



# **College of Education Faculty Handbook**

**Fall 2011**

## Table of Contents

|  |          |
|--|----------|
| <b>I. College of Education Organizational Structure .....</b>          | <b>4</b> |
| 1. Conceptual Framework: A Light to and from the Mountains .....       | 4        |
| 2. Organizational Chart.....   | 4        |
| 3. College-wide meetings .....   | 4        |
| 4. Departments in CoE.....   | 5        |
| 5. Service Units in CoE .....  | 5        |
| 6. Chairs' Council .....   | 5        |
| 7. Leadership Team .....   | 5        |
| 8. Dean's Candidate Advisory Council .....                             | 5        |
| 9. Ed.D. Advisory Committee.....                                       | 6        |
| 10. CoE Standing Committees .....                                      | 6        |
| 11. Meeting minutes .....  | 7        |
| 12. CoE Annual Calendar .....  | 7        |
| <b>II. College of Education Personnel Policies and Procedures.....</b> | <b>7</b> |
| 1. Appointments within the College of Education .....                  | 7        |
| 2. Official Transcripts.....   | 8        |
| 3. Years Toward Tenure.....  | 8        |
| 4. Exceptional Expertise.....  | 8        |
| 5. Personnel Files.....  | 8        |
| 6. Mentoring.....  | 9        |
| 7. Faculty Consulting/Outside employment.....                          | 9        |
| 8. Travel .....  | 9        |
| 9. Professional Development for Faculty .....                          | 9        |
| 10. Candidate Evaluations of Faculty .....                             | 9        |
| 11. Annual Performance Evaluation of Faculty .....                     | 9        |
| 12. Other College of Education Evaluations .....                       | 10       |
| 13. Workloads.....   | 10       |
| 14. Advising.....  | 10       |
| 15. Course Syllabi.....  | 10       |
| 16. Severe Weather .....   | 10       |
| 17. Shelter in Place .....   | 10       |
| 18. Fire .....   | 11       |
| 19. Hostage Situation .....  | 11       |
| 20. Faculty180 .....   | 11       |
| 21. Graduation and Convocation.....                                    | 11       |
| 22. International Experience .....                                     | 11       |
| 23. Class trips.....   | 11       |
| 24. Teacher or Counselor-in-Residence.....                             | 11       |
| 25. Pinning Ceremony .....   | 12       |

|   |           |
|---|-----------|
| 26. Tuition Reimbursement.....  | 12        |
| <b>III. College of Education Academic Policies and Procedures .....</b>   | <b>12</b> |
| 1. Admissions.....  | 12        |
| 2. Admission to the Teacher Education Program (TEP).....                  | 12        |
| 3. Professional Partnership Network (PPN).....                            | 12        |
| 4. Ed.D Program.....  | 12        |
| 5. Graduate Admission Appeals .....                                       | 13        |
| 6. Electronic Portfolio System .....                                      | 13        |
| 7. Independent/ Directed Study.....                                       | 13        |
| 8. Designated Diversity (D)-Courses.....                                  | 13        |
| 9. Credit-by-Examination.....   | 13        |
| 10. Proficiency Evaluation .....  | 13        |
| 11. Credit for Prior Learning.....  | 14        |
| 12. Grade Submissions .....   | 14        |
| 13. Grade Appeal .....  | 14        |
| 14. Contingency Plans .....   | 15        |
| 15. Research .....  | 15        |
| 16. Candidate Concerns .....  | 15        |
| <b>IV. College of Education Non-Academic Policies and Procedures.....</b> | <b>17</b> |
| 1. Pictures and newspaper articles.....                                   | 17        |
| 2. Marketing Products .....   | 18        |
| 3. Fall Break .....   | 18        |
| 4. Spring Break.....  | 18        |
| 5. Required training.....   | 18        |
| 6. Harbor Room .....  | 18        |
| 7. Education Computer Lab .....   | 18        |
| 8. Candidate Recruitment.....   | 18        |
| 9. Candidate Trip Insurance.....  | 18        |
| 10. Requests for candidate information .....                              | 19        |
| 11. Contacting a Board of Regent Member or Legislator.....                | 19        |
| <b>V. Professional Education Unit Policies and Procedures .....</b>       | <b>19</b> |
| 1. Teacher Education Council .....  | 19        |
| 2. Graduate Assistants.....   | 19        |
| 3. Undergraduate Research Fellows.....                                    | 19        |

## CoE Faculty Handbook

The purpose of this College of Education Faculty Handbook is to assist faculty, especially those newly hired, in becoming aware of important policies and procedures of the college and to highlight available sources of support. For questions or additional information, please contact the Dean's Office at 783-2162.

### I. College of Education Organizational Structure

#### 1. Conceptual Framework: A Light to and from the Mountains

The College of Education and Professional Education Unit (PEU) have identified a coherent intellectual framework to support candidates, colleagues, public school practitioners, and stakeholders. Four critical concepts comprise this framework and advance the Unit's commitment to engage multiple communities and educators equipped to bring a "Light to and from the Mountains." These concepts are: Informed Decision-Making; Diversity and Holistic Education; Collaboration and Coalition Building; and Empowerment. The College of Education empowers its candidates to apply these concepts as they move through their academic program. In addition, five performance areas have been identified to guide the context used in decision-making, course and program outcome development, and assessment. The Unit and the faculty within individual programs assess the degree to which its graduates:

- a. master the content knowledge, professional and the twenty first century skills needed to make an optimal contribution to "whole" candidate learning in educational settings;
- b. are competent in the collection and use of data to inform decision- making and to demonstrate accountability for candidate learning;
- c. demonstrate professional dispositions;
- d. are culturally competent and understand the regions from which they have come utilizing knowledge and experiences to effectively "bridge the gaps" (economic, achievement, and geographic) ensuring optimal learning for all candidates;
- e. engage in authentic field experiences in collaboration with committed school based partners and are empowered to improve the quality of education throughout this region and beyond.

The College of Education's [Conceptual Framework](#) "A Light to and from the Mountains" and our [Continuous Assessment System](#) guide the work of the college.

#### 2. Organizational Chart

The college's [organization chart](#) can be found on the CoE Web site under the heading "Descriptions of the Unit Governance Structure."

#### 3. College-wide meetings

The College of Education will meet as a whole a minimum of two times per year, at the start of fall and spring semesters, following university convocation. Other meetings may be called as necessary by the dean of the college.

#### 4. Departments in CoE

There are three departments within the College of education:

- a. Department of [Early Childhood, Elementary, and Special Education](#)
- b. Department of [Middle Grades & Secondary Education](#) and [Master of Arts in Teaching](#)
- c. Department of [Foundational & Graduate Studies in Education](#)

#### 5. Service Units in CoE

There are four supporting units within the College of Education:

- a. [Educational Service Unit](#) provides coordination and delivery of services in the areas of teacher recruitment, Teacher Education Program (TEP) admissions, field experiences, clinical practice, teacher certification, and first year internships for Kentucky teachers and principals. Signed curriculum contracts are housed in the ESU office and copies are made for advisors.
- b. [21<sup>st</sup> Century Educational Enterprise](#) is a not-for-profit organization operated by the College of Education to promote community engagement partnerships through educational leadership, professional development, and classroom technology innovations in Kentucky schools.
- c. **Advising Center** is housed in 203B Ginger Hall. Two full-time professional advisors assist students throughout the Professional Education Unit with all aspects of advising including curriculum guidance, course sequencing, TEP application, and graduation planning.
- d. [Assessment Office](#) has oversight of the College of Education data management system and provides departmental and college support in data collection and reporting. The Assessment Office is located in 407 Ginger Hall and administrators can be contacted at either 3-2731 or 3-9352.

#### 6. Chairs' Council

The Chairs' Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month with membership consisting of the department chairs, dean, and associate dean (takes minutes). Minutes of meetings are posted on the CoE document room located in the "Document Room" at <http://www2.moreheadstate.edu/education/>.

#### 7. Leadership Team

The CoE Leadership Team meets the 3<sup>rd</sup> Friday in September, October, February, and March. Membership includes: department chairs; a faculty representative for regional campuses; the Director of Educational Unit for Child Services; the Director of the Education Services Unit; the Coordinator of MAT; a representative from secondary education; a representative from diversity initiatives; a representative from support staff; a representative from the Assessment Office; the Director of the 21<sup>st</sup> Century Education Enterprise System; the NCATE coordinator; and the Dean of the College of Education who chairs the meeting.

#### 8. Dean's Candidate Advisory Council

The Dean's Candidate Advisory Council meets one time per semester at a time based on candidates' schedules. Candidates from a variety of programs including representation from the Morehead regional campuses make up the membership of the council. Faculty and department chairs recommend student representatives. The charge of this group is to provide feedback to the dean on the Professional Education Unit, programs, processes, and student issues.

## 9. Ed.D. Advisory Committee

This advisory group will be established by the dean and will include the CoE dean, two EdD program faculty, one faculty member outside the program, and one practitioner (preferably a program graduate within four-to-five years). The charge of this committee is to oversee the processes of the Ed.D. program, review feedback and data on a regular basis, and address issues as needed.

## 10. CoE Standing Committees

- a. **Curriculum Committees:** The two college curriculum committees, undergraduate and graduate, meet monthly to review curriculum proposals, including course and program changes, new courses and programs, and deletion of courses and programs. The graduate curriculum committee has the additional responsibility of reviewing and approving graduate faculty status. Members are elected by departments on a three-year rotating basis; the associate dean serves as ex-officio member. The chair of the committee is elected at the first meeting of the fall semester to serve for the academic year. All curriculum requests are to be submitted electronically to the dean's office one week prior to the curriculum committee meeting to be distributed to committee members. Curriculum forms can be found on the Graduate Office Web "[Forms](#)" page.
- b. UG Curriculum Committee meets 3<sup>rd</sup> week of month
- c. Grad Curriculum committee meets 3<sup>rd</sup> week of month
- d. **Promotion and Tenure Committee:** Each department selects one tenured faculty member to serve on this committee. The committee is charged with following the Morehead State University Tenure (Pac 27) and Promotion (Pac2) policies, and CoE Faculty Evaluation Plan (FEP).
- e. **Honors Committee:** Each department selects a representative to develop and implement the spring honors program and reception. The Administrative Assistant in the dean's office facilitates this committee.
- f. **Interdisciplinary Curriculum Committee:** This committee coordinates and communicates about curriculum that goes across departments for the Teacher Leader (TL) Master's Program. The Department of Foundational and Graduate Studies oversees coordination of the committee whose membership consists of 1-2 specialty areas of the TL program along with one representative from each department who teaches in the TL core, a foundations faculty member, and one representative from outside of the College of Education. This committee reviews curriculum matters in the stead of the College Graduate Curriculum Committee, before they go to the TEC.
- g. **Academic and Professional Standards Committees:** Each department selects members to serve on the committee with the responsibility to resolve candidate issues related to academic and professional dispositional concerns.
- h. **College Faculty Evaluation Committee:** The College Faculty Evaluation Committee (FCEC) consists of two faculty members elected from and by each department in the college in the fall of the academic year for a one-year term. All members of the Committee shall: (1) be full-time faculty; (2) be tenured or in a tenure-track position; and (3) have served at least one full year at the University. The committee elects a chair from the membership of the Committee by September 15 of the academic year at a first meeting convened by the dean. This committee is to provide on-going faculty oversight of the annual evaluation process. Chairs and the dean shall not serve on this committee.
- i. **Department Appeals Committee:** Each department will, at the beginning of the academic year, elect a three-person Department Appeals Committee with the responsibility of handling disagreements faculty may have about their annual evaluation. It must include at least one non-tenured faculty with at least two years of employment with the department. In addition to the three-member committee, the faculty will elect an alternate committee member who will serve in cases an appeal is made by one of the committee members. At the time an appeal is submitted,

the committee will meet and elect one of the members as chair. The appeals process can be found in the CoE Faculty Evaluation Plan.

**PROCESS NOTE: The names of department representatives to standing committees are forwarded to the dean's office following selection/election.**

## 11. Meeting minutes

No later than two weeks following all college and departmental meetings, minutes should be submitted to the associate dean for posting on the CoE web site.

## 12. CoE Annual Calendar

Provides college-specific meetings and due dates.

# II. College of Education Personnel Policies and Procedures

The College of Education Faculty Evaluation Plan (FEP) provides policies and information governing annual evaluation, tenure, and promotion of faculty in accordance with Morehead State University PAC-30. The University Personnel Action Calendar provides all of the submission due dates for tenure (Pac-27), promotion (Pac-2), sabbatical leave requests (Pac-17), educational leave of absence (Pac-28), emeritus recommendation (Pac-3), contract renewal or non-renewal for faculty (Pac-27), graduate faculty application, and standing committees. Faculty members are responsible for following all timelines. The University Faculty Handbook University Personnel Policies and University Administrative Regulations provide helpful information and university procedures to all faculty.

## 1. Appointments within the College of Education

### a. Full-time faculty

- A Full-Time Standing Appointment designates an appointment that is full-time, tenurable, and for which no ending date is specified.

### b. Fixed term faculty

- A Fixed Appointment designates an appointment that is full-time for a fixed period of time and for which an ending date is specified. Such appointments may be specified for nine, ten, eleven, or twelve months and are non-tenurable.

### c. Part-time faculty

- Part-Time Appointment designates assignments that are less than 70%, based upon normal, full-time employment.

### d. Instructor

- This title is for an individual whose primary responsibility is teaching. The minimum qualification for this fixed-term, non-tenurable faculty rank is a master's degree with at least 18 graduate semester hours in the teaching field.

### e. Adjunct faculty

- Selected by department chair to teach specific coursework and must meet qualifications through documented appropriate graduate coursework and/or evidence of exceptional expertise in the area of teaching responsibility.

**f. Clinical faculty**

- P-12 school personnel and professional education faculty responsible for instruction, supervision, and/or assessment of candidates during field experiences and clinical practice (2008 NCATE Handbook, p 85)

**g. Professional Education Faculty**

- Those individuals employed by a college or university, including graduate teaching assistants, who teach one or more courses in education, provide services to candidates (e.g., advising), supervise clinical experiences, or administer some portion of the unit. (2008 NCATE Handbook p. 90 )

**h. Graduate faculty**

- Application approved through graduate curriculum committee and forwarded to the University Graduate Committee. Applications must be received by the CoE Graduate Committee by September 9 for faculty teaching graduate courses during the spring semester and by January 13 for faculty teaching graduate courses during summer and fall terms.

**i. Personal Service Contracts**

- Must be approved in advance of a consultant providing services; bids are often required.

**j. Endowed Professorships**

- The College of Education has two endowed professorships. The Ruth Boggs and E.L. Shannon Endowment is designated for faculty in the Department of Early Childhood, Elementary & Special Education; the Adron Doran Endowed position is available for faculty in the Department of Middle Grades/Secondary and the Department of Foundational & Graduate Studies. Due dates and application forms for the next academic year will be sent to faculty during spring semester.

## 2. Official Transcripts

Prior to hiring any full-time, part-time faculty or adjunct faculty, official transcripts of all academic work must be on file in the Provost's office.

## 3. Years Toward Tenure

A faculty member with years of experience may request to bring in years toward tenure when they are hired as a faculty member in the college (see PAc 27). The search committee reviews this request and a recommendation is made to the hiring department chair, with a review by the dean and provost. Documentation must be provided for each of the years brought in towards tenure and are included in the tenure portfolio.

## 4. Exceptional Expertise

When part-time or adjunct faculty are hired for exceptional expertise, details of the expertise are to be included in the PAR comments and in Faculty180.

## 5. Personnel Files

Personnel files for all faculty members are housed in (a) departmental offices and (b) the dean's office in locked files.

## 6. Mentoring

New faculty are assigned a faculty mentor by his/her department chair during the first year as a faculty member in the college. Faculty mentors provide guidance for university, college, and departmental policies and procedures and guidance for promotion and tenure planning.

## 7. Faculty Consulting/Outside employment

Faculty are allowed to consult one day per week or four days per month per UAR 114.01. A university consulting form, found on the CoE "[Forms](#)" web page, must be completed and submitted to and reviewed by the dean's office to ensure that courses are covered and there is no conflict of interest. A copy of the form is kept on file in the dean's office for auditing purposes.

## 8. Travel

All travel documents for professional development, attending conferences, etc. that require travel reimbursements should be submitted to the Education Program Assistant in the dean's office, 100 Ginger Hall. A travel request form, located on the CoE "[Forms](#)" web page or from the Office of Human Resources Web site, should be submitted at least **one week prior** to the travel time; the travel voucher should be submitted to the dean's office **within one week of return** to assure prompt reimbursement. If a car is being request, a travel request form should be submitted **two weeks prior** to travel. Requests should include: the meeting itinerary, beginning and ending odometer readings if personal vehicle was used (required by the state for auditing). Faculty members are responsible for making and paying for travel arrangements and will be reimbursed after travel with appropriate receipts. There is potential for additional travel funding through the dean's office – see "Professional Development for Faculty," below.

**PROCESS NOTE: Instructional travel is processed in departments.**

## 9. Professional Development for Faculty

Professional development funds are processed in each department. The dean's office has limited additional professional development funding available. Interested faculty should complete the CoE Funding Request, located on the CoE "[Forms](#)" web page and submit to the dean's office by September 15 for fall semester and by January 15 for spring semester.

## 10. Candidate Evaluations of Faculty

All tenure-track (probationary) faculty shall use the IDEA (*Instructional Development Effectiveness Assessment*) instrument in two different classes per semester. The paper version of IDEA is required in classes where candidates are actually present in a classroom and the online version is to be used for completely online courses only. In courses where the online instruction substitutes for more than 50% of the face-to-face class time, faculty may choose to use either the paper or online version of IDEA. Tenured, fixed-term, and adjunct faculty shall use a departmental or program candidate evaluation instrument(s) to be determined within their department. All IDEA evaluations are processed through the Academic Testing Center with results returned to departments for distribution to faculty; other evaluation forms used at the department level for tenured faculty and fixed-term instructors are processed at the department level.

## 11. Annual Performance Evaluation of Faculty

Procedures for annual performance evaluation of faculty in the College of Education are located in the Faculty Evaluation Plan (see PAc-27). All probationary faculty members must be observed teaching at least once annually by the chair and/or senior colleagues (as designated by the chair or the immediate

supervisor). The results of these observations must be included in the annual portfolio and in the final application for tenure.

No later than May 1 of each year and earlier if possible, all individuals holding the title of "Instructor" shall be notified if they will be retained for the following academic year. Such notification shall have been preceded by a performance evaluation similar to tenured and tenure-track faculty. The review will be based on the relative criteria for performance expectations as defined in the departmental FEP. Instructors not notified by May 1 will be eligible for rehire as an instructor at the time that a clear need has been identified and upon completion of a performance evaluation as outlined in the foregoing paragraph. When possible, instructors with more than three years of consecutive service will be given at least a 12-month notification of non-renewal.

## **12. Other College of Education Evaluations**

The annual evaluation of the dean, department chairs, and staff will be completed by February 15<sup>th</sup>.  
Conducting Searches

In an effort to increase the diversity of thought and backgrounds, most searches will be conducted through external means and will use a search plan consistent with university policies. Department chairs select departmental search committee members. The Director of the Educational Service Unit selects search committees for ESU searches. The dean selects committee members for administrative searches within the college. Search committees should refer to the College of Education [Diversity Hiring Plan](#)

## **13. Workloads**

All full-time faculty teach the equivalent of 4 courses (12 hours) per semester (a three-hour graduate course equates to 4 hours for workload purposes). Any course reassignment is made in consultation with the department chair and approved by the dean. Summer teaching assignments are made in consultation with the department chair. Any overload must be made approved by the dean and provost.

## **14. Advising**

Faculty who advise candidates are required to complete the e-Advising training workshop. Quality of student advising for each advisor is measured annually. A Graduate Advisor Handbook can be found on the Graduate Office "[Forms](#)" Web page.

## **15. Course Syllabi**

Course syllabi are to be formatted using the CoE template, located on the CoE web page, and uploaded into the FAC 180 system. For combined undergraduate and graduate courses, there must be either (a) two separate syllabi to show the difference between the expectations of undergraduate and graduate classes or (b) one syllabus with differentiated course expectations and requirements for undergrad and graduate candidates in the course. Every section of each course needs a syllabus even if the same instructor is teaching all courses. Independent studies also require a syllabus. Syllabi should contain contingency plans in case of class cancellation.

## **16. Severe Weather**

In case of severe weather, occupants of Ginger Hall should move to the stairwells of Ginger Hall or to the 2<sup>nd</sup> floor hallway. The dean or someone from the dean's office will provide an all clear when it is safe to return to classrooms.

## **17. Shelter in Place**

In case of active gunfire or a shooter situation, shelter in place: immediately seek refuge in an area that can be locked, if possible. A room without windows is the best choice, or in a corner of a room away from

windows in classroom situations. Hide inside behind a desk, under a table, or in a closet or bathroom and remain still and quiet. Take no action to intervene with the gunman/gunmen/shooter.

## **18. Fire**

In case of fire, exit Ginger Hall from 1<sup>st</sup> floor and congregate in front of Howell-McDowell; from 3<sup>rd</sup> floor exits, congregate in front of the library. In case of inclement weather, shelter inside either of these two buildings until there is an “all clear.”

## **19. Hostage Situation**

Immediately evacuate the building using the preplanned evacuation route (1<sup>st</sup> floor exits - Howell McDowell or 3<sup>rd</sup> floor exits - Library). Stay out of sight of the perpetrator at all times. Take no action to intervene with the hostage taker. Call University Police Department at 3-2035 or 911.

## **20. Faculty180**

The University requires that all faculty information such as vita, copies of transcripts, course syllabi, workload summaries, and teaching/scholarship/service activities be housed in FAC180 and updated each semester. Timelines for entering information into FAC180 are sent to deans, chairs, and faculty each semester by the Office of Assessment and Professional Development.

## **21. Graduation and Convocation**

Faculty are expected to attend one or both December and May graduation ceremonies. Departments coordinate and rotate the graduation marshals. Student marshals are solicited from active student organization membership. Fall and spring convocation attendance is required of faculty and staff. Faculty should alert their chair if unable to attend.

## **22. International Experience**

To promote international teaching and internationalization of curriculum, faculty are provided opportunities to submit proposals that provide international teaching experiences. Examples of these programs include: a) Kentucky Institute for International Studies (KIIS) – faculty from all KIIS member institutions are invited to submit course proposals and applications are typically due late winter/early spring for possible teaching opportunities the following year. Additional information may be found at [www.kiis.org](http://www.kiis.org); b) MSU Center for Leadership and Professional Development annually selects and awards to one faculty member from each college a round-trip plane ticket and \$500 towards expenses for international travel. Successful applicants accept the responsibility of following the itinerary described in their proposal, submit an application to teach overseas within two years and “internationalize” at least one class.

## **23. Class trips**

All excused absences connected to a class trip must have pre-approval of the department chair and dean. The faculty member hosting the trip should send a memo to the chair and dean with information about the trip and the memo with signatures is then given to students so they can work with their instructors. This should be done in the first 2 weeks of class. Faculty should strongly encourage students to purchase trip insurance (contact Risk Manager, Harry Gunn at [h.gunn@moreheadstate.edu](mailto:h.gunn@moreheadstate.edu)).

## **24. Teacher or Counselor-in-Residence**

The College of Education has established a Teacher or Counselor -in-Residence program. The CoE enters into an MOA with a school district to enable a teacher or counselor with exceptional expertise to join the faculty to provide practitioner, hands-on experience for candidates. This is reviewed on an annual basis.

Contracts for Teacher or Counselor-in-Residence are initiated and processed in the Office of Research and Sponsored Programs.

## **25. Pinning Ceremony**

Starting at five years of service, the university recognizes faculty and staff at an annual pinning ceremony. Each employee is encouraged to attend with his or her supervisor. Supervisors are expected to present the pin to the employee and to say a few words. The Office of Human Resources sends pinning invitations periodically throughout the year.

## **26. Tuition Reimbursement**

A request for tuition waiver will be completed on a Faculty and Staff Tuition Waiver Form and must be approved by the employee's supervisor and appropriate vice president. The form shall be presented to the Office of Enrollment Services no later than August 1 to have tuition waived for the fall term, January 2 or the first workday following the New Year's holiday for the spring term, and May 1 for any summer term. Individuals who commence regular, full-time employment after the applicable dates above, but before the first day of classes for the term, must submit the form prior to the last day to add a class. Note that MSU does not accept tuition waivers for 800-level courses.

# **III. College of Education Academic Policies and Procedures**

## **1. Admissions**

Admission processes, requirements, and policies for academic programs are located in the MSU undergraduate and graduate catalogs and found online on department web sites. Alternative routes to graduate admission may be found in the graduate catalog.

## **2. Admission to the Teacher Education Program (TEP)**

Admission requirements, timelines, and forms for the Teacher Education Program are located at the Educational Service Unit web site. The candidate whose admission to the TEP has been deferred by the interview committee during the regular fall or spring application cycle will have the option to file an appeal. Candidates interviewed outside the fall or spring application cycle (emergency interviews) will not be considered for an appeal. The entire appeal process is located in the TEP handbook.

## **3. Professional Partnership Network (PPN)**

P-5 program candidates interested in a residency program are encouraged to apply to the PPN program. Participants must be admitted to the TEP and should be available to spend concentrated amounts of time in a public school setting over 3 semesters. The college has a Professional Development School (PDS) partnership with Rowan County Schools in which candidates work in the schools, with time gradually increased each semester until the candidate is working full time during the first two weeks of the school year and then works 3 days a week in classrooms. MSU at Ashland has a developing PPN program for candidates who attend the Ashland site.

## **4. Ed.D Program.**

The MSU Ed.D. program is designed for the practicing educator who has already shown leadership potential in either the traditional educational leadership arena or educational technology specifically. The candidates

within these educational leadership learning communities work with local school leaders to identify real life problems that can be addressed by the Ed.D candidate within the program.

## 5. Graduate Admission Appeals

A candidate wishing to appeal a graduate program admission decision may do so in writing to the chair of the department. The chair will consider all documentation related to the appeal and render a decision.

## 6. Electronic Portfolio System

Candidates are required to purchase the electronic portfolio system adopted by the Unit.

## 7. Independent/ Directed Study

For the rare times when it is necessary for a candidate to complete an independent study (e.g., candidate is unable to enroll in a required course; candidate wants to complete a special topic or research interest) the following steps shall be taken:

- The faculty member should talk first with the candidate's advisor and then with the dept. chair to outline the purpose of the study;
- The chair, instructor, and candidate will then frame the course;
- The instructor completes the departmental "independent study" form and signs a contract agreeing to the objectives and outcomes of the study ;
- A syllabus must be created for the course and housed within the program and department files prior to the start of the independent/directed study and uploaded into FAC 180.
- Independent studies should not be substituted for TEP-restricted courses

There is no additional pay to faculty for independent studies.

## 8. Designated Diversity (D)-Courses

Faculty who wish to redesign a course to meet the requirements to be a designated diversity course should talk with their department chair about the requirements for this designation.

## 9. Credit-by-Examination

Candidates seeking credit-by-examination for courses in the College of Education should first contact the chair of the department in which the course resides to see if credit-by-examination is offered. If so, the candidate should then contact the Testing Center, 501A Ginger Hall (606) 783-2526, for information and next steps in the process. The applicant must have received a grade of at least a "C" in any undergraduate course or at least a "B" in any graduate class that is used to demonstrate competency for a proficiency review. Since proficiency evaluation is not part of a degree program, the University's typical limitation on the number of transfer credits hours will not apply to a proficiency evaluation. Successful proficiency evaluations will not be accepted in lieu of required course work in graduate programs.

## 10. Proficiency Evaluation

Experienced teachers seeking certification in an additional content area or for another grade level may request a proficiency evaluation to determine their eligibility. This is an individualized process during which appropriate university faculty will review an applicant's prior education, school-based professional development, experience, and/or other specialized training. The applicant is required to provide documentation of mastery of the critical competencies required of candidates completing the program of preparation in the field for which certification is being sought. This documentation can take a variety of forms including academic transcripts, records of in-service training, certificates, letters, work products, and other documents.

An applicant requesting a proficiency evaluation must obtain the [proficiency evaluation form](#) from the Testing Center and submit it with a letter of application, which briefly states the basis for applicant claim of eligibility for additional certification, to the chair person of the department which houses the desired certification program. The applicant will meet with the chair who will conduct a preliminary review to determine eligibility. As a guide in conducting this evaluation, the chair person will, on the evaluation form, list the core university courses required of candidates typically obtaining the desired certification. This list of courses is intended to serve as a guideline for assessing the core competencies addressed within each course.

## 11. Credit for Prior Learning

MSU's credit for prior learning policy, UAR 115.03, provides a course for course equivalency or course-match model which will allow adult students to demonstrate college-level learning that they have obtained through work experiences, hobbies, professional development, civic activities, travel, military service, or other means. Courses would be limited to those courses currently in the Morehead State University catalog. For more information, contact Joel Pace, Director of Adult & Early College Programs at [j.pace@moreheadstate.edu](mailto:j.pace@moreheadstate.edu).

## 12. Grade Submissions

Grades must be submitted by the due date set by the Registrar's office. Faculty not submitting by semester deadlines are reported to the dean and chair. Late grade submission requires the faculty member to complete a grade change form for each candidate, which must be signed by the chair and the assistant dean before being submitted to the registrar's office. The following institutional guidelines should be followed:

- Grade of "I" is assigned if the student has completed the majority of the work. The instructor must complete the CoE Incomplete Grade Form, located on the CoE web page. This form provides documentation for exactly what should be submitted for grading and documentation for the due date (no later than midterm of the next semester). This form is signed by the student to document that the student understands the timeline and remaining assignment(s). For online courses, instructors can get an e-mail response from the student indicate that they understand the incomplete grade process and timeline. It is helpful to attach a course syllabus to the form.
- If a student withdraws from the course and stops attending and/or doesn't complete the final, they are assigned a "U". That grade should not be changed later—a student must pay back their financial aid if they withdraw. If a student comes to you after the end of the semester requesting the grade be changed from a "U" to an "E" he or she may be trying to avoid paying back the financial aid. That will get the student, faculty member, and the university in potential fraud trouble!
- Grade of "E" is an earned grade and can't be changed to a higher grade if a student submits assignments after the end of the semester. An "I" should be used if the instructor intends to let a student make up an assignment or submit any assignments after the end of the semester

## 13. Grade Appeal

When a candidate has an academic dispute with a faculty member over a grade, there are procedures that exist to resolve the complaint in the most satisfactory way for both the student and faculty member. If the complaint involves a final grade, the candidate must take the complaint to the faculty member within the first two weeks of the beginning of the following semester. The entire policy that outlines the process, along with forms that must be completed, may be found online at

<http://www.moreheadstate.edu/files/units/daa/uar/UAR%20112%20%20Academic%20Grievance.pdf?n=9099>. Information about the academic grievance procedure can be found in both undergraduate and graduate online catalogs.

## 14. Contingency Plans

Each faculty member will put course contingency plans (i.e., weather or health related) in the university course management system each semester and review the plan with candidates so they know how access course materials in case of an emergency that cancels class should be stated in every syllabus. For weather-related circumstances, if the campus is not closed, it is expected that classes will be held.

## 15. Research

Faculty engaging in research should complete Collaborative Institutional Training Initiative (CITI) for human and animal subjects training available through the Office of Research and Sponsored Programs (ORSP) in 901 Ginger Hall. Any candidates working on projects funded by the National Science Foundation (NSF) must complete a series of readings and quizzes and score at least an 80% on training modules offered by the ORSP.

## 16. Candidate Concerns

### *Academic Overloads*

Candidates requesting academic overloads should first meet with the advisor. If the advisor approves, he/she sends an e-mail to the assistant dean providing the candidate's name, ID, and statement of approval and instructs the candidate to contact the assistant dean for final approval.

### *Process for student concerns*

Students who have concerns should first try to resolve the concern with their instructors. If the issue can't be resolved at that level, the student should be referred to the department chair. In some cases, the department chair may not be able to resolve an issue and the case is taken to the dean. Candidates should be advised to follow the appropriate process in order to have their case heard in a timely manner. Issues that go to the president or provost first are returned back to the college.

### *Emergency TEP interview*

All emergency TEP interviews are approved and scheduled through the Educational Service Unit. **Note that not all departments allow emergency interviews.**

### *TEP Waivers*

Candidates who have met all eligibility requirements for admission to the TEP who have been unable to schedule a TEP interview may be considered for a waiver to take up to two restricted courses (maximum of six credit hours) during one academic term only prior to admission to the program. The waiver does not override program specific requirements such as taking courses in a block. Candidates for the waiver must have completed a minimum of 60 semester hours and have the approval of their advisors. A waiver is not automatically granted to all applicants.

### *Missing TEP interview*

If a candidate presents unusual and extenuating circumstances for missing a scheduled TEP interview, the candidate should contact the chair of the interview committee to let him/her know the

appointment will be missed and the reason. The interview committee chair may ask the candidate to contact the chair of the department to determine if another interview will be scheduled. For a candidate at an extended campus, this may mean a trip to Morehead to be interviewed by another committee. A phone conference may be substituted for a face-to-face interview if deemed appropriate by the dept. chair.

*Coursework during clinical practice*

Candidates are not encouraged to take courses during his/her clinical practice. Exceptions may be made if it is the final course in the candidate's program and s/he meets GPA requirements. Candidates requesting to do this should be directed to the request form and meet with the Director of the Educational Service Unit.

*Snow days and clinical practice*

Weather-related issues impacting clinical practice are handled by the Educational Service Unit. In extreme cases, it may be necessary for EPSB to make a determination about make up days and/or waiver of required days.

*Verification of certification*

Candidates seeking verification of teacher certification should contact the Certification Officer in Educational Service Unit for initial certification inquiries and the Director of the Graduate Office for advanced certification inquiries.

*Course time conflicts*

When required courses create a time conflict or overlap, candidates are to meet with the department chair and advisor for resolution; faculty are not to offer resolution without first consulting the department chair.

*PRAXIS Retake Plan*

All candidates applying for Clinical Practice must show evidence that they have taken their PRAXIS exam(s). If a student is unable to obtain a passing score(s), a Praxis Re-Take Plan, designed by the candidate and assigned advisor/university supervisor, must be submitted to the ESU Director or Coordinator, prior to commencing clinical practice. Signatures of the candidate and the advisor/university supervisor are required. Re-Take Plan forms may be found by accessing "Forms" at ([www.moreheadstate.edu/esu](http://www.moreheadstate.edu/esu)). The Clinical Practice supervisor should monitor the candidate's progress with the plan in order to help the candidate successfully pass the exam before graduation, if possible.

*Academic and Professional Concerns*

Any faculty/staff member may recommend an undergraduate candidate be on "alert" based on class attendance, struggling with grades, non-academic issues, or struggling with assignments or topics in class. This is handled through the e-Advising system. See CoE advisors for assistance with this university alert system.

Faculty and staff who have concerns about an education candidate's academic and/or professional dispositions should

complete and submit an electronic incident report form, located on the CoE "[Forms](#)" web page. The form is forwarded to the department chair for action, which may include convening the department's Academic and Professional Standards Board for resolution and possible action plan. Copies of follow up to the incident report are maintained in the candidate's file in e-portfolio.

Copies of graduate candidate dispositional concerns are sent to the Director of Graduate Office.

*TEP-admitted candidates changing major*

Candidates admitted to the TEP who change to a non-education major will not be allowed to take TEP-restricted courses.

*Late enrollment*

Candidates who enroll in courses after the last day to add a class are not eligible for financial aid.

*Attendance and Excused Absences*

Faculty should familiarize themselves with the [MSU policy](#) on attendance and excused absences.

*International Students*

When advising international students be aware they must be enrolled in and complete the required number of courses each semester in order to maintain their visa status. Undergraduate international students are required to be enrolled in at least 12 credit hours; graduate students are required to be enrolled in at least 9 credit hours each semester. Only one course and no more than 3 credit hours taken online may be counted towards the required number of credits; any credits taken above the required number may be taken either online or face-to-face. Failure to maintain status will result in termination of the student visa and possible forced return to the home country.

## IV. College of Education Non-Academic Policies and Procedures

### 1. Pictures and newspaper articles

New faculty and staff should have an official photograph taken. Contact the MSU chief photographer in the Office of Communications and Marketing (OCM) to schedule an appointment. Faculty and staff should let the Education Program Assistant in the dean's office know when the picture has been taken. Faculty are not to submit articles and photos to the newspaper without first going through the Media Relations Director in the Office of Communications and Marketing (OCM). The newspaper will return anything sent that has not been cleared through Media Relations. To schedule a project, request a photo/image, or suggest a news item, complete the online [Start Here](#) form.

## 2. Marketing Products

Marketing products including graphic designs, layouts, publications, photo requests, Web, video, letterhead, memo pads, business cards, envelopes and news items should be submitted to the OCM office. Project requests should be submitted from the [Start Here](#) web page at least **4 weeks** prior to the date you need the product in hand. Additional time should also be included for printing with outside vendors, which may be required for large volume or irregular-sized projects. Projects that require photos to be set up and scheduled, or additional writing, etc. may require more time, so please plan accordingly. Requests will be scheduled based on institutional priorities. As part of the university-wide marketing initiatives, departments are not to produce their own recruiting brochures.

## 3. Fall Break

Candidates are on break but faculty may be expected to attend meetings and scheduled professional development activities.

## 4. Spring Break

Faculty are not required to be on campus during spring break; however, Morehead State University is open for business and all staff are expected to work unless they elect to take vacation with advanced approval of the dean.

## 5. Required training

All faculty/staff are required to complete Sexual Harassment Training on an **annual** basis. Advisors are required to complete e-Advising training. Anyone supervising a graduate assistant is required to complete GA training Documentation of FERPA training is required for faculty, staff, and graduate assistants who are handling confidential information.

## 6. Harbor Room

The College of Education maintains the Harbor Room, 307 Ginger Hall, as a place for faculty/staff/candidates to gather. To reserve the room, contact the dean's office to get the name and event on the calendar, which will be posted, on the door.

## 7. Education Computer Lab

A Macintosh computer lab located in GH 213 is available for student and faculty use, including reservations for class sessions. Reservations can be made with the secretary in the Advising Center, GH B203.

## 8. Candidate Recruitment

It is the practice of the College of Education to actively recruit candidates through various recruitment events and to send personal communication to potential candidates expressing interest in our programs either by e-mail, letter or post card.

## 9. Candidate Trip Insurance

Trip insurance is required for MSU candidates who go on a class- or university-sponsored trip. Faculty should fax a list of candidate names and a complete candidate trip form to the University Risk Officer at 783-2359 at least three days before the scheduled trip. For required diversity trips, the College of Education pays for the trip insurance; for other trips, candidates pay for their own trip insurance unless special arrangements are made between the faculty and dean. Candidates should contact the University Risk Officer for further information and payment procedures.

The College of Education purchases candidate trip insurance for MSU-sponsored events that bring candidates to campus. Faculty in charge of visiting candidate trips should fax a list of candidate names and a completed candidate [trip insurance form](#) to the University Risk Officer, at 3-2359 at least three days before the scheduled trip.

#### **10. Requests for candidate information**

Outside agencies (including visits by FBI) requesting candidate information should be referred to Human Resources or the College of Education Dean's office.

#### **11. Contacting a Board of Regent Member or Legislator**

Any faculty/staff wishing to make contact with a board member or legislator for official business should go through the President's Office to make the contact official. Likewise, if a legislator or board member contact any faculty/staff, the President's Office should be notified immediately. It is appropriate to contact a legislator as a private citizen.

## **V. Professional Education Unit Policies and Procedures**

### **1. Teacher Education Council**

The Teacher Education Council (TEC) is the governing body of teacher education at MSU. The purpose of the TEC is to recommend requirements that govern Morehead State University Teacher Education Programs, to advise appropriate units of the University of teacher education policies, and to provide leadership in early childhood, elementary, middle, 5-12, P-12 and secondary education reform. The Teacher Education Council (TEC) meets the third Wednesday of each month August through May, with no scheduled meetings in January. Membership consists of, at least one representative from each of the following: the Professional Education Unit, public school administrators, public school teachers, the regional community colleges, and a community member. The Dean of the College of Education will seek nominations for the public school and community representatives and will appoint Professional Education Unit representatives based on input from the other MSU Deans. The intention is to ensure that representation from appropriate stakeholder groups is in attendance at called meetings.

### **2. Graduate Assistants**

Selection of Graduate Assistants is made by the department chairs. If a candidate cannot be found by due dates set by the Graduate Office, the department will lose that position. All GA assignments are to be education-related and provide the candidate with rich experiences. GAs should not be assigned clerical duties.

### **3. Undergraduate Research Fellows**

Faculty are encouraged to mentor an undergraduate candidate on a research project through the Undergraduate Research Fellowship Program. Candidates accepted into the program are required to submit a proposal to Posters-At-The-Capitol in Frankfort and the Spring Celebration of Student Scholarship. The Undergraduate Research Fellows program is facilitated from the dean's office, with applications due each spring for the next fall. A fellow may hold a fellowship for all 4 years and the program can be used to recruit high performing high school seniors.