



## College of Education – Procedure Manual

**Effective Date: 7/1/97**

**Procedure Number: 01 - 03**

**Section: Administration**

**Subject: Administrative Procedures**

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The College contains the following units: the Center for Excellence in Education; the Department of Educational Leadership, Curriculum, and Special Education; the Department of Health, Physical Education, and Sport Sciences; the Department of Psychology and Counseling; the Department of Teacher Education; Childhood Services; Professional Education Programs; and the Dean's Office. The number and size are determined by requirements necessary to provide quality education programs at the undergraduate and graduate level.

The Dean is the official administrator of the College of Education. The Dean also serves as the Head of Unit for the professional education unit. The Dean meets regularly with the department chairs and other administrators to plan, coordinate, and carry out the mission of the College. Committees are established and maintained to facilitate planning, execution, and attainment of quality educational programs and affirmative action guidelines.

The College and its departments are budgeted annually for academic support, instructional support, scholarly development, library allocations, infrastructure allocations, supplies and services, and technology fees. All budgetary expenditures must follow prescribed university and state accounting procedures. Travel is budgeted through the departments and/or within the Dean's budget. Instructional supplies are budgeted within the departments.

Additionally, the College and its departments maintain auxiliary foundation accounts to receive gifts and contributions from alumni and private donors.