

## Policy 2.0

*The links below will allow you to jump directly to a section of Policy 2.0*

[2.1](#) | [2.2](#) | [2.3A](#) | [2.3B](#) | [2.4](#) | [2.5A](#) | [2.5B](#) | [2.5C](#) | [2.5D](#) | [2.5E](#) | [2.5F](#) | [2.5G](#) | [2.5H](#) | [2.5I](#) | [2.6A](#) | [2.6B](#)

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Role of Dean's Office** **Number: 02. 1**

**Specific Subject:** **Number:**

**Subject Component:** **Number:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

College of Education is subject to and must be responsive to many external agencies. At minimum, dean and office staff must be able to complete following functions.

1. Perform all internal duties of record keeping, budgeting, scheduling, and administrative support for faculty, departmental programs, and college level priorities, while responding to all university instructional and regional priorities.
2. Keep abreast of and develop an institutional reputation for leadership in reform, improvements, and socio-political issues and contexts that impact upon school personnel preparation and human service personnel who are prepared by college.
3. Become familiar with and prepare a systematic means of response to needs of schools and education within region. Response may require curriculum changes in specific programs, research on issues concerning effectiveness of schools, direct non-credit services, and a "broker role" in matching requests for school and agency assistance with appropriate resources on and off campus. Same service functions must be known and met for communication disorders, rehabilitation, recreation, exercise science, youth agency administration, and human services.
4. Develop expertise and make analyses of state governmental regulations and issues that have direct consequences on professional education. It is also incumbent upon dean to develop recognition as leader and attempt to influence and/or assist educational policy makers within Kentucky. Same expertise and leadership must be provided for each of majors within college and must be initiated for all changes in accreditation for regulatory agencies to which each program must be accountable.
5. Develop strategies for successful cooperation between regional universities nationally and statewide, to secure funding resources, and respond to needs of students and regional clientele.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Personnel Records Housed in Dean's Office** **Number: 02. 2**

**Specific Subject:** **Number:**

**Subject Component:** **Number:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

Dean of College of Education shall be knowledgeable of and comply with latest university policies concerning housing and maintenance of personnel records.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Meetings** **Number: 02. 3**

**Specific Subject: College Administrative Council (CAC)** **Number: 02. 3A**

**Subject Component:** **Number:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

#### Purposes

Develop, review, and recommend policy to dean and assist implementation of college policy within departments. CAC serves as a coordinating agency for resource sharing, scheduling of classes, and use of facilities within college. Working with dean, CAC will develop and annually update college strategic planning documents and will assist in coordination of all accreditation activities.

#### Membership

1. Chairpersons.
2. Others as deemed appropriate by dean.
3. Dean serves as chairperson of CAC.

#### Procedures

1. CAC shall meet as called by dean.
2. Agenda and minutes of CAC meetings shall be distributed to faculty.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Meetings** **Number: 02.3**

**Specific Subject: College Meetings** **Number: 02. 3B**

**Subject Component:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number:**

Dean will schedule a college-wide meeting at beginning of each academic year and other college-wide meetings, as deemed necessary.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Alumni Activities**

**Number: 02. 4**

**Specific Subject:**

**Number:**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

Dean's office will coordinate and promote activities that foster contact with alumni.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Fiscal Management**

**Number: 02. 5**

**Specific Subject: Support of Faculty Development Activities**

**Number: 02. 5A**

**Subject Component:**

**Number:**

**Effective Date: Spring 1989**

**Revised Date: Spring 2001**

**Reviewed Date: Spring 2008**

1. Departmental operating budgets include resources and travel money to support faculty development activities. Department chairpersons are charged with responsibility of allocating these resources in a manner that is both equitable and consistent with departmental goals.
2. Dean may allocate additional college resources to support faculty development activities and may do so by individual allocation to requesting faculty or by transferring additional funds to departmental budgets.
3. Individuals making requests to dean for support for faculty development assistance or travel funds from college resources should make these requests in writing with supportive materials included. Each request must include approval and signature of departmental chairperson.
4. Purposes of faculty travel must reflect and be consistent with college and departmental goals and may include following types of activities. Activities nearer top of list will be given preference for funding by dean's office.
  - a. Travel that leads to participation on Kentucky planning committees, state certification and/or curriculum committees, state governance committees, and other state level functions related to program certification.
  - b. Travel for purpose of presenting papers and/or research findings at professional conferences and meetings at state, regional, or national levels.

- c. Activities leading to development or enhancement of specific faculty skills including workshops, training sessions, and symposia.
- d. Attend meetings and participate in state professional associations and state conferences.
- e. Attend and participate in regional and national conferences of professional associations.
- f. Support research activities.
- g. International travel and development activities.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Fiscal Management** **Number: 02. 5**  
**Specific Subject: Student Workers/Employees, & Assignments** **Number: 02. 5B**  
**Subject Component:** **Number:**  
**Effective Date: October 11, 1976 (memo from Director of Financial Aid)**  
**Revised Date: Feb. 14, 1990; Spring 2001**  
**Reviewed Date: Spring 2008**

Dean of College of Education shall comply with, and enforce latest university policies regarding student employment duties and assignments on University Student Employment Program or Federal Work-Study Program, and any programs by which students are employed by university.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Fiscal Management** **Number: 02. 5**  
**Specific Subject: Equipment** **Number: 02. 5C**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

All purchases of equipment must be consistent with college's plan for effective-use of resources inventoried. Dean must approve all major equipment items in excess of \$500 in advance of purchase. Prior to purchases, resources must be available for appropriate service contracts related to specific equipment purchased.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Fiscal Management** **Number: 02. 5**  
**Specific Subject : Scholarship Resources** **Number: 02. 5D**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Revised Date: FALL 1996; Reviewed Date: Spring 2001; Spring 2008**

1. Dean will promote development of resources (e.g., phone-a-thon) to be utilized for scholarships and other student support.
2. Dean's office will coordinate and communicate with departments and students availability of scholarship resources.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**

**Subject Area: Fiscal Management** **Number: 02. 5**

**Specific Subject: Faculty Incentive Grants** **Number: 02. 5E**

**Subject Component:** **Number:**

**Effective Date: February 22, 1989**

**Revised Date: FALL 1996; Reviewed: Spring 2001; Spring 2008**

The College of Education Faculty Incentive Grants is designed to provide support to faculty engaged in efforts to improve student learning opportunities in the college. Awards may be made at any time during the year. The following categories will be considered, along with funding procedures (additional information may be provided each year with the call for proposals):

### Categories

1. To support restructuring of courses or programs to incorporate best-practices in instructional technology.
2. To enhance efforts to advance research agenda and promote dissemination of information.
3. Encourage teaching/research efforts among COE faculty across departments within the college, across the university, with off campus programs and with school partners.
4. Enhance internationalization, diverse experiences and multicultural opportunities.
5. Preparation/Remediation for COE Candidates to pass PRAXIS II/PTL/Specialty Exam(s) to successfully exit programs and obtain certification.
6. Preparation/Remediation for COE Candidates to meet General Academic Proficiency (GAP) requirements for admission to teacher education.

### Funding

1. Each mini-grant will be up to \$2,000.
2. The number of grants will depend on the quality of the applications and the COE budget.
3. Grant monies must be spent using appropriate university procedures, forms, etc.
4. Fund must be encumbered by the end April of the given academic year.
5. Grants requiring technology purchases must have approval by the KATE Director.
6. Funded recipients will be required to submit a short summary of the results of their mini-grant by June of the given academic year. This report will be submitted to the COE College Administrative Council (CAC).

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Fiscal Management** **Number: 02. 5**  
**Specific Subject: Salary Recommendations & Increments** **Number: 02. 5F**  
**Subject Component:** **Number:**  
**Effective Date: May 8, 1980**  
**Revised Date: FALL 1996; Spring 2001**  
**Reviewed Date: Spring 2008**

All collegiate policies for developing salary recommendations must be consistent with Regents Salary Policy Statement adopted May 8, 1980 and any other university regulations or instructions that are a part of budget process. Final salary decisions are made by formal action of Board of Regents; all actions at lower levels are in form of salary recommendations.

NOTE: Vacant lines do not generate salary increase monies. Money not used for salary in vacant lines may be spent on non-reoccurring expenses only.

1. Salary determination and recommendation process in colleges an activity that involves participation and input of dean, chairpersons, and faculty. Faculty and chairperson in each department must jointly develop departmental salary procedures that will be utilized in awarding across-the-board and merit salary increments. Dean must approve departmental salary plans.
2. When annual salary allocation for college is presented to dean, these funds will be allocated to departments and other units in college utilizing following guidelines:
  - a. Salary money designated as across-the-board will be passed forward to each department based on appropriate percentage of aggregate salary pool of employed faculty and staff in department. This across-the-board money will be distributed to each faculty member who meets minimum acceptable performance standards. Vacant lines are not used in this calculation.
  - b. Salary money designated as merit money will be passed forward to each department based upon appropriate percentage of aggregate salary pool of employed faculty and staff in department. This money will be distributed to appropriate faculty and staff based upon merit pay procedures adopted for department. Vacant lines are not used in this calculation.
  - c. All across-the-board and merit money that is generated by salaries of employed faculty and staff is passed through to salary pool at department level. There, it is to be allocated in a manner consistent with university, college, and departmental salary policies. Only moneys associated with vacant lines are not distributed in this manner.
  - d. Dean may elect to redistribute other dollars through salary process. This might include across-the-board and merit money from vacant lines or other salary savings' dollars that might qualify for redistribution. In consultation with chairpersons, dean may distribute any additional funds directly to individual

faculty in order to address critical salary inequities or market conditions or might elect to allocate these moneys through departmental merit process.

3. Chairperson is responsible to conduct all salary activities at departmental level. This shall include appropriate individual performance assessment; application of approved departmental salary procedures, and development of fair and equitable individual salary recommendations based on departmental salary policy. Chairperson shall inform each individual faculty member of salary recommendation and shall then present these recommendations, with appropriate justifications, to dean. Dean may approve, disapprove, or require additional justification for any recommendation.
4. Upon notification by chairperson of salary recommendation, faculty member may appeal recommendation directly to dean or through normal university grievance procedure. In event an appeal is made to dean, written notification of intent to appeal must be submitted to that office within one working day (24 hrs) of salary conference with chairperson.
5. Upon completion of all salary development activities and following verification and reconciliation of all budget entries, dean shall forward college annual budget, with salary recommendations, to provost.
6. In event any one of these policy statements or procedures is determined to be inconsistent with current university salary policy, it shall not necessarily invalidate others but shall be superseded by appropriate university policy.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE**

**Subject Area: Fiscal Management**

**Specific Subject: Grants**

**Subject Component:**

**Effective Date: July 26, 1982**

**Revised Date: FALL 1996; Reviewed Date: Spring 2001**

**Reviewed Date: Spring 2008**

**Number: 02**

**Number: 02. 5**

**Number: 02. 5G**

**Number:**

Approval Process

1. Grant proposals shall follow latest university policies.
2. Dean's signature does not represent approval or disapproval of salaries for specified grant personnel; it represents an approval of amount requested for line. Salaries for specific personnel will be determined if and when grant is funded according to standard university and college practice (dean's memo, Sept. 21, 1983).

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE**

**Subject Area: Fiscal Management**

**Specific Subject: Course Survival Criteria**

**Subject Component:**

**Number: 02**

**Number: 02. 5**

**Number: 02. 5H**

**Number:**

**Effective Date: July 26, 1982**

**Revised Date: FALL 1996; Reviewed Date: Spring 2001; Spring 2008**

In determining feasibility of course offerings, following criteria will be used:

1. student needs related to certification;
2. availability of resources;
3. enrollment data;
4. program accreditation needs;
5. special contractual requirements;
6. program completion needs; and
7. other.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Fiscal Management** **Number: 02. 5**  
**Specific Subject: Formula for Calculating Salary for Chairpersons** **Number: 02. 5I**  
**Subject Component:** **Number:**  
**Effective Date: July 1, 1983**  
**Revised Date: July 1, 1983 (memo, Nov. 11, 1982, VPAA); Spring 2001; Spring 2008**

Dean shall follow latest university formula for calculating chairpersons' salary in regard to chairperson supplement, to chairperson taking time off in summer, and for reducing chairpersons' salary to nine months.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Other Administrative Function/Offices** **Number: 02. 6**  
**Specific Subject: Center for Environmental Education (CEE)** **Number: 02. 6A**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Revised Date: FALL 1996; Reviewed: Spring 2001;**  
**Reviewed Date: Spring 2008**

College of Education houses a Center for Environmental Education. CEE provides workshops and classes to both undergraduate and graduate students. This activity creates opportunities for pre-service and in-service teachers to practice use of teaching and learning strategies to utilize environment as an integrating context or theme.

CEE has a professional outreach educator who has liaison role between schools and center. This person provides lessons for children throughout region that connects environmental education to ongoing curriculum and programs in schools. Goal is to connect environmental to multiple disciplines and provide a way to improve all a school subjects.



CEE conducts workshops and provides university classes for individuals interested in environmental education.

CEE maintains a resource room that includes books, journals, videos and multimedia materials for pre-service and in-service teachers. These materials can be reviewed and held for checkout on CEE web page. Resource room contains a variety of materials including films, reference books, field guides, simulations, and books for children

CEE directs West Kentucky Environmental Education Cooperative, a group of approximately ten (10) school systems. This group provides input and advice to CEE and provides opportunities for each member school system to receive instructional and support services.

**Policy Area: DUTIES AND RESPONSIBILITIES OF DEAN'S OFFICE** **Number: 02**  
**Subject Area: Other Administrative Function/Offices** **Number: 02. 6**  
**Specific Subject: Kentucky Academy of Technology Education (KATE)** **Number: 02. 6B**  
**Subject Component:** **Number:**  
**Effective Date: Fall 1996**  
**Revised Date: Spring 2001**  
**Reviewed Date: Spring 2008**

Kentucky Academy of Technology Education impacts student learning by improving use of technology as an effective instructional tool. KATE provides visionary leadership and high-level technological resources to ensure that exemplary services are readily available to educators in Commonwealth of Kentucky.