Unit Policies, Procedures, and Practices

The Unit follows all University Policies. These policies are the chief governing structure for the Unit. An outline for specific practices follows.

1. Faculty Development
    a. Research - Listed on Annual Evaluation and on VITA submitted annually.
    b. Publication - Listed on Annual Evaluation and on Vita submitted annually.
    c. Goals - Faculty Development Plan submitted with Annual Evaluation and previous year's goals assessed.
    d. Travel - submitted through appropriate department procedure.
    e. Grants - applied for with appropriate approval through administrative channels.
    f. Training - apply for support to enhance teaching and research through the Dean's office.
2. Assessment Policy
    a. SACS - Each department submits elements. Undergraduate and graduate learning goals assessment submitted to appropriate manager.
    b. NCATE - Guided by Steering Committee, Each standard has a committee.
        i. Unit - Dean of the College of Education responsible for initiation of all NCATE related initiatives.
        ii. Program-SPAs - Chairs of Undergraduate and Graduate Programs are responsible for initiation of SPA initiatives.
    c. SBEC - Dean responsible for accreditation compliance.
        i. 4 data points for accreditation
        ii. TExES results - continuously provided to stakeholders after each administration of the test. Data set from 1 year of accreditation reviewed in December Data Day.
        iii. Principal Survey results reviewed at annual Data Day
        iv. Effects on Student Learning - In development, first data available for review in Chairs' Offices.
        v. Student Teacher Supervision data available on the TEA Website.
    d. Title II - Joint effort by Unit, EPI Center, SBEC. Submitted by EPI Center Staff.
    e. AACTE - joint effort by Unit, EPI Center Staff
    f. ScOPE - Joint effort with CREATE, School Districts, Region Service Center, Unit faculty and staff.
    g. QM (Quality Matters) Standards for online courses used by all programs in unit. Faculty trained on standards. Peer evaluators trained during summer 2012.

    h. Data Use - Fall Data Conference with findings, Spring Data Review, August Data Review.
    i. Reports - SBEC/TEA, AACTE, Title II, Legislative Budget Board, SACS, SPOL, Annual Evaluations, IDEA Summary.
3. Distance Education - Unit Distance Education Advisory Committee, 10% of all program courses on line, all graduate programs online, uniform learning platform for all courses, TaskStream for data collection, Portal Development under construction.
4. Committees - Example - see web for College of Education Committees
    a. Name - Undergraduate Advisory Committee
    b. Purpose - To advise unit concerning undergraduate educator preparation programs, candidate evaluation, and accreditation issues.
    c. Members - Undergraduate program leaders.
    d. Expectations - Monitoring undergraduate programs, suggestions for change based upon available data, monitoring data collection.
    e. Reports - Minutes of meetings, curriculum proposals, data analysis for program change.
5. EPI Center
    a. Advising - Preliminary advising, degree plan preparation for undergraduate and graduate candidates.
    b. Duties - Serve ASU community, Information site for community, Assist faculty, recruit, attend conferences, keep abreast of certification requirements.
    c. Data - Unit data point for SBEC/TEA reports, LLB requests, Title II report, NCATE Unit data, annual data reports, archived information
6. Travel Policy
    a. Procedures - apply with in department, or dean's office with appropriate information
    b. Faculty - align to faculty development plan
    c. Staff - align to appropriate duties
    d. Student Travel - support from student organization, supplement from department or dean.
7. Evaluations
    a. Annual - use university forms and policy. Check calendar for submission dates
    b. Post Tenure - use university forms and policy. Check calendar for submission dates. Letter from Dean.
    c. Tenure and Promotion - eligibility letter for tenure from Provost. Use forms and follow university policy. Check calendar for dates.
    d. IDEA - complete FIF with the addition of questions developed for program evaluation.
    e. Staff - Annual Evaluations as prescribed by Human Resources
    f. Faculty - Annual, Tenure and Promotion, Year 1, Year 2, Year3, Post Tenure Review
    g. Administrator - Dean as directed by Provost, Chairs - IDEA Administrative Evaluations

    h. Graduate student employees - Evaluated by work group
    i. Work study students - Evaluated by work group
8. Academic
    a. Program Coordinators - Faculty member who oversees program, coordinates evaluations, analysis of data, initiates program change
    b. Program Evaluations
        i. Reports - part of annual data review
    c. Class
        i. Load- 12 SCH, Undergraduate -1 SCH = 1.0 for load, Graduate - 1SCH = 1.5 load.
        ii. Size - Online undergraduate 45, Online graduate 26
    d. Grading Policies - see university policy. Practicum and student teaching courses are graded pass/fail.
    e. Grievance – University Policy Guidelines for both candidates and faculty/staff.
9. Reports
    a. Annual State of the Unit - August - Dean
    b. Annual SBEC Report - Dean and EPIC staff - annual in fall
    c. Annual Title II Report - Dean and EPIC staff - annual in spring
    d. Annual SACS Report - Departments by semesters
    e. Annual SPOL Report - annual coinciding with budget
    f. Annual NCATE/AACTE - annual spring
    g. Business Reports - annual - summer