

BYLAWS

DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP AT FRESNO STATE (DPELFS) GRADUATE GROUP

Prologue

The following general conditions apply:

The Director of DPELFS is responsible for the successful operation of the program. The program is subject to the normal graduate policies and procedures as established by California State University, Fresno (hereinafter called Fresno State). The Director of DPELFS serves as a liaison between the administrative governance structure (Graduate Group), the Regional Partnership Advisory Board (RPAB), the Kremen School of Education and Human Development, and the Division of Graduate Studies. The governance structure for DPELFS is the Graduate Group, faculty who have been appointed as doctoral faculty who tend to curriculum and other policy issues of the program. Additional governance structures and subcommittees of the Graduate Group and their responsibilities are outlined in the following Articles. *Figure 1* depicts the governance structure of DPELFS.

Article I: Objective

1. The Graduate Group for the Doctoral Program in Educational Leadership is organized to establish and administer a graduate program of instruction and scholarship leading to the Ed.D. in Educational Leadership, in conformance with regulations of the policies and procedures of the California State University (CSU) and the Division of Graduate Studies at California State University, Fresno.
2. The course offerings and research activities are broadly based and draw upon the interests and talents of students, Graduate Group faculty, and the Regional Partnership Advisory Board.

Article II: Director

1. The Director of DPELFS is recommended by the Dean, Kremen School of Education and Human Development (KSOEHD). The director is appointed by the Provost and Vice President for Academic Affairs.
2. The Director is responsible to the Dean of KSOEHD for the management and administration of the program, and to the Graduate Group for curricular matters.
3. The Director holds at least a 9 WTU per semester appointment; is responsible for the operations, budget, and administration of the program, and chairs the Graduate Group and the subcommittees of the Graduate Group.

Article III: Policy Board

1. The Policy Board is the formal liaison and governance mechanism between the campus community, the Ed.D. program, and the pre-K-12 and community college/higher education communities. The Policy Board provides for communications between the program, the broader campus administration and faculty, and the education partners, and it serves as a forum for planning and evaluation involving the full partnership. In addition, the Policy Board ensures that the program adheres to CSU and University policies.
2. The Policy Board addresses substantive policy issues such as program size, budget issues, program direction and other over-arching issues that may include the larger community, such as adequate or inadequate influence of the RPAB.
3. The Policy Board includes the following 13 members:
 - Program Director (Co-Convener);
 - Provost and Vice President for Academic Affairs (Co-Convener);
 - Dean of Graduate Studies;
 - Dean of Education;
 - One Current Student;
 - One Graduate of the program;
 - One Core Graduate Group member;
 - One Affiliated Graduate Group member (an Adjunct Faculty member) appointed by the Executive Committee of the Graduate Group; and,
 - Five Affiliated members who are members of the Regional Partnership Advisory Board and who are elected by the Regional Partnership Advisory Board (at least two Pre-K-12 members and two community college/higher education members).
4. The Policy Board meets at least two times per year, with additional meetings scheduled as needed.

Article IV: Graduate Group

The doctoral degree program at California State University, Fresno represents the highest level of academic scholarship and student professional achievement offered through the campus. The quality of educational and scholarly experiences that the University can offer to students in doctoral programs requires program faculty who have the requisite disciplinary knowledge and scholarly experience to direct and examine doctoral student work. Doctoral programs require student guidance from faculty members who possess the highest level of scholarship and knowledge in the field and who meet campus requirements for membership in a doctoral graduate group.

The Graduate Group for the Doctorate in Educational Leadership serves as the organizational means for ensuring distinct governance, consultation, and faculty leadership for this program. The Graduate Group of the doctoral program operates within the guidelines and policies of the University Academic Senate. It is the responsibility of the Graduate Group to make recommendations to the appropriate academic units regarding:

- Program curricula, admissions, and exit requirements;
- Program resources and assessment;

- Promotion of values of scholarship and professionalism in the field;
- Courses of action on all doctoral program matters; and,
- Development and maintenance of Bylaws under which the Graduate Group operates.

Graduate Group members for the Doctorate in Educational Leadership include Core doctoral faculty and Affiliated doctoral faculty.

1. The Core doctoral faculties include 13-25 tenured/tenure-track faculty who have been elected to serve on the Graduate Group and meet the criteria established by the University for graduate faculty serving on graduate groups.
 - a. These faculty serve on subcommittees, advise and mentor students, chair student committees (qualifying examination and dissertation), serve on student committees (qualifying examination and dissertation), teach courses, and remain active in professional scholarship.
 - b. Appointment as a Core Graduate Group member shall be for a term of five years. Upon completion of four years, Core faculty members wishing to continue their membership in the Graduate Group shall reapply to the Membership Committee. The Membership Committee will forward its recommendation concerning the reappointment of the faculty member to the full Graduate Group.
 - c. Appointment and renewal of appointment as a Core Graduate Group member is dependent upon teaching effectiveness, participation in program committees, and demonstrated currency in her/his area of scholarship related to the program. *See Attachment A - Graduate Group Membership Criteria/Guidelines.*
2. Affiliated doctoral faculty include tenured, non-tenured, and adjunct faculty who teach in the program.
 - a. Affiliated faculty may serve on but not chair student dissertation committees.
 - b. Affiliated faculty may teach courses.
 - c. Affiliated faculty may participate in curriculum and policy discussions during Graduate Group meetings, but have no vote.
 - d. Appointment as an Affiliated Graduate Group member in the doctoral program shall be for a term of three years. Upon completion of two years, Affiliated Graduate Group members wishing to continue membership as an Affiliated Graduate Group member shall reapply to the Membership Committee. The Membership Committee will forward its recommendation concerning the reappointment of the faculty member to the full Graduate Group.
 - e. Appointment and renewal of appointment is dependent upon the member's willingness and demonstrated record of participation and support of the program. *See Attachment A - Graduate Group Membership Criteria/Guidelines.*
3. Continuing doctoral faculty Graduate Group members (Core and Affiliated) will be reviewed every four years by the Membership Committee members. Appropriate recommendations regarding their continued membership on the Graduate Group and any specific areas of weakness

that need to be addressed will be sent to the DPELFS Director, the Dean of Education, and the Dean of Graduate Studies. Specific criteria include the responsibility to:

- a. Exhibit a strong, continuous professional record of published research through monographs, refereed journal articles, chapters in edited volumes, grants, and presentations at national and international meetings of relevant professional associations; and,
- b. Develop and offer courses for doctoral students; and/or,
- c. Chair and serve on dissertation and qualifying examination committees; and/or,
- d. Serve on program committees.

When recommendations have been made to strengthen areas for a Graduate Group member, that individual will have two years to demonstrate improvement. The Membership Committee will review the progress of the individual after two years and make a recommendation regarding continued membership in the Graduate Group.

4. Regional Partnership Advisory Board (RPAB) members (two Pre-K-12 partners and two community college/higher education partners) who are appointed to serve on the Graduate Group by the Regional Partnership Advisory Board are also Affiliated members and represent the interests of the Regional Partnership Advisory Board in curriculum and policy issues.
 - a. Affiliated members may serve on but not chair student dissertation committees.
 - b. Affiliated members may teach courses.
 - c. Affiliated members may participate in curriculum and policy discussions, but have no vote.
 - d. Appointment as an Affiliated Graduate Group member in the doctoral program shall be for a term of three years. Upon completion of two years, the Affiliated RPAB member should notify the RPAB of their desire to continue on the Graduate Group. The RPAB will take appropriate action according to their established procedures.

Article V: Subcommittees of the Graduate Group

Subcommittees are the working bodies of the Graduate Group. Recommendations made by subcommittees are forwarded through the Director to the Graduate Group for formal action. Core members and Affiliated members (other than the Program Director who serves on all committees and convenes all committees) may serve on no more than two subcommittees at any time. All members of a subcommittee have voting rights on that subcommittee. Standard subcommittees of the Graduate Group include the Executive Committee, Admissions Committee, Membership Committee, Academic Policy and Planning (AP&P) Committee, and Research Committee. Ad hoc committees may be created based on need at the direction of the Graduate Group with members appointed by the Executive Committee.

1. Executive Committee

- a. The primary role of the Executive Committee is to appoint Graduate Group members (including Core and Affiliated members) to subcommittees and other ad hoc committees as needed.
- b. The Executive Committee consists of three members:
 - Program Director (Convener); and,
 - Two Core members of the Graduate Group.
- c. The Graduate Group Core members elect (and vote) on the two Core members to serve on the Executive Committee.
- d. Members of the Executive Committee serve two-year terms.

2. Admissions Committee

- a. The Admissions Committee establishes the criteria for admitting students to the program. The criteria must be consistent with *Title V of the Education Code* for admitting students.
- b. The Admissions Committee conducts the interviews and makes the final decisions on the applicants to be offered admission.
- c. All members of the Admissions Committee have a vote on admission decisions for each and every cohort of the program.
- d. The entire Graduate Group (including Core and Affiliated members) have the opportunity to review all applications and make recommendations concerning which applicants will be interviewed.
- e. The Admissions Committee consists of eight members including:
 - Program Director (Convener);
 - Three Core members of the Graduate Group;
 - Three Affiliated members (one adjunct faculty member and two Regional Partnership Advisory Board members [one representing Pre-K-12 and one representing community college/higher education]); and,
 - One graduate of the program.
- f. The Executive Committee makes the appointment of members to the Admissions Committee on a yearly basis, except for the Regional Partnership Advisory Board members. The Regional Partnership Advisory Board appoints two representatives to serve on this committee.
- g. Members of the Admissions Committee serve a one-year term.

3. Membership Committee

- a. The faculty on the Membership Committee receives, reviews and evaluates the credentials and qualifications of faculty who are nominated (self-nomination is permitted) for membership on the Graduate Group as either Core or Affiliated members.
- b. The Membership Committee may send out a call for members.

- c. The Membership Committee forwards to the voting members of the Graduate Group their recommendation of supporting or not supporting the nominee in joining the Graduate Group, and also recommends the status (Core or Affiliated). Their recommendation is accompanied by a copy of the nominee's vita.
 - d. A vote will be taken for each candidate either at a regularly scheduled Graduate Group meeting or by email. Nominees shall be deemed elected upon receiving a majority of votes of the eligible voting members of the Graduate Group.
 - e. Upon receiving a positive vote by the Graduate Group, the nominee will be sent a letter (or email) of invitation to join as a Core or Affiliated Graduate Group member by the DPELFS Director and will be considered a member only after the nominee sends an affirmative reply to the Director.
 - f. The Membership Committee consists of three members:
 - Program Director (Convener); and,
 - Two Core members of the Graduate Group.
 - g. The Executive Committee will appoint the two Core members of the Graduate Group to serve on this subcommittee.
 - h. Members of the Membership Committee serve three-year terms.
4. Academic Policy and Planning (AP&P) Committee
- a. The AP&P Committee addresses curriculum and policy issues and makes recommendations regarding new policies and curriculum, as well as changes to current policies, curriculum, Bylaws changes, and amendments to the Graduate Group through the Program Director.
 - b. All matters of curriculum and policy are channeled through the AP&P Committee before being brought to the Graduate Group.
 - c. The AP&P Committee consists of six members:
 - Program Director (Convener);
 - Two Core Graduate Group members; and,
 - Three Affiliated members including one Adjunct faculty member and two members of the Regional Partnership Advisory Board (at least one Pre-K-12 member and one community college/higher education member]).
 - d. The Core Graduate Group members and the adjunct faculty member are appointed by the Executive Committee and the Regional Partnership Advisory Board appoints its representatives.
 - e. Members of the Academic Policy and Planning Committee serve staggering three-year terms.

5. Research Committee

- a. This committee is responsible for research issues, overseeing the Institutional Research Board (IRB) process, the annual Research Symposium, and other research-related issues, and is convened by the Director and staffed by the Graduate Program Assistant.
- b. The Research Committee consists of six members:
 - Program Director (Convener);
 - Two Core Graduate Group faculty; and,
 - Three Affiliated Graduate Group faculty (one Adjunct faculty and two Regional Partnership Advisory Board members [one Pre-K-12 member and one community college/higher education member]).
- c. The Core Graduate Group members and the adjunct faculty member are appointed by the Executive Committee. The Regional Partnership Advisory Board appoints its representatives.
- d. Members of the Research Committee serve two-year terms.

Article VI: Election Procedures

Graduate Group members but may serve on no more than two Graduate Group subcommittees at one time.

Article VII: Dissertation Chair

Only Core Graduate Group faculty can chair student dissertation committees. Criteria for doctoral faculty group members to be eligible to chair a dissertation committee are as follows:

1. The faculty member must have demonstrated the ability to successfully direct others in research activities (e.g., chaired a dissertation at another institution, served as chair of a master's thesis or project).
2. The faculty member must have taught a graduate class in the preceding four (4) years.

The first time a faculty member requests to serve as a dissertation chair, they must submit to the Membership Committee supporting documentation that they meet the above outlined criteria. The Membership Committee then makes a recommendation to the DPELFS Director and the Dean of Graduate Studies. If the Membership Committee deems the individual does not meet the criteria, the DPELFS Director informs the faculty member.

Article VIII: Qualifying Examination Chair

Only Graduate Group Core faculty who have taught Core courses are eligible to serve as Qualifying Examination chairs. The same faculty member cannot serve as dissertation chair and chair of the qualifying examination for the same student.

Article IX: Faculty Advisers

1. Each member of the Core Graduate Group shall be available to serve as a faculty adviser.
2. Normally, no more than one incoming graduate student will be assigned to any one faculty member.
3. The faculty adviser will establish a file on the student and will assist the Graduate Program Assistant in planning the student's program of study.
4. Faculty advisers may be changed upon request by the student or a faculty member.
5. As a student's research interests become clearly defined, it may be that a faculty member other than the faculty adviser may assume the role of dissertation chair. The faculty adviser and the Graduate Program Assistant will then assist the dissertation chair as needed.
6. A faculty member will be limited to chairing no more than four student dissertation committees and advising no more than four registered students at one time. A faculty member can petition the Executive Committee for a waiver of this limit.

Article X: Meetings

1. The Program Director shall call such regular and special meetings of the Graduate Group as are deemed necessary. At least two regular meetings will be called each year.
2. The Program Director shall call a special meeting of the Graduate Group at any time that is so requested by written notice of three or more members of the Graduate Group.
3. Annual meetings shall be conducted in accordance with generally accepted procedures.

Article XI: Quorum

Fifty percent of the members in residence shall constitute a quorum of the Graduate Group. With the exception of amendments to the Bylaws, in order for mail ballots, email votes, or meeting votes to be valid, at least fifty percent of the Graduate Group in residence must vote.

Article XII: Amendments

The Regulations and Bylaws may be amended by a two-thirds vote of all eligible voting members and subsequent approval by the Dean of Graduate Studies. Written notice of proposed amendments shall be sent by mail or email to each member of the Graduate Group at least five calendar days prior to a meeting at which the amendment is to be proposed and discussed. The vote shall be taken by a mailed or emailed ballot sent to each Graduate Group member after the meeting where the amendment is proposed and discussed.

Figure 1
Governance Structure

Policy Board
President or Designee
Provost and Vice President for Academic Affairs
Dean of Education
Dean of Graduate Studies
Program Director
2 Graduate Group Members (1 tenured/tenure-track faculty and 1 lecturer [adjunct faculty])
5 Regional Partnership Advisory Board Members (at least 2 Pre-K-12 and 2 Community College/Higher Education)
1 Current Student
1 Graduate of the Program
Co-convened by the Provost and Program Director

RESEARCH CENTER
The purpose of the Research Center is to support the research of the faculty and students.



Graduate Group
Program Director (Core Faculty Member)
Tenured/tenure-track faculty (Core faculty) who teach in the program who were elected to serve on the Graduate Group
Affiliated faculty - Lecturer (Adjunct faculty) (ad hoc members who teach courses in the program)
Affiliated Faculty - 4 members of the Regional Partnership Advisory Board (elected by the Regional Partnership Advisory Board) non – voting except where designated in subcommittees (2 Pre-K-12 and 2 Community College/Higher Education)
Chaired and Convened by the Program Director



Subcommittees
Executive Committee (3 Core faculty) Program Director (Core faculty member) 2 Core faculty members
Membership Committee (3 Core faculty) Program Director (Core faculty member) 2 Core faculty members
Admissions Committee (8 Members) Program Director (Core faculty member) 3 Core faculty members 1 Affiliated Lecturer member (Adjunct faculty) 2 Affiliated RPAB members 1 Graduate of Program
Academic Policy and Planning Committee (6 Members) Program Director (Core faculty member) 2 Core faculty members 1 Affiliated Lecturer member (Adjunct Faculty) 2 Affiliated RPAB members
Research Committee (6 Members) Program Director (Core faculty member) 2 Core faculty member 1 Affiliated Lecturer member (Adjunct Faculty) 2 Affiliated RPAB members

Regional Partnership Advisory Board
Program Director
6 Pre-K-12 Superintendents
6 Community College/Higher Education Presidents (Chancellors, etc.)
Members of the Graduate Group invited to attend meetings – non voting
Co-Chaired and Co-Convened by the Program Director and the elected Chair of the Board

Doctoral Program in Educational Leadership at Fresno State

Graduate Group Membership Criteria/Guidelines

Both the CSU and California State University Fresno have adopted policies that outline the qualifications that must be met by Doctoral Graduate Group members both for joining a doctoral Graduate Group and for periodic review to retain membership. The following are the synthesis of both of those policies. These criteria are to be used to evaluate candidates for appointment to the DPELFS Graduate Group and for periodic review of continuing members of the DPELFS Graduate Group. As there are two categories of Graduate Group members (Core and Affiliated), criteria for both are presented separately.

Appointment to the Graduate Group

Core Faculty Graduate Group Qualifications

1. Possess a doctoral degree in the appropriate discipline, and
2. Be tenured or have a tenure-track appointment, and
3. Exhibit a strong professional record of published scholarship in refereed journals pertinent to educational leadership or the theoretical or methodological underpinnings of study related to the field, and
4. Have demonstrated ability in directing others in research activities, and
5. Have specific expertise (theoretical, methodological, or related to issues of educational policy or practice) in the areas of study addressed by the doctoral program in educational leadership, and
6. Have at least one year experience in teaching at the graduate level, and
7. Have acceptable graduate-level student and peer evaluations.

Affiliated Faculty Graduate Group Qualifications

1. Possess a doctoral degree in the appropriate discipline, and
2. Have specific expertise (theoretical, methodological, or related to issues of educational policy or practice) in the areas of study addressed by the doctoral program in educational leadership.

Periodic Review of Graduate Group Members

Faculty who are members of the Graduate Group (both Core and Affiliated) undergo review for continued membership in the Graduate Group every four (4) years with the appropriate recommendations sent to the Dean of Education and the Dean of Graduate Studies. Faculty Graduate Group members must submit evidence that they meet the criteria for renewal in the Graduate Group. Specific criteria for renewal of membership in the Graduate Group are as follows:

ATTACHMENT A

1. (Core) Exhibit a strong, continuous professional record of published research through monographs, refereed journal articles, chapters in edited volumes, grants, and presentations at national and international meetings of relevant professional associations. A minimum of one (1) article should be published in a referred journal every two years. In addition, other scholarship including the scholarship of application, integration, and discovery should be evident in the documentation provided by the Graduate Group member.
2. (Core and Affiliated) Have received acceptable student evaluations for courses taught in the doctoral program, and
3. (Core and Affiliated) Developed and/or offered courses for doctoral students and/or;
4. (Core and Affiliated) Chaired and served on dissertation and examination committees and/or;
5. (Core and Affiliated) Served on program committees.