

**School of Professional Studies (SPS)  
Draft Transition Plan  
June 7, 2015**

**Goal:** This is a plan to facilitate the establishment of the School of Professional Studies (SPS). The overall goal is have one unified school that maintains and promotes disciplinary identity, strengths, and resources. The School of Professional Studies will include six academic units, each of which offers specific degree programs (Bachelor of Integrated Studies [BIS]; Counseling [MEd], Interior Design [BS, MS - proposed, MID - proposed], Learning and Leadership [EdD, PhD proposed], School Psychology [EdS], and Social Work [BSW, MSW proposed]). The School will consist of over 450 majors, 15 fulltime faculty, a number of joint appointed faculty, and 5½ 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 will include six specific academic units: Bachelor of Integrated Studies, Counseling, 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:

**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.

**Academic unit leads** (existing – Guess, Moody, O’Brien, Potts, Sherr; proposed – Crawford Learning and Leadership): course scheduling, petitions, overrides, program curricula oversight, and general backup to Director

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

**Administrative Staff** (existing – Crane, McCashin, Patterson): Current duties at present.

**Administrative Assistants** (existing – Dell, Fitzpatrick, Shelburne): Manage department telephones, respond to or direct face-to-face, email, and phone inquiries, general administrative assistance to Director, academic unit leads, and faculty, process faculty and departmental travel, purchase office supplies, enter course overrides, co-supervise student workers

**Space:** All programs and faculty will retain their existing space or move into existing space in Hunter Hall for the time being.

**Faculty participation in the transition process:** Faculty will integrate academic bylaws into one set of bylaws. 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. RTR committee composition will also be addressed in the bylaws.

**Accreditation:** Director will provide oversight of SACSCOC accreditation documentation as appropriate. Discipline-specific accreditation oversight will be provided by the appropriate academic unit lead(s).

**Webpage:** SPS will create a website that will include overall school information and links to the academic unit websites. Administrative staff will maintain and update the integrated website.

**Budget:** An overall SPS budget for school-wide expenses will be developed. Academic units will be responsible for specific program budgets. Non-state accounts will be retained and used for existing designated purposes.

**Evaluation:** The SPS Director will conduct EDO evaluations and the RTR committee(s) and Director will perform their respective duties in the faculty reappointment, tenure, and promotion processes. The SPS 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 academic unit leads and/or Director.

**Administrative Support:** (Travel Requests, Office Supplies) Faculty submit requests to an administrative assistant.

### School of Professional Studies Transition Timeline

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	
Dean meeting with all SPS faculty	June 2015	
Dean meeting with all SPS staff	June 2015	
Mail Department number assigned and distribution process established	June 2015	
Notify UTC Mailroom of New SPS Address beginning July 1, 2015	June 2015	
Letterhead and Business Cards with New Department Name and Address ordered as needed	July 2015	
Administrative staff duties outlined and primary responsibilities assigned	July 1, 2015	
SPS and academic unit budgets established	July 1, 2015	
Submit Requests for Catalog Revisions to reflect transition	August 2015	
Build SPS website with links to academic unit websites	Summer 2015	
Identify academic unit leads and program advisors	Summer 2015	
Draft SPS Bylaws including RTR criteria and procedures to Dean & Provost	October 2015	