

**School of Professional Studies (SPS)
Transition Plan – update 12-09-15**

Goal: The School of Professional Studies (SPS) was established in the Summer of 2015. The overall goal is to have one unified school that maintains and promotes disciplinary identity, strengths, and resources. The School of Professional Studies includes six academic units, each of which offers specific degree programs (Counseling [MEd], Integrated Studies [BIS]; Interior Design [BS, MS – starting Fall 2016, MID – starting Fall 2016], Learning and Leadership [EdD, PhD proposed], School Psychology [EdS], and Social Work [BSW, MSW starting Fall 2016]). The School consists of over 450 majors, 19 fulltime faculty, a number of joint appointed faculty, and 4 staff positions.

Name: The School of Professional Studies (SPS). This is consistent with programs, academic units, and other schools within the College of Health, Education, and Professional Studies.

Structure: SPS includes six specific academic units: Counseling, Integrated Studies, Interior Design, Learning and Leadership, School Psychology, and Social Work. The academic units are intended to help preserve the disciplinary identity, prestige, and potential of the degree programs. Preserving disciplinary identity is an important factor to facilitate student recruitment, faculty research, grantsmanship, and graduate employment. The school will function as an integrated faculty and administrative entity.

Administrative Structure: One unified school with shared administration and administrative support staff. Administration will be provided by existing positions plus one new School Director. The Director and Program Leads will coordinate their activities to avoid unnecessary duplication and maximize efficiency. General duties of the positions include:

School Director (Rausch): Overall departmental oversight and administration, faculty and staff evaluation, petitions, budget, represent, and advocate for department. Dr. Rausch will be appointed for a limited duration to assist in establishing a functioning School of Professional Studies.

Program Directors (Crawford, Guess, Moody, O'Brien, Potts, Sherr): The program directors are responsible for course scheduling, petitions, overrides, program curricula oversight, program level budgeting, and general backup to Director

Faculty (Cooley, Crane, Doolittle, Etheredge, Gibbs, Kendall, McCane-Bowling, Miller, Miller, Purnell, Scott, Sweeney): Instructional duties, program and school responsibilities as assigned. Also, jointly appointed faculty will serve the school from other areas (e.g., Banks, Bernard, Ellis, Holcombe, Tucker).

Administrative Staff (McCashin, Patterson): Current duties at present.

Administrative Assistants (Fitzpatrick, vacant position – search underway): Manage department telephones, respond to or direct face-to-face, email, and phone inquiries, general administrative assistance to School Director, program directors, and faculty, process faculty and departmental travel, purchase office supplies, enter course overrides, co-supervise student workers

Space: All programs and faculty have retained their existing space or moved into existing space in Hunter Hall for the time being.

Faculty participation in the transition process: For the early stages of the new school, and due to academic calendars for the PTR process, each faculty member who is seeking promotion, tenure, or retention is working with the program specific PTR process for the time being. School faculty will integrate academic bylaws into one set of bylaws over the coming year. As part of this process faculty will review reappointment, tenure, and promotion criteria, considering characteristics unique to each program such as existing criteria, teaching loads, research activity, and related factors. There may be instances where separate disciplinary specific criteria and procedures will be retained within the combined bylaws. PTR committee composition will also be addressed in the bylaws.

Accreditation: School Director will provide oversight of SACSCOC accreditation documentation as appropriate. Discipline-specific accreditation oversight will be provided by the appropriate Program Director(s). Accreditations include:

- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council for the Accreditation of Educator Preparation (CAEP)
- Council for Interior Design Accreditation (CIDA)
- Council on Social Work Education (CSWE)
- National Association of School Psychologists (NASP)
- National Association of Schools of Art and Design (NASAD)

Webpage: SPS staff have created a website that includes overall school information and links to the academic unit websites. Administrative staff will maintain and update the integrated website (link: <http://www.utc.edu/school-professional-studies/>).

Budget: An overall SPS budget for school-wide expenses has been developed. Each academic unit has an established specific program budget. Restricted accounts (grants, gift funds, etc.) will be retained and used for existing designated purposes.

Evaluation: The SPS School Director, in collaboration with Program Directors, has conducted EDO objective meetings. The School Director and faculty (as appropriate) will perform their respective duties in the faculty reappointment, tenure, and promotion processes. The SPS School Director will conduct staff evaluations (SPDR).

Major/Program Rosters: Persons responsible for generating and maintaining a list serve of majors for the academic units will be determined.

Advising: Academic unit advisors will be assigned for every major.

Teaching and Research Equipment and Supplies: Faculty submit requests to Program Director(s) and/or Director.

Administrative Support: (Travel Requests, Office Supplies) Faculty submit requests to central administrative support.

School of Professional Studies Transition Timeline (as of December 9, 2015)

School of Professional Studies proposed to UPRAC	March 2015	Complete
Dean meetings with academic unit leads	Spring 2015	Complete
Dean meetings with academic unit administrative staff	Spring 2015	Complete
Draft Transition Plan to Provost for Input	June 2015	Complete
Dean meeting with all SPS faculty	June 2015	Complete
Dean meeting with all SPS administrative staff	July 2015	Complete
Mail Department number assigned and distribution process established	July 2015	Complete
Notify UTC Mailroom of New SPS Address beginning July 1, 2015	July 2015	Complete
Letterhead and Business Cards for individual departments and new department ordered as needed	July 2015	Complete and ongoing
Administrative staff duties outlined and primary responsibilities assigned	July 2015	Complete
SPS and academic unit budgets established	July 2015	Complete
Submit Requests for Catalog Revisions to reflect transition	August 2015	Ongoing
Build SPS website with links to academic unit websites	Summer 2015	Complete
Identify academic unit leads and program advisors	Summer 2015	Complete
Draft SPS Bylaws including PTR criteria and procedures to Dean & Provost	October 2015	All programs currently working with original PTR committees. SPS Committee established to review