

**Department of Communication Sciences and Disorders
Governance Document**

I. Table of Contents

- I. Table of Contents
- II. Departmental Mission Statement
- III. Department overview
- IV. Department structure
 - A. Chairperson
 - B. Chair-Appointed Positions
 - i. Director of Advisement
 - ii. Clinic Director
 - iii. Director of Clinical Experiences Speech-Language Pathology
 - iv. Director of Clinical Experiences Audiology
- V. Departmental committees
 - A. Elected committees
 - i. DFSC
 - ii. Department Council
 - B. Appointed/standing committees
 - i. Curriculum committee
 - ii. SLP Graduate Admissions Committee
 - iii. Audiology Graduate Admissions Committee
 - iv. Space and Equipment Committee
 - v. Public Relations/Social Committee
 - vi. Scholarship committee
 - vii. Assessment committee
 - viii. Other committees
- VI. Policies and Procedures
 - A. Departmental meetings
 - B. Curriculum revisions
 - C. Admission
 - i. To the major, undergraduate
 - ii. SLP Graduate admissions
 - iii. Audiology graduate admissions
 - D. Assessment procedures
 - E. Faculty assignments
 - F. Graduate assistant assignments
 - G. Teaching evaluations
 - H. Clinical teaching evaluations
 - I. Summer employment policy
 - J. Policy for selection of a search committee for Tenure-track Faculty appointments
- VII. Amendments to the Governance Policies

II. Departmental Mission Statement

Introduction

The Department of Communication Sciences and Disorders offers one of the most comprehensive undergraduate programs in the state, one of the largest SLP graduate programs in the country, and a fully accredited AuD program. We embrace collaborating with other departments within CAS and other colleges, participating in service learning activities, strengthening our students' community engagement, and supporting faculty and student research. We take pride in our excellence in teaching and seek to maintain our emphasis on ensuring that each student in our department receives a quality education.

Our clinic mirrors our academic programs in terms of excellence and strength and is a vital and critical component of our programs; this is the training ground for our student clinicians. We offer a wide range of speech-language pathology and audiology services to clients of every age and provide our students with an excellent foundation of clinical knowledge and skills.

Mission statement

To provide a high-quality, student-focused education that prepares students to be ethical, engaged, compassionate, and accomplished professionals.

Vision statements

We will build on our shared focus of serving, teaching, and engaging our students and our commitment to furthering disciplinary knowledge to become one of the premiere clinical training programs in the nation.

We value:

- An education rich in theory and practical experiences that enables our graduates to pursue careers in speech-language pathology and audiology with competence and confidence;
- Individualized attention to our students;
- Collaborative teaching, learning, and research which includes intra and interdisciplinary partnerships across departments and with the community;
- Academic freedom and responsibility;
- Provision of the highest quality speech, language and hearing services to the community;
- Active pursuit of scholarship and its dissemination through publication, presentations, and teaching;
- Dynamic and innovative curricula within all our programs;
- Diversity of ideas, backgrounds, and approaches to the pursuit and application of knowledge to support clinical and academic growth of all departmental stakeholders;
- Service to the professions.

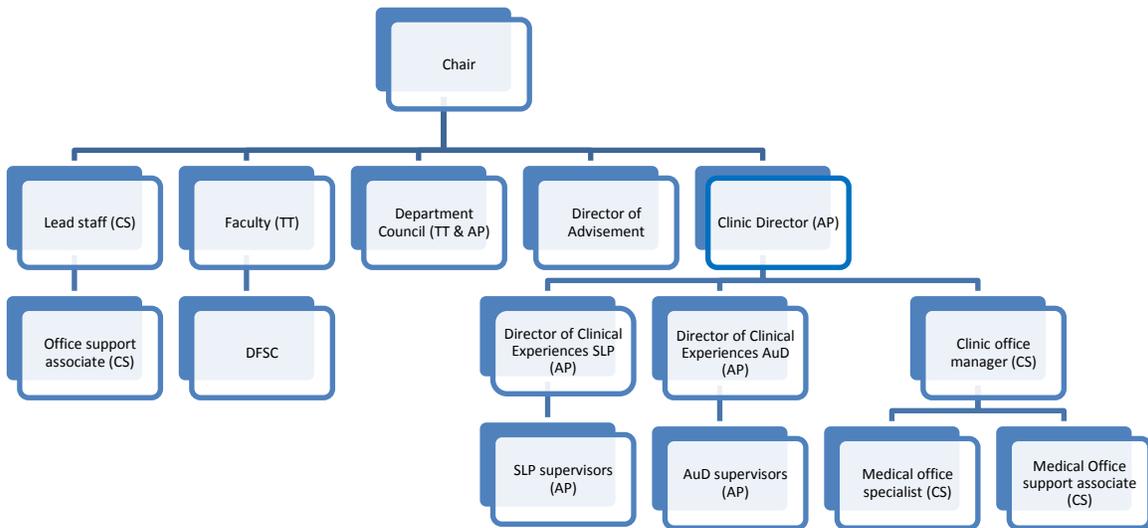
III. Overview

The department offers an undergraduate degree in CSD, in addition to a master’s degree in SLP and a doctoral AuD degree. The department also houses the Eckelmann-Taylor Speech and Hearing Clinic that provides speech, language, and hearing services to the public and serves as a training clinic for students in both graduate programs.

The Chairperson serves as the chief administrative officer of the department and clinic. The department is governed by its own ASPT documents and policies as well as those of the College of Arts and Sciences and the University. Every effort has been made to make our department By-Laws consistent with University policies and procedures, the College of Arts and Sciences By-Laws, ASPT documents, and all applicable collective bargaining agreements. Where inconsistencies arise, the higher level bodies’ policies prevail.

All members of the department are expected to play an active role in the affairs of the department through participation in department meetings, service on department committees, and support of department programs.

IV. Organizational Structure



A. Chairperson

The Chairperson is the chief administrative officer of the department, having general responsibility for: 1) personnel hiring, firing, and evaluation; 2) budgets and departmental facilities; 3) curriculum development; and 4) the general academic reputation and atmosphere of the department. Specifically, the Chairperson is responsible for fiscal management, for personnel management including scheduling, for developing long- and short-range plans and goals, and for encouraging professional activity in the form of innovative and high quality teaching, scholarly productivity, and public service appropriate to the field of speech-language pathology and audiology. In addition, the Chairperson is the fiscal agent for the Eckelmann-Taylor Speech and Hearing Clinic and works with the Clinic Director in matters of personnel hiring, firing and evaluation and for maintenance of budgets and clinical facilities. The Chairperson is responsible to the Dean of the College of Arts and Sciences, who conducts annual evaluations for salary increases and a five-year review to evaluate the performance of the chair. Re-appointment decisions based on the five-year review are made by the Dean.

B. Chair Appointed Positions

The people in the positions of Director of Advisement, Clinic Director, Director of Clinical Experiences for Speech-Language Pathology, and Director of Clinical Experiences for Audiology will work together to ensure coordination of clinic and classroom scheduling for all graduate students in the department.

- i. Director of Advisement. The Director of Advisement is appointed by the Chair in a 50% continuous, 12 month A/P position. To ensure consistency in the critical duties performed by the person in this position, the position will be a permanent appointment. The Director of Advisement will serve as the advisor to all undergraduate and graduate students in CSD. With respect to graduate students, the Director of Advisement coordinates all graduate level students admitted to the program in regard to their class schedules and admissions to the program. The Director of Advisement takes responsibility for the recruitment of graduate students in SLP, and assists with the recruitment of graduate students in AuD. This person also functions as the graduate coordinator. The Director of Advisement is involved with the Chair in developing departmental class schedules. Additionally, the Director of Advisement works with the Chair to complete all reports pertaining to program review, accreditation by the American Speech-Language-Hearing Association, and accreditation by other institutional accrediting bodies.

With respect to the undergraduate students, Director of Advisement coordinates all CSD undergraduates admitted to the program in regard to their class schedules and admissions to the program. This person must understand and communicate major and degree requirements to students to ensure accurate time to degree completion. Additionally, the Director of Advisement must make appropriate referrals to students regarding campus resources. This person coordinates internal major applications every fall and spring semester with the Department Chairperson. The Director of

Advisement assists the Chair in developing departmental class schedules and represents CSD at Preview and other Open Houses held throughout the year. This person represents the CSD department within the campus wide advising community and ensures that the University College liaison is kept current in department advisement procedures.

ii. Clinic Director

The Clinic Director is a 50%, 12 month appointment. The person in this position oversees the operations of the Eckelmann-Taylor Speech and Hearing Clinic and so must have knowledge of all current clinic procedures and policies and assure that such procedures and policies are in compliance with all state, federal and university mandates and that they are being followed appropriately. This position supervises the Clinic Office manager and the Directors of Clinical Experience for AuD and SLP to ensure that appropriate business practices are being followed, and that speech pathology and audiology services and the clinic business office function as one cohesive, efficient unit. This position is also responsible for coordinating advancement and outreach activities for the clinic and for increasing and maintaining sufficient client visits to meet student needs.

iii. Director Clinical Experiences – Speech-Language Pathology

This is a 100%, 12 month appointment. The person in this position is responsible for scheduling all clinic practicums for graduate students and supervisors in speech-language pathology. This position must have knowledge of ASHA practicum requirements, and create schedules to ensure that each student attains appropriate types, levels and amounts of clinical hours. This position oversees, coordinates with, and schedules the speech-language supervisors in the department's Speech and Hearing Clinic and maintains contacts with persons in outside placements in order to place CSD students in internships. This position ensures all appropriate contracts and other pieces of paperwork are completed to place students in outside internships and to document student progress in the clinic. This position is also responsible for scheduling and conducting weekly clinic meetings with the graduate students in speech-language pathology.

iv. Director Clinical Experiences – Audiology

The Audiology Clinic Director is a 50%, 12 month appointment. The person in this position is responsible for scheduling all clinic practicums for graduate students and supervisors in audiology. This position must have knowledge of ASHA practicum requirements, and create schedules to ensure that each student attains appropriate types, levels and amounts of clinical hours. This position oversees, coordinates with, and schedules the audiology supervisors in the department's Speech and Hearing Clinic and maintains contacts with persons in outside placements in order to place CSD students in internships. This position also is responsible for ensuring all appropriate contracts and other pieces of paperwork are completed to place students in outside internships and to document student progress in the clinic. This position is

also responsible for scheduling and conducting weekly clinic meetings with the graduate students in audiology.

V. Departmental Committees

A. Elected

i. Department Faculty Status Committee (DFSC)

The DFSC develops department policies and procedures for faculty appointment, reappointment, performance-evaluation, promotion, tenure, and post-tenure reviews. For complete membership and election requirements and committee procedures and responsibilities please see department ASPT document.

ii. Department Council

This committee shall be responsible for close cooperation with the Chairperson in the administration of the policies and directives of the department, the college, and the university. It shall consist of one representative from each of the following constituencies: audiology faculty, audiology A/P, SLP faculty, and SLP A/P. The representatives will be elected via secret ballot by their colleagues in their respective constituencies to serve for two years. Elections will be held in May to begin the following fall semester. Terms of office will be staggered so that the audiology faculty member and the SLP A/P member will rotate off one year and the audiology A/P member and the SLP faculty member will rotate off the following year. The Graduate Program Director and the Undergraduate Academic Advisor will serve as ex officio voting members. In the event that any constituency should lack representation, the committee reserves the right to appoint a member to represent that constituency. The Chairperson of the department will chair this committee and will preside at all meetings. The committee shall hold regular meetings. Its scope of responsibility shall include, but not be limited to, the following matters:

- Long range planning;
- Advice on committee appointments and on administrative decisions;
- Consideration of committee proposals and initiatives;
- Distribution of minutes of all its meetings to the entire faculty;
- Policy matters;
- Setting the agenda for the department meetings.

All substantive decisions made by the Council shall require the approval of the faculty and policy matters developed by the Council must be brought to the department for discussion and approval.

B. Appointed/Standing Committees

All assignments to appointed/standing committees are made by the Chair in consultation with the Department Council. Committee assignments will be made in the spring of the year for the following fall.

i. Curriculum Committee

The Curriculum Committee is made up of a minimum of two tenure-line faculty members and two clinical supervisors. The committee conducts annual reviews of each programs' current curriculum to ensure adequacy and currency. Input from various stakeholders (e.g., alumni, current students, faculty, and on and off site supervisors) is utilized in this review. In addition, the committee reviews curriculum proposals from departmental members and develops changes to the departmental curriculum.

ii. SLP Graduate Admissions Committee

The SLP Graduate Admissions Committee is comprised of two tenure-line SLP faculty and two SLP clinical supervisors. Membership on this committee is assigned on a staggered rotational basis. Members serve a two-year term. The primary duty of the SLP Graduate Admissions Committee is to review applications to the SLP MS program and make recommendations to the Chairperson regarding acceptance of the graduate candidates.

iii. Audiology Graduate Admissions Committee

The Audiology Graduate Admissions Committee is comprised of two tenure-line audiology faculty and two audiology clinical supervisors. Membership on this committee is assigned on a staggered rotational basis. Members serve a two-year term. The primary duty of the Audiology Graduate Admissions committee is to review applications to the doctorate of audiology program and make recommendations to the Chairperson regarding acceptance of the graduate candidates.

iv. Space and Equipment Committee

The membership of the Space and Equipment Committee is based on each year's projected facility and equipment priorities. The primary duties of the committee are to determine facility requests and possible scheduling of these requests to minimize disruption to the department and the clinic, to collect equipment and computer needs from faculty, supervisors, and staff, and to investigate vendors and cost of the equipment and present the list to the Chairperson annually.

iv. Social Committee

The Social Committee is made up of four departmental members. The primary duties of the committee include: sending cards and flowers to department

members who have had significant events in their lives, planning retirement parties and homecoming activities, and collecting donations from the department for the social fund.

v. Scholarship committee

The scholarship committee is made up of three departmental members. This committee's duties include mentoring freshmen and sophomores who show the potential to become Bone Scholars, recruiting qualified students for departmental scholarships and tuition waivers, selecting final scholarship awardees, and ensuring accuracy of scholarship information on the department website.

vi. Assessment committee

The assessment committee is made up of the Chair of the Department, the Director of Advisement and the Clinic Director. This committee's duties include ensuring the timely collection of assessment data cited in the Assessment Plan on file with University Assessment Services and approved by the Provost's Office; reviewing these data as they are collected; drafting an annual update of the Assessment Plan; and presenting this draft to the Department Council and the department as a whole for discussion.

vii. Other Committees

Special purpose ad-hoc committees may be created by action of either the department Chairperson in consultation with the Department Council or by a resolution passed at a departmental meeting. Such committees shall be created for a discrete purpose, which shall be completed at a terminal date. Upon completion of their purpose or the advent of a terminal date, whichever comes first, the committee shall be disbanded.

VI. Policies and Procedures

A. Departmental Meetings

Departmental meetings are to be scheduled once a month but may be convened more often depending upon need. Regular meetings are set for the first Thursday of every month beginning at 8:00 a.m. Reminders of these meetings will be sent out within two days of the meeting along with the finalized agenda. The Chair of the department or an assigned designee shall conduct the meeting. With the exception of ASPT matters, all faculty and A/P appointments in the department shall have a right to vote in department meetings.

B. Curriculum Revisions

Curriculum changes proposed by the Curriculum Committee are evaluated by the faculty and voted on before going to the College Curriculum Committee for approval. The

departmental curriculum committee shall follow the curriculum policies and time lines developed and implemented by the college and university curriculum committees.

C. Admission

i. To the major, undergraduate

External transfers to the major and freshman majors are governed by University policies. Internal transfers to the major are based on resource capacity, enrollment management issues, perceived ability for the applicant to complete the major, diversity concerns, and other factors deemed appropriate by the department. An application process requires internal transfers to apply to the major and admissions decisions are made twice per year, October 1st and March 1st.

ii. SLP Graduate Admissions

Admission requirements are clearly stated in the Graduate Catalog. Applicants are individually reviewed by all four members of the SLP Graduate Admissions Committee on the following four categories using a standard rubric: overall GPA (last 60 hours)/Major GPA/GRE + writing, student profile (honors/awards, personal essay,), recommendation letters, and video/academic potential (professional/pertinent clinical and/or research experiences, student disposition/interaction history). Each committee member's totals are added together and the applicant list is then ranked ordered. This serves as the basis for committee discussion and the final recommendations that are forwarded to the Chair. The Chair makes the final admission decisions. The SLP Graduate Admissions Committee works closely with the departmental staff regarding the application documents and time-lines for admission.

iii. Audiology Graduate Admissions

Admission requirements are clearly stated in the Graduate Catalog. Applicants are individually reviewed by all four members of the AuD Graduate Admissions Committee and are evaluated and rated on the following categories using a standard rubric: academic potential (overall GPA/Major GPA and GRE scores), student profile (honors/awards, personal essay, experience), interview results, and recommendation letters. Each committee member's totals are added together and the applicant list is then ranked ordered. This serves as the basis for committee discussion and the final recommendations that are forwarded to the Chair. The Chair makes the final admission decisions. The committee works closely with the departmental staff regarding the application documents and time-lines for admission.

D. Assessment procedures

i. The Chair will be responsible for:

- a) ensuring that Immediacy Scales are administered to all graduate students who are on campus during the beginning of each fall semester.
- b) scheduling midterm chats for all graduate students who are on campus during each spring semester
- c) scheduling small focus groups every other year with alumni who are one to three years post-graduation
- d) sending a survey to alumni who are one to three years post-graduation to include following three questions: What facilitated your learning while you were here? What hindered your learning while you were here? and What suggestions do you have for improvement? This will be done every summer.
- e) working with UAS on annual alumni survey sent out by ISU

ii. The Director of Clinical Experiences for AUD and SLP will be responsible for:

- a) soliciting information on an annual basis from internship supervisors and employers regarding the strengths and weaknesses of graduate students
- b) soliciting responses from outgoing graduate students as part of exit interview regarding: What facilitated their learning while they were here? What hindered their learning while they were here? and What suggestions they have for improvement?

iii. All faculty and supervisors will be responsible for maintaining appropriate KASA documentation for their classes/clinics on an ongoing basis.

E. Faculty Assignments

Faculty are typically assigned to teach 3 courses per semester (a 3-3 load). Teaching assignments shall be made at the beginning of an academic year for the following academic year by the Chairperson in consultation with each departmental member and the Assistant to the Chair. Assignments shall be made with the curricular and clinical needs of the department taken as a priority.

F. Graduate Assistant Assignments

The department utilizes graduate assistants (GAs) in a variety of capacities. Given sufficient funding, each undergraduate course with a lab or enrollment over 150 receives a GA. All tenure-track faculty receive a 5-hour research GA. The directors of clinical experiences and the material center also receive GA allotted time. Remaining hours will be assigned based on discussion held with department members requiring GA time. Pending exceptional circumstances, all GAs will be assigned for one academic year beginning in the fall semester.

G. Teaching Evaluations

Consistent with University policy all courses must be evaluated each semester. The department staff coordinate and schedule the evaluations at the end of each semester

and use graduate assistants (who are not assistants in the specific course being evaluated) to administer the evaluations. Departmental staff will prepare the evaluations for review by the DFSC and make the evaluations available for instructors to review before the start of the next academic term.

H. Clinical Teaching Evaluations

Consistent with University policy all courses must be evaluated each semester. The department staff coordinate and schedule the evaluations at the end of each semester and use graduate assistants (who are not assistants in the specific clinical course being evaluated) to administer the evaluations. Departmental staff will prepare the evaluations for review by the chair and make the evaluations available for clinical instructors to review before the start of the next academic term.

I. Summer Employment Policy

Instructors will be paid by the rubric devised and utilized by the College of Arts and Sciences.

SLP clinical instructors who supervise in the summer have 12 month contracts with “lay off” periods from May 16th – June 1st and from July 16th – August 15th. AuD clinical instructors with 10 month contracts will be staggered so that some will work from July 15th to May 15th and some from August 15th to June 15th. Other AuD supervisors may be hired to work summer hours as needed on an NTT contract. Scheduling of the supervision load will be determined by the Director of Clinical Experiences for AUD and SLP based on the needs of the Clinic.

J. Policy for selection of a search committee for Tenure-track Faculty appointments

The department will follow these procedures for the appointment of new faculty on tenure-track contracts and for the appointment of faculty on one-year contracts, as time permits.

General statements

- A. A search committee, separate and apart from the CSD DFSC will be established for all tenure/tenure-track appointments. The Department Chair will not be the chair of the search committee but will assist in the organization and administration of the search process and oversee implementation of appropriate search procedures in all cases.
- B. Search committees will be established early in the recruiting process to permit the search committee ample time to establish advertising, interview and other procedural elements of the recruiting process.
- C. A search committee will be selected in the following manner:
 - a. The search committee will be composed of four department members. The Department Chair will not be an official member of the Search Committee, but will assist the committee throughout the search process.

- b. When numbers of faculty permit, two members of the committee will represent tenure-track faculty from the discipline for which the search is targeted (i.e., speech-language pathology or audiology), one member of the committee will represent tenure-track faculty from the discipline for which the search is not targeted, and the remaining member shall be an AP from the discipline being searched for. When numbers of faculty do not permit, then the tenure track members of the committee can all be from the same discipline (i.e., speech-language pathology or audiology) or two can represent the discipline that is not targeted by the search.
- c. Individuals may be nominated to serve on the search committee by any tenure-track or AP member of the department or may nominate themselves to serve on the search committee. Nominations should be directed to the Chair.
- d. If more individuals are nominated for the committee than there are openings for, then the tenure-track and AP members of the department will vote by secret ballot to determine who will serve in that capacity.
 - i. The committee will determine who will chair the committee.

VII. Amendments to the Governance Policies

Amendments to the department Governance policies will be initiated by the Department Council and must then be disseminated to the department before a formal vote can be taken on them. An affirmative vote by the majority of full-time faculty and A/Ps in the department is needed to amend these policies.

The revisions to this document were unanimously approved by the Department of Communication Sciences and Disorders on 2/2/2017.