

College of Education

DEPARTMENT-ADMINISTRATION POLICIES

Departmental Mentoring

Primary responsibility for counseling and supporting faculty members as members of the College, the University, the profession, and the community resides in each faculty member's department.

- 1 Departments shall develop procedures to insure that such counsel and support is available. Procedures should be clearly communicated to all faculty members.
 - Such counsel and support shall extend, but not be limited, to such matters as (a) attaining tenure and/or promotion, (b) maintaining and/or increasing one's skills in teaching, scholarly activity, and/or service, or (c) becoming integrated into the COE, the University, and the community at large.
- 2 **Degree/Credential Advisory Committees.** Every degree or credential program in the College of Education shall establish and regularly use an advisory committee composed of representatives of all significant client and professional communities with which program faculty must interact. A single committee may advise for more than one degree or credential program.
- 3 **Evaluation.** Maintenance of acceptable programs demands a continuous process of evaluation of graduates of existing programs, modification of existing programs, and long-range planning
 - Departments shall keep abreast of emerging evaluation techniques and engage in systematic efforts to evaluate quality of their graduates upon completion of their programs of study and after they enter professional practice. This evaluation shall include evidence of their performance in relation to program objectives and/or competencies. Departments shall submit to the Dean's Office an annual evaluation report.
 - Departments shall regularly evaluate their programs and use the results of their evaluations in the modification of those programs.
 - Departments shall plan for long-range development; these plans shall be part of a design for total College development.