________

Endorsement: _______________________________________________________

**Required Signatures:**

Individual submitting proposal: ________________________ Date: ____________

Department Chair: ____________________________ Date: ____________

Dean of Arts & Sciences or School of Education:

______________________________ Date: ____________
709.00 SCHOOL OF EDUCATION REAPPOINTMENT, RANK AND TENURE COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose

The Reappointment, Rank and Tenure (RRT) Committee reviews and makes recommendations to the Dean on all candidates from the School of Education (SOE) who are to be considered for reappointment, rank or tenure. Procedures and judgments are made in accordance with the criteria from the Faculty Handbook sections 302, 303 and 304 and the SOE Operational Procedures Manual.

II. Membership

A. The SOE RRT Committee membership consists of at least 6 members from the ranked faculty. At least 2/3 of the RRT committee must be tenured faculty.

B. Members will be elected at-large from the ranked faculty for a 2-year term. Each year at least 3 members will be rotated off the RRT committee.

C. In case of a resignation, the person who received the next highest vote in the most recent election will serve as the replacement for the remainder of the unexpired term. If no individual meets the above criterion, the RRT committee will call a special election to replace the resignee for the rest of the unexpired term.

D. In the case of a temporary vacancy, the person who received the next highest vote in the most recent election will serve as the replacement during the member’s absence.

III. Organization

A. Committee structure

1. The chair of the RRT committee must be tenured and ending one year of service on the RRT committee. The RRT members will elect the chair in the spring of each year for the next years’ service.

2. At the beginning of each meeting a member of the RRT will volunteer to serve as the secretary. This member will report minutes to the members and provide a copy to be filed in the Dean’s office.

3. The candidate’s department chair will write a letter of evaluation and provide clarifying information specific to the Faculty Handbook criteria.

4. Three members of the RRT committee will serve for each candidate’s review two of which must be tenured.

5. The RRT committee will create a time frame for all ranked faculty to review tenure and promotion files in accordance to the Faculty Handbook criteria section 303.05.

6. The RRT committee will invite the candidate to be present for part of the review.

7. The RRT committee will not accept unsigned letters.

8. A member of the RRT committee will be assigned to write the official letter including the recorded vote with signatures from the review committee members.

9. In all reappointment, tenure and promotion cases, the candidate will receive a final copy of the recommendation letter from the RRT committee and will be afforded five working days to offer a response to the contents of that letter (in accordance with the Faculty Handbook section 303.22 a & b as well as 303.23 b & c). The RRT’s recommendation letter and the response from the candidate, if any, will be forwarded to the dean, along with the remainder of the record.
10. In all reappointment, tenure and promotion cases, the candidate will receive a final copy of the dean’s recommendation letter and will be afforded five working days to offer a response to the contents of that letter.

11. Upon request of the Dean and a department chair the RRT committee will review the materials of fixed-term faculty. In the case of such a review, the candidate will receive a final copy of the recommendation letter from the RRT committee and will be afforded five working days to offer a response to the contents of that letter.

B. Chair Role and Responsibilities
   1. Calling and presiding at all committee meetings
   2. Setting the schedule for candidate reviews
   3. Assigning members to a specific candidate’s review
   4. Notifying the candidate and department chair of the candidate’s review time
   5. Calling special elections and replacement members as needed
   6. Ensures proper documentation for all candidate procedures
   7. Assigning members to write letters of review
   8. Being the liaison between the RRT committee and the CDC, Dean and AVP
   9. Calling the election for the next RRT chair and members at the last meeting in the spring term
   10. The chair of the RRT committee will ensure that the department and SOE faculty will have access to promotion and tenure materials

IV. Meetings
   A. Meetings shall be conducted at least 2 times each academic semester and as needed to review candidates

V. Amendments to Operational Changes
   A. Amendments to the operational procedures of this committee will be conducted in accordance with the School of Education procedures manual and will be approved by ranked faculty
I. Purpose
The primary purpose of the School of Education Staff Council is to contribute to the success of the SOE.

We seek to accomplish this by

- promoting a positive and supportive work environment for all members of the School of Education
- facilitating collaboration, mentoring, and knowledge sharing among the Staff and Faculty
- strengthening the voice and visibility of the Staff within the School of Education and the University

II. Membership
A. Selection
1. “All non-faculty employees of the SOE holding one-half time or above positions (Article IV, Section D of the SOE Assembly Bylaws)
2. Membership is open to all staff members of the School of Education. Membership may be extended by a vote to other members of the SOE Assembly.

B. Term of Office
There is no “term of office” for committee membership. As long as an individual qualifies as a “staff” according to Gonzaga University and SOE guidelines, they are considered a member of the Council.

C. Voting
1. Each staff member has one equal vote and can use a designated proxy.
2. When a vote is called, all participating members of the Council shall receive a written ballot and a voting deadline of at least two business days subsequent.
3. Ratification requires a vote by at least 50% of the membership and two-thirds of the vote must be in favor.

III. Organization
A. Committee Structure
The committee will consist of at least one facilitator and one recording secretary.

B. Facilitators Role/Responsibilities
1. Facilitator(s) will be appointed by the SOE Staff Council at the beginning of each academic year and will serve a minimum of one semester.
2. The facilitator(s) is responsible for setting the agenda for all meetings, securing a meeting place, e-mailing the agenda to the members of the council, facilitating the meeting, and managing the voting procedures in compliance with the Operating Procedures.
3. Two individuals may co-facilitate.
4. Length of service may be for a maximum of two consecutive academic years.
C. Secretary Role/Responsibilities
1. The secretary will be appointed by the SOE Staff Council at the beginning of each academic year and will serve a minimum of one semester
2. The secretary is responsible for taking the minutes at the meetings, submitting a draft to those in attendance to check for accuracy, making corrections, and distributing minutes of meetings via e-mail to all members and to the SOE coordinator of all committee minutes.
3. Length of service may be for a maximum of two consecutive academic years.

IV. Meetings
A. Regular meetings will occur once a month during business hours for no longer than 90 minutes.
B. The schedule of the meetings will be set by those in attendance at the first meeting of each semester.
C. To conduct the business of the Council or call a vote, a quorum must be present at the meeting.
D. 25% of the membership constitutes a quorum.

V. Amendments to the Operational Procedures
Any School of Education member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion
B. If the committee approves the recommendation it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the School of Education Bylaws.
C. The recommendation will then be presented to the School of Education ranked faculty for DISCUSSION AND VOTE. ALL CHANGES SHALL BECOME EFFECTIVE UPON APPROVAL OF THE RANKED FACULTY.
D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
711.00 SCHOOL OF EDUCATION TEACHER CERTIFICATION COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose
The Teacher Certification Committee is a standing committee and its primary purpose is to facilitate communication and collaboration among the teacher certification departments (Teacher Education, Special Education, and Physical Education) regarding certification issues, which affect teacher certification programs and candidates. The committee works toward consensus on implementation of certification procedures and policies and ensures state and federal accreditation requirements are met and documented. The committee serves in an advisor capacity to the Dean, the official certification officer in the SOE.

II. Membership
A. Selection
   1. The committee membership includes a minimum of one faculty member from the departments of Special Education, Sport & Physical Education, and Teacher Education, the Director of Certification, a secretary (preferably not an official member of the committee), and a representative from the professional certification office.

B. Term of Office
   1. Each department will annually select the voting member representing the department.
   2. All Members may serve an unlimited number of terms.
   3. The secretary position will be for a period of one year, with an unlimited number of terms.

C. Voting
   1. There is one voting member from each of the following departments: Special Education, Sport & Physical Education, and Teacher Education (preferably the department chair or program director).
      a. At the beginning of each academic year, the voting member from each department will be designated and it will be reflected in the minutes.
      b. If the voting member is not able to attend a meeting, he/she may designate another member from the department to vote by proxy, if necessary.
   2. The additional voting member is the Director of Certification.
   3. Each voting member has one equal vote and can use a designated proxy.
   4. Issues requiring a vote must be passed by a 2/3 majority of the voting members.
   5. Non-voting members include the secretary, additional members of the three departments, and a representative from the professional certification office.
   6. A quorum consists of one voting member from each department.
III. **Organization**

A. Chair Roles/Responsibilities
   1. The Director of Certification is designated as the permanent chair of the committee.
   2. The chair is responsible for setting the agenda for all meetings, securing a meeting place, emailing the members of the committee the agenda for the upcoming meeting, facilitate meetings, communicating directly with the Dean, and preparing the end of the year report.

B. Secretary Roles/Responsibilities
   1. The secretary position may be any individual within the SOE, rather than a member of the committee.
   2. The secretary is elected by the voting members of the committee at the last meeting of the spring semester.
   3. The secretary is responsible for taking minutes at the meetings, submitting the draft to the chair to check for accuracy, making corrections and distributing minutes of meetings via e-mail to all voting and nonvoting committee members and to the Dean’s office.

IV. **Meetings**

A. The committee will meet at least once a month during the school year, or more often as needed to conduct the business of the committee.

B. The schedule of the meetings will be set by those in attendance at the first meeting of each semester.

C. Meetings are open to any SOE member or other invited guests.

D. Items for the agenda need to be submitted to the chair of the committee at least 72 hours prior to the meeting date to ensure items are on the agenda.

E. The agenda will be e-mailed at least 48 hours prior to the meeting date.

F. The minutes will be recorded by the secretary.
   1. All action items will include a description, individual(s) responsible, and an explicit timeline if discussion and voting are required.

G. The minutes from the previous meeting will have final approval at the beginning of each meeting.

H. The minutes will be distributed to the SOE Assembly the Professional Education Council (PEC), and the Professional Education Advisory Board (PEAB) within five working days following committee approval.

I. The minutes will be archived by the SOE Dean’s office for 10 years.

V. **Amendments to the Operational Procedures**

Any SOE member may make a recommendation for amending the Operational Procedures. The process for revising these procedures is as follows:

A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion.

B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review.
C. If approved by the Bylaws Committee, the recommendation will then be presented to the SOE ranked faculty for discussion and vote.

D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.

E. Any changes in the procedures must not contravene the provisions made in the Gonzaga University *Faculty Handbook* or the Bylaws of the SOE.

F. All changes shall become effective upon approval of the ranked faculty.
712.00 SCHOOL OF EDUCATION TECHNOLOGY COMMITTEE, OPERATIONAL PROCEDURES

I. Purpose

This committee shall be a standing committee to oversee the continued development of technology use to enable SOE professionals to make effective use of technology hardware and software and to improve candidate performance in the use of technology as a teaching and management tool through professional development programs. This includes

A. identification of specific technology or software to be used in the media classrooms and computer laboratories and the context in which technology is critical to the educator, especially in the use of technology to improve student learning
B. development of a system for hardware and software purchases or faculty and classroom use including a technology rotation plan to assure that all technologies in use throughout the SOE are current and adequate for expanding technological uses
C. design and oversight of the School technology plan to include the annual allocation of the technology budget for necessary computers and connectivity into the classrooms and faculty offices and software purchases for the computer lab
D. resources necessary for course preparation, instruction

II. Membership

A. Selection
1. The SOE Budget Director and Technical Support Staff are permanent members of the committee.
2. Department representation: The Departments of Special Education, Sport & Physical Education and Teacher Education will select a faculty member to serve on the committee. The Departments of Leadership and Administration and Counselor Education may select a faculty or staff as a departmental representative

B. Term of office
1. Departmental representatives will serve a two year term with no term limits.

C. Voting
1. A quorum consists of a minimum of five members.
2. For all issues requiring a vote, there must be a quorum and at least two members must be faculty.
3. A vote must be passed by a simple majority of the committee members present

III. Organization

A. Chair Roles/Responsibilities
1. The Chair will be a member of the SOE Technology Support Services group
2. The term of office shall be for one academic year. No term limits
3. The rotation of the chair shall be determined among the SOE Technology Support Service group annually.
4. The chair’s role is to prepare the meeting agenda, facilitate meetings, and prepare the End –of-Year report.
B. Recorder
1. The Recorder is selected by the Committee members for the term of one academic year.
2. The Recorder is responsible for recording minutes, preparing the minutes for distribution, and distributing the minutes via e-mail to all committee members, SOE Assembly members and to the Dean's office for archival purposes for a period of 10 years.

IV. Organization
A. The committee will meet at least 2 times per semester and additional meetings will be called as needed.
B. The Chair will call the meetings.
C. Members will be informed of meetings via e-mail.
D. Meetings are open to the SOE assembly.

V. Amendments to the Operational Procedures
Any SOE member may make a recommendation for amending committee operational procedures. The process for revising these procedures is as follows
A. The recommendation for revision is submitted to the committee (preferably to the chair) for discussion
B. If the committee approves the recommendation, it is forwarded to the Bylaws Committee for review to ascertain that the changes do not contravene provisions made in the Gonzaga University Faculty Handbook, Staff Policies and Procedures Manual, and/or the SOE Bylaws and Operations Manual.
C. The recommendation will then be presented to the SOE ranked faculty for discussion and vote. All changes shall become effective upon approval of the ranked faculty.
D. If at any point in the process the recommendation is not approved, the committee chair, with input from the committee will write a rationale and send it to the original individual or committee making the recommendation.
APPENDIX A
SOE PROCEDURES FOR HIRING TENURE TRACK FACULTY POSITIONS

1. A position description is prepared by the department chair for the Dean’s approval and contains the following:
   - position title and department
   - opening and closing dates
   - position description
   - functions and duties associated with the position
   - required qualifications
   - desired qualifications
   - sources of revenue for newly created position?
   - replacement position?
   - service term or conditions
   - timelines for hiring

2. After approval, the Dean’s Office will prepare job posting and the advertisement for the Chronicle of Higher Education. These documents will be forwarded to the Equal Opportunity Officer and the AVP’s Office for review and approval. Once approved, the Dean’s Office will place the ad in the Chronicle and send the position information to Human Resources.

3. The department chair selects the Chairperson of the Search Committee, and in consultation with the search Chairperson, suggests members for invitation to the search committee.

4. Unless specifically modified by the Dean, the committee should include the following representation:
   - Department faculty (as deemed appropriate by the Department)
   - one faculty member/staff outside the Department
   - one faculty member outside the School of Education
   - one student (recommended)
   - one K-12 member outside the GU community (for certification related positions)
   - one member of minority status (recommended)
   - member of the Jesuit community

5. After review and approval by the Dean, the Chair of the Search Committee should contact and confirm the membership of the Search Committee.

6. Applications are submitted on-line to Human Resources and access to the applications is given to all committee members.

7. Attention to minority recruiting is essential.

8. Interviews are conducted, and recommendations are given to the Dean.
The purpose of this document is to make School of Education expectations for reappointment, tenure, and promotions clear and explicit, however, the Faculty Handbook remains the guiding document providing content and expectations. This document does not replace or supersede the contents of the Faculty Handbook.

APPENDIX B
SCHOOL OF EDUCATION REAPPOINTMENT GUIDELINES

The yearly process of review for reappointment is designed to guide tenure line faculty through completion of the process of tenure. Tenure line faculty petitioning for reappointment must become familiar with the Faculty Handbook (Section 302) as described in criteria for tenure. The RRT committee reviewing petitions for reappointment will provide direct feedback to petitioners about whether or not—in the RRT committee’s view—the petitioner is “on track” for tenure.

It is the responsibility of the petitioners to seek guidance from their department chair and mentor colleagues, and provide evidence of their qualifications for reappointment as outlined in the Faculty Handbook (Section 302). This includes the petitioner’s suitability for tenure based on Handbook criteria regarding “a high level of performance,” desirability as a “permanent colleague,” and the petitioner’s potential to make “significant contributions” to the university.

Note: Petitioners who seek promotion and tenure concurrently should also refer to the SOE criteria for promotion from Assistant to Associate as well as the Faculty Handbook sections within section 302.

LETTERS

• One student letter
• Two SOE colleagues’ letters
• One Gonzaga University colleague letter [(outside the School of Education) except for first-year reappointment - none required]
• Letters from external professional community (optional until year 5 of reappointment)
• All prior letters from RRT chair, department chair, Dean, & AVP

TEACHING

Required Per Year

• Numeric course evaluations by students (include prior year evaluations in notebook)
• Classroom visitation documentation (Appendix F-Classroom Visitation Form)
  NOTE: Form not required prior to 2012-13
• Philosophy of teaching (this may be in part, an excerpt from self-evaluation/personal statement letter)

If applicable add descriptions of these activities

• Direction of theses, dissertations, projects, internships, or other major works
• Program development
• Preparation of new courses and materials
PROFESSIONAL DEVELOPMENT

Evidence of Progress Toward:
- Two peer-reviewed published documents
  - Publication of a book meets the requirement for peer-reviewed documents
  - One book chapter is equal to one article
  - Grants - value determined by committee
- One published document within the discipline or equivalent as determined by departments (may be peer-reviewed)
  - Graduate faculty are required to have one extra scholarly writing that may be refereed on non-refereed
- Two peer-reviewed presentations demonstrating a consistency of dissemination across years
- Optional sources of evidence from the list below
  - Consultantships
  - Invited evaluations/reviews of professional work
  - Leadership of external professional committees
  - Participation in external professional committees (e.g., member of an accreditation team for an outside organization)
  - Course/program development
  - Advanced study/participation in seminars and workshops
  - Fellowships
  - Awards

ADVISING

Evidence of Progress Toward:
- SOE Advisor Evaluation (numerical)
- Self-evaluation

ACADEMIC CITIZENSHIP

Evidence of Progress Toward:
- Balance of committee participation – department, school, and university
- Regular attendance at department & school meetings, convocations, commencement (senior and/or grad, as appropriate)
- Service to the larger community (service may vary)

Optional
- Conferences and workshops on Jesuit/Catholic tradition philosophies
- Contribution to student life

The purpose of this document is to make School of Education expectations for reappointment, tenure, and promotions clear and explicit, however, the Faculty Handbook remains the guiding document providing content and expectations. This document does not replace or supersede the contents of the Faculty Handbook.

APPENDIX C
SCHOOL OF EDUCATION TENURE GUIDELINES

Tenure line faculty petitioning for tenure are expected to seek yearly guidance from their department chair and mentor colleagues to provide evidence of their qualifications for tenure as outlined in the Faculty Handbook (Section 302). Petitioners should have responded to the yearly suggestions from the SOE RRT review committee about progress toward tenure.

The SOE RRT Committee and University Rank and Tenure Committee are required by the Faculty Handbook (Section 302) to make judgments about a petitioner's suitability for tenure based on Handbook criteria regarding “a high level of performance,” desirability as a “permanent colleague,” and the petitioner’s potential to make “significant contributions” to the university. For a complete description of tenure criteria, refer to the Faculty Handbook.

Note: Petitioners who seek promotion and tenure concurrently should also refer to the SOE guidelines for petition from Assistant to Associate Professor as well as the Faculty Handbook sections within section 302.

LETTERS

- Two student letters
- Two SOE colleagues’ letters
- Two University colleague letters (outside the School of Education)
- Two letters from external professional community
- All prior letters from RRT chair, department chair, Dean, & AVP

TEACHING

Required

Course evaluations
- Numeric course evaluations by students (include prior year evaluations in notebook)
- Classroom visitation documentation (Appendix F-Classroom Visitation Form)
  NOTE: Form not required prior to 2012-13
- Philosophy of teaching (this may be in part, an excerpt from self-evaluation/personal statement letter

If applicable add descriptions of these activities
- Direction of theses, dissertations, projects, internships, or other major works
- Program development
- Preparation of new courses and materials
PROFESSIONAL DEVELOPMENT

Evidence:
- Two peer-reviewed published documents
  - Publication of a book meets the requirement for peer-reviewed documents
  - One book chapter is equal to one article
  - Grants - value determined by committee
- One published document within the discipline or equivalent as determined by departments (may be peer-reviewed)
  - Graduate faculty are required to have one extra scholarly writing that may be refereed on non-refereed
- Two peer-reviewed presentations demonstrating a consistency of dissemination across years
- Optional sources of evidence from the list below
  - Consultantships
  - Invited evaluations/reviews of professional work
  - Leadership of external professional committees
  - Participation in external professional committees (e.g., member of an accreditation team for an outside organization)
  - Course/program development
  - Advanced study/participation in seminars and workshops
  - Fellowships
  - Awards

ADVISING

Required
- SOE Advisor Evaluation (numerical)
- Self-evaluation

ACADEMIC CITIZENSHIP

Required
- Balance of committee participation – department, school, and university
- Regular attendance at department & school meetings, convocations, commencement (senior and/or grad, as appropriate)
- Service to the larger community (service may vary)

Optional
- Conferences and workshops on Jesuit/Catholic tradition philosophies
- Contribution to student life

The purpose of this document is to make School of Education expectations for reappointment, tenure, and promotions clear and explicit, however, the Faculty Handbook remains the guiding document providing content and expectations. This document does not replace or supersede the contents of the Faculty Handbook.

APPENDIX D
SCHOOL OF EDUCATION PETITION TO ASSOCIATE PROFESSOR GUIDELINES

Tenure line faculty seeking petitioning promotion to Associate Professor are expected to seek guidance from the department chair and mentor colleagues and to provide evidence of their qualifications for promotion as outlined in the Faculty Handbook (Section 302). Among other criteria, the petitioner must demonstrate “a substantial extension of the record of the assistant professorship.”

Note: Petitioners who seek promotion and tenure concurrently should also refer to the SOE Tenure guidelines as well as the Faculty Handbook sections within section 302.

LETTERS

- Two letters from students
- Two letters SOE colleagues
- Two letters from University colleagues (outside the School of Education)
- Two letters from external professional community
- All prior letters from RRT chair, department chair, Dean, & AVP

TEACHING

Required
- Numeric course evaluations by students
- Classroom visitation documentation (Appendix F-Classroom Visitation Form)
  NOTE: Form not required prior to 2012-2013
- Philosophy of teaching (this may be in part, an excerpt from self-evaluation/personal statement letter

If applicable add descriptions of these activities
- Direction of theses, dissertations, projects, internships, or other major works
- Program development
- Preparation of new courses and materials

PROFESSIONAL DEVELOPMENT

Required
- Two peer-reviewed published documents
  o Publication of a book meets the requirement for peer-reviewed documents
  o One book chapter is equal to one article
  o External Grants – value determined by committee
- Two published documents within the discipline or equivalent as determined by departments (may be peer-reviewed)
• Graduate faculty are required to have one extra scholarly writing that may be refereed on
  non-refereed
• Three peer-reviewed presentations demonstrating a consistency of dissemination across years
• One source of evidence from the list below
  o Consultantships
  o Invited evaluations/reviews of professional work
  o Leadership of external professional committees
  o Participation in external professional committees (e.g., member of an accreditation team
    for an outside organization)
  o Course/program development
  o Advanced study/participation in seminars and workshops
  o Fellowships
  o Awards
  o Internal grants (funded by Gonzaga University)

ADVISING

Required
• SOE Advisor Evaluation (numerical)
• Self-evaluation

ACADEMIC CITIZENSHIP

Required
• Balance of committee participation – department, school, and university
• Regular attendance at department & school meetings, convocations, commencement (senior
  and/or grad, as appropriate)
• Service to the larger community (service may vary)

Optional
• Conferences and workshops on Jesuit/Catholic tradition philosophies
• Contribution to student life

The purpose of this document is to make School of Education expectations for reappointment, tenure, and promotions clear and explicit, however, the Faculty Handbook remains the guiding document providing content and expectations. This document does not replace or supersede the contents of the Faculty Handbook.

APPENDIX E
SCHOOL OF EDUCATION PETITION TO PROFESSOR GUIDELINES

Tenured faculty seeking to petition to promote to Professor are expected to seek guidance from their department chair and mentor colleagues to provide evidence of qualifications for promotion as outlined in the Faculty Handbook (Section 302). Among other criteria, the petitioner must demonstrate “a substantial extension of the record of the associate professorship.” All requirements listed below are subsequent to the awarding of the rank of Associate Professor.

LETTERS

- Two letters from students
- Two letters SOE colleagues
- Two letters from University colleagues (outside the School of Education)
- Two letters from external professional community

TEACHING

Required

- Numeric course evaluations by students
- Classroom visitation documentation (at least one visitation) (Appendix F-Classroom Visitation Form)  NOTE: This form not required prior to 2012-13
- Philosophy of teaching (this may be in part, an excerpt from self-evaluation/personal statement letter

If applicable add descriptions of these activities

- Direction of theses, dissertations, projects, internships, or other major works
- Program development
- Preparation of new courses and materials

PROFESSIONAL DEVELOPMENT

Required

- Four peer-reviewed published documents
  - Publication of a book meets the requirement for peer-reviewed documents
  - One book chapter is equal to one article
  - Grants - value determined by committee
- Four published document within the discipline or equivalent as determined by departments (may be peer-reviewed)
  - Graduate faculty are required to have two extra scholarly writings that may be refereed on non-refereed
- Six peer-reviewed presentations demonstrating a consistency of dissemination across years
- Two sources of evidence from the list below
Consultantships
Invited evaluations/reviews of professional work
Leadership of external professional committees
Participation in external professional committees (e.g., member of an accreditation team for an outside organization)
Course/program development
Advanced study/participation in seminars and workshops
Fellowships
Awards

ADVISING

Required
• SOE Advisor Evaluation (numerical)
• Self-evaluation

ACADEMIC CITIZENSHIP

Required
• Balance of committee participation – department, school, and university
• Regular attendance at department & school meetings, convocations, commencement (senior and/or grad, as appropriate)
• Service to the larger community (service may vary)

Optional
• Conferences and workshops on Jesuit/Catholic tradition philosophies
• Contribution to student life
Please type your comments using this form with attached sheet if necessary.

PROFESSOR: ___________________________________  DEPARTMENT: ______________________
COURSE NAME: ________________________________  COURSE NUMBER: ____________________

VISITOR NAME AND TITLE: ______________________
SEMESTER/ACADEMIC YEAR: _________________  DATE OF VISIT: _________________
Visitation is for evidence regarding: _____REAPPOINTMENT _____TENURE _____PROMOTION

Approved SOE Vote 12/2011 - Revised 3/13/12 w/o content changes

In this section, please identify specific department, as well as supplementary department requirements here.
APPENDIX G
PROFESSIONAL DEVELOPMENT

Professional Development Request for Funds Policy

Full-time, ranked faculty (tenured, tenure-track, and annual contract) may receive funds to cover costs for Professional Development. Requests should be submitted at least 30 days prior to the event and approved funding must be used within the current fiscal year. The Dean's Office, in consultation with the CDC, will set the maximum amount at the beginning of each academic year and announce early in the fall semester.

First Requests for funding should be submitted between June 1 and January 15. Priority funding is given to:

1. Faculty who have been accepted as an invited or refereed presenter at a professional conference.
   • Requests must include a copy of the official acceptance of the proposal for presentation, the conference announcement with dates and times, and a copy of the brochure or website announcement.
   • If a faculty member is approved for funding and spends less than the initial allocation, the faculty member may request the balance for a second presentation if the request is submitted before January 15.

   Note: Faculty who are submitting proposals for presentations in the Spring may have funds held until notification of acceptance to present.

2. Faculty who are officers in state, national, or related organizations and receive no reimbursement to attend required conference meetings.

After January 15, a second round of funding requests will be accepted for professional development other than invited presentations, as well as for staff professional development activity.

• Faculty who were funded in the “first request” period may apply for funding to cover expenses over their initial allocation from the first presentation (provided they have not been reimbursed for said funds from any other source)
• Faculty may submit a funding proposal for an additional professional development activity.

Expense Reports with receipts should be submitted to the Budget Officer within 7 days of faculty member's return from the professional conference or meeting.
Professional Development Request for Funds

Name ___________________________________________ Date __________________

Activity Name (*attach copy of conference announcement*)

__________________________________________________________________________

Dates of Activity: From: ___________________ To: ___________________

Location ________________________________________________________________

Title of Presentation (*if presenting*) _______________________________________

__________________________________________________________________________

Anticipated Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
<td>$ ____</td>
</tr>
<tr>
<td>Mileage</td>
<td>$ ____</td>
</tr>
<tr>
<td>Lodging</td>
<td>$ ____</td>
</tr>
<tr>
<td>Meals (@ $35 per day)</td>
<td>$ ____</td>
</tr>
<tr>
<td>Registration</td>
<td>$ ____</td>
</tr>
<tr>
<td>Other</td>
<td>$ ____</td>
</tr>
</tbody>
</table>

Total Requested $ ___________ Amount Approved: $ ___________

Department Chair Approval ___________________________________ Date ____________

Dean Approval _________________________________________________ Date ____________

(Revised November 2008)
## APPENDIX H
### STANDARD VITA FORMAT AND GUIDELINES - EXAMPLES

<table>
<thead>
<tr>
<th>Name</th>
<th>Information Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone</td>
</tr>
</tbody>
</table>

**Current Position** (Title, Department, University, year of appointment)

*Example:*
- Associate Professor, Department name, 2005-present
- Director, Program Name, Department Name, 2006-present

*Note:* Adjuncts would also list their full-time employer, i.e., School District 81 and title

**Academic Degrees** (Year granted- list most recent first, degree, field of specialty, University)

*Example:*
- 1968 Ph.D. Social Science, Gonzaga University
- 1965 M.A. Counseling, Oregon State University
- 1960 B.S. Counseling, Oklahoma State University

**Certification or Licensing**

<table>
<thead>
<tr>
<th>Year</th>
<th>License</th>
<th>State</th>
</tr>
</thead>
</table>

**Internships, in-service training, or specialized training**

**Professional Experience** (list most resent first – including elementary and secondary teaching and school support service)

*Example:*
- 2000-present: Associate Professor, Gonzaga University
- 1999-2000: Adjunct Faculty, Gonzaga University
- 1994-1997: Elementary Teacher, Grade 3, School Name / location

**Faculty and Administrative Load** (last full year, Summer, Fall, Spring, by semester and sessions)

*Example:*
- Summer 2008: EDPE 311, Secondary Physical Ed Methods, 3 credits
- Fall 2008: EDPE 311, Secondary Physical Ed Methods, 3 credits
- Spring 2009: EDPE 311, Secondary Physical Ed Methods, 3 credits

**Other Collegiate Assignments – Current** (last 2-3 years, member/officer, committee, years)

*Example:*
- Member, Academic Senate, 2004-present

**Professional and Academic Associate Memberships – Outside of University** (indicate offices held and asterisk those whose meetings you attend)

*Example:*
- President, Washington State Teachers Association*, 2006-present
- Member, State of Washington…, 2004-present

**Current Professional Assignments and Activities** (non-teaching such as consulting, reviewing, etc.)

**Publications – Refereed**

Refereed materials are publications reviewed by “expert readers” or referees prior to the publication of the material. After reading and evaluating the material, the referee informs the publisher/editor if the document should be published or if any changes should be made prior to publication.
Publications – Non Refereed

Submissions for Publication - Recent

Professional Papers Presented (List most recent first)

Other Conference Participation (last 3 years)

Research Interests or Specialties

Funded Grants, Contracts, and Research

Other Projects or Products

Community Service (include volunteer activities with schools or other organizations)

Past University Committees

---

**VITA**

According to the Gonzaga University, School of Education, Bylaws, Guidelines and Procedures Manual, Section 207.00 there is a specific format that must be followed for Vita.

Please make sure that your vita is formatted according to the School of Education Bylaws and that citations are in standard APA format. Vita should be updated yearly.

The vita of all faculty is included in our accreditation reports. Please follow the instructions for document set-up so we do not have to re-format documents when reports are due.

**Font:** Times New Roman (font size: 11)  Or  Arial (font size: 10)

**Margins:** Top/bottom 1”  Tabs:  If using tabs – please set at .5 increments

Left/right .75

(Revised 1/13/09)
APPENDIX I
STANDARD SYLLABI FORMAT - NCATE PROTOCOL

The following information represents the minimum criteria for all SOE syllabi. Individual departments may choose to add additional information.

General Heading
GONZAGA UNIVERSITY - SCHOOL OF EDUCATION
NAME OF PROGRAM

General Information
Course name, number, credits, semester, and year
Time/Location of class, instructor, office location, contact phone, email, office hours

Key Assessment(s) Identified – NCATE Standard number is assessed in course:
If a Key Assessment is administered in a course, there must be an identification of: a) the Key Assessment Instrument; b) which NCATE assessment category it addresses; c) the program outcome it addresses; and d) the rubric used to score candidate performance.

School of Education Theme Statement

Socially Responsible Professionals Who Serve with Care, Competence, and Commitment

<table>
<thead>
<tr>
<th>OUTCOMES/OBJECTIVES</th>
<th>STANDARDS</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the specific outcomes/objectives addressed in this course.</td>
<td>Identify the state, professional association (SPA), NCATE, or program outcome(s) met by course</td>
<td>Identify the instrument used to measure candidate performance for each outcome or standard addressed in the course.</td>
</tr>
</tbody>
</table>
Grading Scale: Align with goals & objectives and other requirements listed as part of grade determination.

Rubric: student expectations = Grade or level (fails, meets, exceeds)

Example: Participation: graded = how?

V. Learning Activities/Teaching Strategies - How the outcomes are going to be accomplished

VI. Technology Literacy
This section addresses how technology is incorporated within the course. In some courses this may not be applicable, in which case a simple statement to that effect is sufficient.

Example: This course is a physical skills laboratory course where students are learning and refining specific motor skills. It is conducted in an open field environment, therefore the use of technology will not be emphasized.

VII. Text(s)

VIII. Bibliography – (Updated and current references – references should cover complete content, especially as identified in goals & objectives)

A. Contemporary
B. Classical
C. Key Journals
D. Internet resources

IX. Course Schedule and Policies
This section of the course outlines specific policies, (which are not in conflict with university policy), that may be agreed upon by the School, Department, or individual faculty information concerning absences, tardies, late assignments, dress code, academic honesty, etc. are usually included.

X. Additional Information that needs to be included
A. Accommodations for student with disabilities
   Sample: Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the professor within the first week of the course. All discussions will remain confidential. If you have not yet contacted Disabilities Resources Education & Access Management (DREAM) (AD 324, extension 4134), you are encouraged you to do so.

B. FERPA Statement
   Sample: * This course complies with the Family Educational Rights and Privacy Act (FERPA)

C. Fair Process Policy
   Sample: * This class is being conducted in accordance to Gonzaga University's School of Education Fair Process policies.
   * If you would like to discuss either of these guidelines with the instructor, please make an appointment at your earliest convenience

D. Class Calendar, assignments and tests

Revised 9/6/11
## SYLLABI

According to the Gonzaga University, School of Education, Bylaws, Guidelines and Procedures Manual, Section 307.00 there is a specific format that must be followed for Syllabi.

The syllabus of all classes is included in our accreditation documents. Please follow the instructions for document set-up so we do not have to reformat when reports are due.

<table>
<thead>
<tr>
<th>Font:</th>
<th>Times New Roman or Arial</th>
<th>Font Size:</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margins:</td>
<td>Top/bottom 1”</td>
<td>Tabs:</td>
<td>If using tabs – set at</td>
</tr>
<tr>
<td></td>
<td>Left/right .8</td>
<td>1”, 2”, 2.5”, 4”</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX J
SOE PROCEDURE FOR EXTERNAL FUNDING OPPORTUNITIES

This procedure is to be used for any and all funds received by the School from an external source in the form of grants (federal, state, corporate, private, non-profit, individual, etc.) External funds received that are not grants are tracked separately. Examples of these types of monies include gifts to the University, PEAB funds, compensation to faculty who serve as officers for professional associations, etc.

Administration of gifts and grants is coordinated between the Gonzaga’s Sponsored Research and Programs Office (SRPO) and the Budget Officer in the School of Education. In an effort to ensure that all parties are aware of external funding opportunities pursued by faculty, the following procedure has been established.

1. When a gift or grant source is identified, the faculty member begins by completing the External Funding Submission Form. The form may be found on the SRPO website: http://www.gonzaga.edu/srpo. Instructions for completing the form are on the first page. When the form is complete, (including all attachments) the faculty member obtains the Department Chair’s signature and then submits the form to the School of Education Budget Officer.

2. The Budget Officer reviews the completed submission, follows up on any budgetary or operational issues, and then submits the document(s) to the Dean. When the Dean has signed approval, the Budget Officer forwards the document to the SRPO.

3. It is customary for there to be a series of meetings with the SRPO to finalize the document. The Budget Officer will work with the SRPO to ensure all budgetary and operational issues are handled within the School and University guidelines.

4. For gifts and grants requiring budgetary oversight, the Budget Officer will serve as financial officer to the gift/grant. All post-grant paperwork will be administered by the Budget Officer.(Revised November 2008)
APPENDIX K
SCHOOL OF EDUCATION
GRADUATE ASSISTANT JOB DESCRIPTION

Job Purpose
Graduate Assistants – Assist and support the chair, faculty members, or other professional staff of the academic unit to which they are assigned. The Graduate Assistant will be expected to act professionally and be a positive representation of the School of Education.

Required Qualifications
Be a fully admitted graduate student with no provisional criteria.

Preferred Qualifications
Basic technology skills in MS Office
Possess general office skill such as answering the phone, greeting individuals in a front office, etc.
Subject area content knowledge to assist in developing teaching materials, preparing and giving examinations, calculating grades

Graduate Assistants Commonly Assigned Duties (GA)
This list is not meant to be inclusive of all duties/expectations but represents general tasks that can be assigned. Specific tasks will vary based on the needs of the department to which a graduate assistant is assigned.

* Develop teaching materials may include: syllabi, visual aids, clerical support, and curriculum development

Research and grant support may include: library searches, search data bases for references, data collection, inter-observer reliability, field research, direct observation, summarizing, graphing data, presenting data

* Accreditation-related services may include: student conferences, critiques, grade reports, data entry, department assessment, accreditation preparation

* Communication services may include: writing reports, interview individuals, draft correspondence to answer inquiries, cohort recruitment, student application process, coordination of site-based education efforts, liaison between directors and prospective students

* Serve as instructors may include: classroom presentations, activity programs, conduct tutorials, instruct and assist conducting and writing up research, reviewing and critiquing manuscripts, work in mentoring and partnership programs, cohort management, course preparation, grading, lab work, quizzes and exams: preparing, monitoring and recording

Ability to assist faculty in laboratory courses and/or teach undergraduate courses with supervision of a qualified personnel
STIPEND
Graduate assistants are paid twice a month and have the option of receiving remuneration or applying the amount earned toward tuition. If the choice is to apply toward tuition, the must be handled through Student Accounts.

REAPPOINTMENT
Graduate assistantship positions start the first week of each term, run for one academic semester, and are renewable for three to seven additional academic semesters (fall, spring, and potentially summer) based on the continued need for the department and quality of work completed determined by a department evaluation system. A graduate assistantship normally ends when the period of agreement is concluded and the terms of the assistantship agreement are fulfilled. Otherwise, a graduate assistantship may be terminated for the following reasons:

1. Resignation by the student.
2. Failure of the student to perform his/her assigned duties adequately.
3. Failure of the student to remain in good academic standing.

Individuals are notified well in advance of non-renewal for the following term.

Gonzaga University subscribes to the principles and laws of the State of Washington and the Federal Government, including applicable executive orders pertaining to civil rights. All rights, privileges and activities of the university are made available without regard to race, color, creed, gender and physical condition.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
</table>
| November 6, 2012 | Revision to Section 711.00  
School of Education Teacher Certification Committee, Operational Procedures  
Changes to membership, and selection of committee secretary | 51-52 |
| December 5, 2012 | Appendix F (new appendix)  
The RRT Guidelines Appendices’ B, C, D, and E did not have a sample of the Classroom Visitation Form. The form has been added to the Manual. | 64   |