

INSTRUMENT OF GOVERNANCE
SCHOOL OF EDUCATION
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

I. Purpose and Structure

This instrument is designed to facilitate and govern the School of Education (SOE) Faculty's academic and professional responsibilities. In order to meet these responsibilities, the Faculty will require regular consultation with the Dean, the SOE's Administrative Officers, and active committee and Faculty Assembly participation.

A. The Dean

The Dean is the administrative head of the SOE. The authority of the Dean derives from the responsibility delegated by the Chancellor of the University through the Provost. The Dean provides leadership and oversight in matters relating to program development, personnel, faculty workload, annual review, resource management, support services, public relations, and external funding. The initiation of proposals for, and evaluations of, all policies and actions of the SOE, and the representation of the SOE at the administrative level of the University are additional responsibilities of the Dean. While the Dean of the SOE may delegate duties to various administrative and faculty associates and to committees of the SOE, the Dean of the SOE has the authority and responsibility for the actions of the SOE except where explicitly stated otherwise in University regulations.

B. The Faculty

The purpose of this Instrument of Governance is to codify the means by which faculty participation in the academic and administrative affairs of the SOE are assured, which affect the mission, programs, and services of the SOE. This participation is undertaken within the appropriate administrative structure of the SOE, primarily through representation on governing bodies of the SOE, namely the Faculty Council and Faculty Assembly (including all standing committees constituted under the purview of Faculty Assembly).

The Faculty acknowledges and accepts accountability for the curriculum and for the quality of instruction and scholarship within the SOE through both primary and shared responsibility and authority.

The Faculty recognizes that legal responsibility for governance is vested in the Chancellor as the Board of Governors delegates it to them and as they have delegated it to other officers of the University. The Dean is the administrative head of the unit, with unit-wide authority delegated by the Chancellor.

C. Organizational Structure

The SOE comprises five departments:

- Counseling and Educational Development
- Educational Leadership and Cultural Foundations
- Information, Library, and Research Sciences
- Specialized Education Services
- Teacher Education and Higher Education

Each department shall have a Chair. The Department Chair is the administrative head of the department. The Department Chair supervises the faculty of the department, overseeing faculty productivity and the faculty evaluation processes. The Department Chair provides oversight of departmental administrative, budgetary, and shared governance processes.

Each department shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina, the Regulations on Academic Freedom, Tenure and Due Process, the University of North Carolina at Greensboro Instrument of Governance, and this SOE Instrument of Governance.

To support a high-quality curriculum and faculty excellence, each department shall establish the following standing committees.

1. The departmental Curriculum Committee, which supports the review, revision, and development of curriculum.
2. One or more departmental Peer Review Committees, which engage in the review of faculty productivity to be used within the scope of the annual faculty evaluation and post-tenure review processes.
3. The departmental Promotion and Tenure Committee, which conducts the department-level review for faculty reappointment, promotion, and the award of tenure.

D. Administrative Officers

The Administrative Officers of the SOE consist of the Dean, the Associate Deans, and the Department Chairs. The Administrative Officers of the School, other than the Dean, shall have duties and responsibilities determined by the Dean. These duties and responsibilities shall be consistent with the SOE's Instrument of Governance and the rights and obligations of the Faculty.

II. Governing Bodies

- A. This Instrument of Governance establishes the following governing bodies: the Faculty Council, the Faculty Assembly, and standing committees of the Faculty Assembly. Provisions are also made for such special and ad hoc committees as may become necessary.

- B. If any positions are not filled on the Faculty Council or the Faculty Assembly, these bodies may still function.

III. Faculty Council

A. Function

The Faculty Council serves as a vehicle to facilitate communication and discussion between the SOE Faculty and the Dean's office and the SOE's Administrative Officers. The Faculty Council serves in a consultation and advisory role to the Dean and SOE administration. Additionally, representatives from each department elected to Faculty Council serve on the SOE Elections and Appointments Committee.

B. Membership

The Faculty Council is chaired by the Dean and shall include as members:

- five (5) tenured faculty members (one from each department) elected within their departments;
- two (2) at-large faculty members elected from the SOE (one to be a pre-tenure/post-reappointment position and one to be a Professional Track Faculty member), with the two at-large members elected from different departments;
- ex-officio members of the Faculty Council include the Chair of the Faculty Assembly, the Dean, the Associate Deans, and the Department Chairs.

All elected members of the Faculty Council will serve a 2-year term, with staggered elections such that either three or four members of the Council (two or three departmental representatives and one at-large representative) are replaced each year. Terms of Faculty Council members may be renewed by vote of their respective department. In the event any one role of those listed in section B does not have available candidates, the Dean, in consultation with the Department Chair, may appoint a representative.

C. Duties

The duties of the Faculty Council include sharing and discussing information and concerns of the SOE; providing advice and counsel to the Dean and the other SOE Administrative Officers; discussing the budget and allocation of resources; consulting on management of the SOE; facilitating communication with the Faculty; suggesting items for the agenda for the Faculty Assembly; advising the Chair of Faculty Assembly on committee appointments and other matters that may be in the purview of the Faculty Council. The Faculty Council is an advisory rather than voting body.

D. Meetings

Meetings will be called by the Dean. Faculty Council meetings will be open to the Faculty. Minutes of Faculty Council meetings will be available to the Faculty.

IV. Faculty Assembly

A. Function

1. The Faculty Assembly is a forum for Faculty discussion of critical issues related to the SOE's progress. The Faculty Assembly shall enact general policies for the governance of the Faculty of the SOE and approve procedures for all standing committees. The Faculty Assembly acts on reports and recommendations from Committees.

B. Membership

1. The entire membership of Faculty Assembly comprises individuals with an SOE Tenure Track appointment or a full-time (an FTE appointment of 0.75 or greater) SOE Professional Track appointment under the designations of Clinical, Lecturer, and Visting.
2. Voting members of Faculty Assembly comprises individuals with an SOE Tenure Track appointment or an SOE full-time (an FTE appointment of 0.75 or greater) Professional Track appointment under the designations of Clinical and Lecturer.

C. Chair

1. The Chair of Faculty Assembly is responsible for convening the faculty at least once a semester, conducting the meetings, holding elections as required in the Instrument of Governance, and all other duties identified in Article IV, Section G below. The Chair will also serve as the Co-Chair of the SOE Elections and Appointments Committee in support of and assistance to the Committee Chair (Elections Officer). Other duties include ensuring the election for the next Chair-Elect in collaboration with the SOE Elections and Appointments Committee Chair and the Dean's Executive Assistant.
2. The Chair will also serve as an ex-officio member of the Faculty Council. In the event that the Chair is unable to attend a meeting of Faculty Council, it is the Chair's responsibility to reach out to the Chair-Elect with an invitation to attend.

D. Chair-Elect

1. The Faculty Assembly shall elect a Faculty member to serve as Chair-Elect for a term of one year to be followed immediately by the assumption of the office of Chair. The Chair-Elect will assist the Chair in all duties and, when required, stand in for the Chair as the representative of the Faculty Assembly.
2. The Chair-Elect will work with the Faculty Council representatives and the SOE Elections and Appointments Committee Chair to administer departmental elections for the Faculty Council.

3. The Chair-Elect is welcome to attend all Faculty Council meetings and is expected to stand in for the Chair in the Chair's absence.

E. Past-Chair

1. Upon completion of their term as Faculty Assembly Chair, Past-Chair will actively orient and mentor the Chair, providing support, guidance, and assistance as requested by the Chair.
2. When required, the Past-Chair will stand in for the Chair or Chair-Elect as the representative of the Faculty Assembly.

F. Quorum and Voting

1. A quorum shall consist of a majority of the voting membership. While meetings of the Faculty Assembly may be held without quorum, voting may only occur when a quorum exists.
2. Voting may be conducted in-person or using a remote process.

G. Duties, Responsibilities, and Authority

1. The Faculty Assembly shall:
 - a. provide a forum for the discussion of issues;
 - b. act as the legislative body of the Faculty;
 - c. determine which matters shall be delegated to other bodies established by this Instrument;
 - d. maintain and promote high educational and professional standards of the SOE;
 - e. promote the health, safety, and welfare of all members of the SOE;
 - f. strive to promote an inclusive and equitable environment that values and embraces diversity; and
 - g. support the Curriculum Committee in approving academic and program requirements for undergraduate and graduate degrees and programs when requested.
2. Meeting and Procedures
 - a. The Faculty Assembly shall hold at least one regular meeting each semester. The primary aims of meetings will be to disseminate vital information to the faculty, dialogue about critical issues impacting the SOE and/or the University, and gather faculty feedback to inform SOE administrators. The Chair of the Faculty Assembly shall determine the time, place, and the date of the meetings. Special meetings may be called at the discretion of the Chair or by a written request to the Chair by a majority of the members of the Faculty Council.

- b. The Chair of the Faculty Assembly shall serve as presiding officer of the Faculty Assembly. In the absence of the Chair, the Chair-Elect or some other member of the Faculty Assembly designated by the Chair shall preside.
- c. The Faculty Assembly may vote on any proposal, except amendments to the Instrument of Governance, at the time of the presentation of the proposal, provided that the proposal shall have been delivered to the Faculty Assembly members at least ten (10) calendar days prior to the Faculty Assembly meeting. The Faculty Assembly may vote on amendments to the Instrument of Governance provided that the amendment shall have been delivered to the Faculty Assembly at least twenty (20) calendar days prior to the Faculty Assembly meeting. Any proposal introduced from the floor with no prior circulation to the members of the Faculty Assembly shall lie on the table until the next regular or called Faculty Assembly meeting.
- d. The rules of order for the Faculty Assembly shall be based on the latest edition of Robert's Rules of Order.

H. Committees

To further conduct the business of the Faculty Assembly, standing, special, and ad hoc committees shall be established. All such committees are responsible to the Faculty Assembly, shall submit recommendations, and shall submit an annual report to the Faculty Assembly. Each standing committee shall be charged with developing its own procedures, which shall be approved by the Faculty Assembly.

The SOE Elections and Appointments Officer and Faculty Assembly Chair are responsible for ensuring that all members are seated as specified in Article IV for each SOE standing committee. The names of the SOE committee replacements for all standing committees for the following academic year are due to the Chair of the Elections and Appointments Committee (Elections Officer) by April 1st.

Special and ad hoc committees shall be appointed to meet the needs of the SOE not addressed by standing committees. Creation of standing and ad hoc committees shall be approved by the Faculty Council. The Chair of the Faculty Assembly and Dean, in consultation with the Faculty Council, shall appoint committee members as required. All such committees are responsible to the Faculty Assembly, shall submit recommendations, and shall submit reports to the Faculty Assembly as needed.

The standing committees of the Faculty Assembly are:

1. Curriculum Committee

- a. UNGC and SOE adhere to the principle that faculty are responsible for curriculum. With this in mind, the SOE's Curriculum Committee has three primary purposes:

1. to review and make recommendations on proposals for routine changes in courses and programs to ensure compliance with university regulations and licensure requirements.
 2. to review and make recommendations on proposals for non-routine changes including the development of new courses and programs.
 3. to consider and make recommendations about policy issues that have arisen in the context of the Committee's work or that have been brought to the Committee by the Dean, Faculty Council or Faculty Assembly.
- b. The Curriculum Committee shall be comprised of one elected faculty member from each Department. Members of the Curriculum Committee shall serve for two years, and their terms will be staggered. The Associate Dean for Academic Affairs and Student Success shall serve as an *ex-officio* member and keep all records of meetings.
- c. Each year, the Curriculum Committee shall elect one member to serve as Chair-Elect for a term of one year to be followed immediately by the assumption of the office of Chair. The Chair-Elect will assist the Chair in all duties and, when required, stand in for the Chair as needed. The one-year term as Chair shall be followed immediately by the assumption of the office of Past-Chair. The Past-Chair will actively orient and mentor the Chair, providing support, guidance, and assistance as requested by the Chair. When required, the Past-Chair will stand in for the Chair or Chair-Elect as needed. The Chair shall hold the rank of Associate or Full (for faculty in Tenure Track and Clinical designations) or the rank of Senior Lecturer or Principal Lecturer (for faculty in the Lecturer designation). In rare circumstances where it is not possible to elect a Chair holding these ranks, the Dean may approve a faculty member at the rank of Assistant or Lecturer to serve as Chair.
- d. In the event that the individual elected as Chair-Elect is in their last year of appointment, the individual's term on the Committee will be extended by one year, during which time the individual will assume the role as Chair.
- e. Upon completion of their term as Curriculum Committee Chair, the Past-Chair will actively orient and mentor the immediate Chair, providing support, guidance, and assistance as requested by the Chair as requested by Chair. The Past-Chair need not be a member of the Curriculum Committee.

2. Promotion and Tenure Committee

- a. The Promotion and Tenure Committee shall have the responsibility to review Departmental recommendations concerning (i) promotion of

- Tenure Track and Professional Track Faculty, (ii) tenure of Tenure Track Faculty, and (iii) reappointment of Tenure Track faculty.
- b. The Promotion and Tenure Committee shall consist of two Representatives elected by each Department. Both Department Representatives must be tenured, and at least one must be a full professor, if at all possible. Department Chairs may not serve on the Committee.
 - c. The Promotion and Tenure Committee Chair shall appoint an At-large Professional Track faculty member as a voting member of the Committee when Professional Track faculty members are to be reviewed by the Committee. The At-large Professional Track faculty member will not be a member of a Professional Track faculty candidate's department and will hold a rank above that of any Professional Track faculty candidate for promotion.
 - d. Members of the Promotion and Tenure Committee will serve for three years. Their terms will be staggered.
 - e. Each year, the Promotion and Tenure Committee shall elect one member to serve as Chair-Elect for a term of one year to be followed immediately by the assumption of the office of Chair. The Chair-Elect will assist the Chair in all duties and, when required, stand in for the Chair as needed. The one-year term as Chair shall be followed immediately by the assumption of the office of Past-Chair. The Past-Chair will actively orient and mentor the Chair, providing support, guidance, and assistance as requested by the Chair. The Past-Chair should take an advisory role when the membership term has been extended beyond three years. Alternatively, the term of the Past-Chair can be extended an additional year or two (e.g., if the Chair-Elect has already served on the Promotion and Tenure Committee for one or two years when elected) with the permission of the Dean and the consent of the Chair-Elect.
 - f. In the event that the individual elected as Chair-Elect is in their last year of appointment, the individual's term on the Committee will be extended by one year, during which time the individual will assume the role as Chair.
 - g. Upon completion of their term as Committee Chair, the Past-Chair will actively orient and mentor the immediate Chair, providing support, guidance, and assistance as requested by the Chair as requested by Chair. The Past-Chair need not be a member of the Promotion and Tenure Committee.
 - h. A tenured member of the Faculty Access and Equity Committee of the Faculty Assembly, selected by this committee, will serve as an *ex-officio*, non-voting member of the Promotion and Tenure Committee.

- i. Promotion and Tenure guidelines are reviewed annually. These are to be in alignment with university guidelines and render explicit metrics on how equity, diversity and inclusion are recognized and rewarded in teaching, research, service, and community engagement for tenure and promotion. These same metrics are applied to annual evaluations and post-tenure reviews. These metrics provide evidence-based implementation of the mission of the SOE and its values.

3. Faculty Access and Equity Committee

- a. The purpose of the Faculty Access and Equity Committee (FAEC) is to strengthen the mission of the SOE by focusing attention on issues of access, equity, and diversity. Toward this end, the committee works to enhance the SOE's ability to be a welcoming, supportive, and pluralistic environment in which all members thrive. The FAEC designs and implements formalized activities that facilitate dialogue and raise awareness about access and equity issues in teaching, research, service, and community engagement. The FAEC also works with other groups across campus to support a university-wide inclusive campus.
- b. The FAEC shall consist of one faculty representative elected from each department in the SOE. Elected members of the FAEC shall serve a term length of three years. Representatives of other SOE groups will be invited on an *ad hoc* basis as needed. At least one member of the FAEC must be tenured, and at least one member must be from the Professional Track faculty. If no tenured faculty are elected by the Departments, then the Faculty Council will appoint a tenured faculty member to serve on the Committee. Similarly, if no Professional Track faculty are elected by the Departments, then the Faculty Council will appoint a Professional Track faculty member to serve on the Committee. A tenured FAEC member will serve, *ex-officio*, on the Promotion and Tenure Committee. A FAEC representative must be included on the agenda for a brief meeting with all candidates interviewing for faculty positions. A chair will be elected among the members at the start of each year.

4. International Committee

- a. The International Committee supports the mission of the University and the SOE by focusing on SOE activities related to internationalization. In collaboration with other committees and offices within the SOE and across campus, the committee supports SOE faculty, staff, and students by sharing resources for internationalization; fostering a welcoming and supportive environment for SOE international students, visitors, and scholars; and promoting SOE international collaborative opportunities.

It also serves in an advisory role by providing information to faculty about university, state, and national initiatives regarding international issues and will consider any policy issues that have arisen in the context

of the Committee's work or that either the Dean, Faculty Council or Faculty Assembly have asked the Committee to explore. The Committee reviews such policy matters then forwards recommendations to the appropriate source for action.

- b. Based on the working definition of internationalization provided by the NAFSA taskforce, the committee defines internationalization as "the conscious effort to integrate and infuse international, intercultural, and global dimensions into the ethos and outcomes of postsecondary education." It involves "active and responsible engagement of the academic community in global networks and partnerships."¹
 - c. The International Committee shall consist of at least four faculty members from the SOE. Members will be solicited and recommended by existing committee members and serve a two-year term. Terms will be staggered. In addition to faculty members, the Committee will also include staff and student representatives. Every effort will be made to ensure the committee has a representative from each department in the SOE. At least one of the members shall be tenured faculty. A chair will be elected among the members at the start of each year.
5. Elections and Appointments Committee
- a. The SOE Elections and Appointments Committee is responsible for overseeing the elections and appointment processes for all UNCG Faculty Senate (see facultysenate.uncg.edu) and SOE standing and ad hoc committees.
 - b. The Elections and Appointments Committee Chair (Elections Officer), elected by the Faculty, will lead the committee and will serve as the SOE representative to the UNCG Faculty Senate's Elections and Appointments Committee. The Chair's term will be three years.
 - c. The Faculty Assembly Chair will serve as co-chair in support of and assistance to the Elections and Appointments Committee Chair. The Committee will be comprised of the representatives from each department elected to Faculty Council.
 - d. Nominees for all open UNCG Faculty Senate committees for the following academic year are due to the Elections and Appointments Committee Chair by no later than March 1st.
 - e. Elections for open positions on UNCG Faculty Senate committees and for SOE roles, including Faculty Assembly Chair-Elect, Elections and Appointments Committee Chair, etc. will be held during March of each

¹ NAFSA (2011). Contribution to internationalization of higher education. Retrieved from: http://www.nafsa.org/File/2011_izn_contributions.pdf.

academic year. Election results for all open UNCG Faculty Senate committees for the next academic year are due to the Faculty Senate by no later than March 31st.

- f. When applicable, the Elections and Appointments Committee will hold an election for the two at-large faculty members of the SOE Faculty Council (one to be a pre-tenure/post-reappointment position and one to be a Professional Track faculty member, with the two at-large members elected from different departments per Article III, Section B).
- g. For standing SOE committees, the names of the committee replacements for the following academic year are due to the Elections Officer by April 1st.
- h. The Faculty Assembly Chair-elect election should also be finalized by April 1st.

V. Faculty Titles, Ranks, Roles, Evaluation, and Promotion Processes

Each member of the SOE faculty holds one of three appointment types: (a) Tenure Track appointment, (b) Professional Track appointment, or (c) Adjunct appointment.

A. Tenure Track Appointments

Tenure Track appointments hold the rank of either Assistant, Associate, or Full. Tenure Track faculty may also simultaneously hold a Titled/Endowed Professorship, as articulated in the UNCG Faculty Rank/Title Definitions.

- 1. Faculty holding Tenure Track appointments have workload and associated responsibilities as articulated in UNCG Faculty Workload Guidelines. All faculty holding a Tenure Track appointment shall be evaluated annually for their performance in relation to the specified workload for the year and their progress towards promotion, where applicable. Processes for annual review follow those articulated in the UNCG Annual and Post-Tenure Review Policy for Faculty.
- 2. Tenured faculty will engage in an additional Post-Tenure Review process no less frequently than every five years. This five-year timeframe is paused for faculty holding administrative positions that account for the majority of their workload including, but not limited to, (a) Department Chairs, and (b) Directors of Centers or Institutes. Reviews for promotion to the rank of Full Professor shall serve as a Post-Tenure Review. As the purpose and materials of the Post-Tenure Review process are not identical to that of the annual review process, the Post-Tenure Review process conducted in a particular year shall not take the place of the annual review process for that year. Processes for Post-Tenure Review follow those articulated in the SOE Post-Tenure Review Guidelines and the UNCG Annual and Post-Tenure Review Policy for Faculty.

3. Promotional processes for Tenure Track positions are articulated in (i) the UNCG Promotion, Tenure, Academic Freedom, and Due Process Regulations; (ii) the UNCG University-Wide Evaluation Guidelines for Promotion and Tenure; (iii) the SOE Promotion and Tenure Guidelines; and (iv) the promotion and tenure guidelines of the faculty member's home department.

B. Professional Track Appointments

Professional Track appointments are a broad class of appointments that can hold one of four designations within the SOE: (a) Clinical, (b) Lecturer, (c) Visiting, and (d) Part-Time Lecturer.

1. Clinical Designation

- a) The Clinical designation holds responsibilities that can include instruction in organized courses, as well as one or more of the following areas: instruction related to clinical practice in organized and non-organized courses (e.g., supervision, practicums, internships, etc.), student advising, engaging in research activities, the mentorship of student research through support of theses and dissertations, leadership of externally funded projects, curriculum development, program coordination, and other administrative support of academic programs. In addition, the Clinical designation holds the responsibility of service and/or leadership to the profession, as well as service to the department, the SOE, and UNCG.
- b) Faculty holding the Clinical designation shall hold the rank of either Assistant (Clinical Assistant Professor), Associate (Clinical Associate Professor), or Full (Clinical Professor). Promotional processes across these ranks for the Clinical designation are articulated in (i) the UNCG Professional Track Faculty: Criteria for Faculty Ranks; Procedures for Appointments, Reappointments, and Promotions; and (ii) the SOE Promotion and Tenure Guidelines.
- c) Faculty holding the Clinical designation have workload and associated responsibilities as articulated in UNCG Faculty Workload Guidelines. All faculty holding the Clinical designation shall be evaluated annually for their performance in relation to the specified workload for the year and their progress towards promotion, where applicable. Processes for annual review follow those articulated in the UNCG Annual and Post-Tenure Review Policy for Faculty.
- d) Promotional processes for Clinical positions are articulated in (i) the UNCG Promotion, Tenure, Academic Freedom, and Due Process Regulations; (ii) the UNCG University-Wide Evaluation Guidelines for Promotion and Tenure; (iii) the SOE Promotion and Tenure Guidelines; and (iv) the promotion and tenure guidelines of the faculty member's home department.

2. Lecturer Designation

- a) The Lecturer designation holds responsibilities that center on instruction and the associated support of student and curricular success (e.g., advising), and ad hoc service to the department, the SOE, and/or UNCG.
- b) Faculty holding the Lecturer designation shall hold the rank of Lecturer, Senior Lecturer, or Principal Lecturer. Promotional processes across these ranks for the Full-Time Lecturer designation are articulated in (i) the UNCG Professional Track Faculty: Criteria for Faculty Ranks; Procedures for Appointments, Reappointments, and Promotions; and (ii) the SOE Promotion and Tenure Guidelines.
- c) Faculty holding the Lecturer designation have workload and associated responsibilities as articulated in UNCG Faculty Workload Guidelines. All faculty holding the Lecturer designation shall be evaluated annually for their performance in relation to the specified workload for the year and their progress towards promotion, where applicable. Processes for annual review follow those articulated in the UNCG Annual and Post-Tenure Review Policy for Faculty.
- d) Promotional processes for Lecturer positions are articulated in (i) the UNCG Promotion, Tenure, Academic Freedom, and Due Process Regulations; (ii) the UNCG University-Wide Evaluation Guidelines for Promotion and Tenure; (iii) the SOE Promotion and Tenure Guidelines; and (iv) the promotion and tenure guidelines of the faculty member's home department.

3. Visiting Designation

- a) The Visiting designation holds responsibilities that center on instruction in organized courses and/or research. Faculty holding the Visiting designation may hold the rank of Assistant (Visiting Assistant Professor), Associate (Visiting Associate Professor), or Full (Visiting Professor). A promotional pathway does not exist for Visiting faculty.
- b) There is no promotional pathway for faculty holding the Visiting designation.
- c) Faculty holding the Visiting designation have workload and associated responsibilities as articulated in UNCG Faculty Workload Guidelines. All faculty holding the Visiting designation shall be evaluated annually for their performance in relation to the specified workload for the year and their progress towards promotion, where applicable. Processes for annual

review follow those articulated in the UNCG Annual and Post-Tenure Review Policy for Faculty.

4. Part-Time Lecturer Designation

- a) The Part-Time Lecturer designation holds responsibilities that center entirely on organized courses. Faculty holding the Part-Time Lecturer designation are neither differentiated by rank nor eligible for a promotional pathway.
- b) Faculty holding the Part-Time Lecturer designation shall be evaluated annually for their performance in relation to the specified workload for the year. Processes for annual review follow those articulated in the UNCG Annual and Post-Tenure Review Policy for Faculty.

C. Adjunct Appointments

The Adjunct appointment is defined in the UNCG Faculty Rank/Title Definitions. Adjunct appointments may arise across the Tenure Track and Professional Track appointments.

VI. Relationship of the Faculty Assembly and the Collaborative for Educator Preparation

The Faculty Assembly is responsible for governance of the functions and responsibilities of the Faculty of the SOE; courses, degrees, and programs provided in the SOE; and general academic oversight. When the Faculty Assembly makes a decision that affects a licensure program(s), the decision will be forwarded to the Collaborative for Educator Preparation for its consideration as it relates to implications for licensure. Collaborative for Educator Preparation decisions about licensure programs will in turn be forwarded to the Faculty Assembly's Curriculum Committee for consideration as they relate to the SOE and University curriculum.

VII. Amendments

Amendments to the Instrument of Governance shall be submitted to the Faculty Assembly by the Faculty Council. Any Faculty Assembly member may request the Faculty Council to consider amendments. The Faculty Council shall review all proposed amendments, and the Faculty Council may make such recommendations to the Faculty Assembly, as it deems necessary and appropriate. All proposed amendments referred to the Faculty Council shall be submitted to the Faculty Assembly, together with its recommendations and rationale, for the Faculty Assembly's debate and action. The Faculty Assembly may act on amendments at the regular Faculty Assembly meeting in which they are introduced provided that all members of the Faculty Assembly shall have received a copy of the amendments at least twenty (20) calendar days prior to the regular Faculty Assembly meeting. Amendments must receive the approval of two-thirds of the Faculty Assembly members present and voting.

VIII. Adoption of the Instrument

This Instrument of Governance shall become effective upon its adoption by a two-thirds vote of the Faculty Assembly and the approval of the Dean.

Approved by SOE Faculty

Date March 18, 2024



Salih Rakap, Chair, Faculty Assembly

8/29/2024

Date



Randall Penfield, Dean, UNCG School of Education

8/29/2024

Date