

SAN JOSÉ STATE UNIVERSITY
DOCTOR OF EDUCATION PROGRAM IN EDUCATIONAL LEADERSHIP
BYLAWS
(December 21, 2022)

ARTICLE I. OBJECTIVES

1. The name of the organization shall be the Doctor of Education Program in Educational Leadership, otherwise referred to herein as the Ed.D. Program. The Ed.D. Program is housed in the Department of Educational Leadership (EDLD), Lurie College of Education (LCOE), San José State University (SJSU). The Ed.D. Program is organized to establish and administer a graduate program of instruction and scholarship leading to the Ed.D. degree in conformance with regulations of the policies and procedures of the California State University (CSU) and SJSU. Program governance shall be determined by the articles enumerated in this document. Program policies shall be determined by the Ed.D. Core Doctoral Faculty, as defined in Article III whose voting rights are defined in Article IV Sections 3.4 to 3.6.

ARTICLE II. PROGRAM DIRECTOR

1. The Ed.D. Program Director has all the rights and duties of a department chair and works directly with the EDLD Chair to support the success of the Ed.D. Program. Transitions in program leadership follow the description stated in section 4. The Ed.D. Program Director is appointed by the LCOE Dean for a term of four years, which is renewable and contingent upon satisfactory performance.
2. The Ed.D. Program Director is primarily responsible for the management, operations, budget, and administration of the Ed.D. Program. The Ed.D. Program Director chairs the Ed.D. Core Doctoral Faculty meetings and the different committees as defined in Articles IV and VI.
3. The Ed.D. Program Director, in consultation with the Ed.D. Core Doctoral Faculty, will be primarily responsible for identifying faculty to teach doctoral courses. These instructors include both SJSU faculty as well as other faculty as defined in Executive Order 991 with specialized expertise that respond to the demands of the program.
4. Ed.D. Program Directors will be appointed in accordance with SJSU Policy S17-3 and as follows: If Ed.D. Core Doctoral Faculty determines that a national search is appropriate, the search will proceed in accordance with SJSU Policy S17-3, with a search committee that includes Ed.D. Core Doctoral Faculty. If the Ed.D. Core Faculty identifies qualified internal candidates to take on the Ed.D. Program Director position, the Ed.D. Core Doctoral Faculty will make a recommendation to the LCOE Dean. It is fully anticipated that, barring extraordinary circumstances, the recommendation would be approved for appointment by the LCOE Dean. The Ed.D. Program Director has the option to serve on

the LCOE Council of Chairs.

ARTICLE III. PROGRAM FACULTY COMPOSITION, RIGHTS, AND RESPONSIBILITIES

1. The doctoral degree program at SJSU represents the highest level of academic scholarship and student professional achievement offered through the campus. The quality of educational and scholarly experiences that SJSU can offer to students in doctoral programs requires doctoral program faculty who have the necessary 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 the Doctoral Faculty Group.
2. The Doctoral Faculty Group for the Ed.D. Program shall be called the Ed.D. Core Doctoral Faculty. The Ed.D. Core Doctoral Faculty ensures distinct governance, consultation, and faculty leadership for this program. The Ed.D. Core Doctoral Faculty operates within the guidelines and policies of the University Academic Senate and the CGS. It is the responsibility of the Ed.D. Core Doctoral Faculty to oversee:
 - 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 Ed.D. program matters;
 - Maintenance of bylaws under which the Ed.D. Program operates; and
 - Ensuring student success in the program.
3. The Faculty providing instruction for the Ed.D. Program consists of Core Faculty and Affiliated Doctoral Faculty.
4. Appointment of Core Doctoral Faculty
 - 4.1 For initial appointment, a faculty member must:
 1. be tenured or have a full-time tenure-track appointment;
 2. have earned a terminal degree in the appropriate discipline;
 3. be willing to serve and assume the responsibilities of the doctoral faculty group, including serving on and chairing dissertations and examination committees;
 4. exhibit a strong record of scholarly productivity appropriate to the discipline. New faculty members must exhibit a strong ability to develop a specialized record or line of scholarly work, as may be evidenced by their doctoral dissertation, related publications or post doctoral research;
 5. possess specific expertise in the area(s) of the Ed.D. Program;
 - 4.2. For reappointment, a faculty member must:
 1. be tenured or have a full-time tenure-track appointment;
 2. demonstrate effective teaching, preferably excellence in teaching (e.g., SOTEs and

- peer observations);
3. successful dissertation mentoring and completion of dissertation assignments;
 4. 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;
 5. demonstrate a record of engagement with the doctoral program over the previous term. Such engagement could include developing and offering courses for doctoral students, and/or chairing and serving on dissertation and examination committees, and/or serving on program committees.
- 4.3 Nomination to the Ed.D. Core Doctoral Faculty: Any tenured or tenure-track faculty member at SJSU may be nominated (or self nominate) for appointment to the Ed.D. Core Doctoral Faculty. However, the chair and disciplinary dean overseeing the candidate's home department must approve the nomination for it to move forward.
- 4.4 Review of nominees: Once nominated, a candidate's qualifications for membership in the Ed.D. Core Doctoral Faculty shall be reviewed by the current members of the Ed.D. Core Doctoral Faculty, the Ed.D. Program Director, the EDLD Chair, and the LCOE Dean. Each level of review will provide a written statement, either recommending or not recommending appointment to the doctoral faculty group, to be sent to the CGS Dean who will serve as the Provost's designee in the appointment process.
- 4.5 Initial appointment: The CGS Dean as the Provost's designee, will evaluate each nomination and the accompanying recommendations and determine whether an appointment should be made. In the event of a negative decision, the nominee or any of the reviewers may appeal the decision and request a further review by the Provost. In such cases the decision of the Provost is final.
- 4.6 Term: Appointment to the Ed.D. Core Doctoral Faculty will normally be made for a period of four years.
- 4.7 Renewal of appointment: At the conclusion of a faculty member's term on the Ed.D. Core Doctoral Faculty, the faculty member may be reappointed to another term. There is no limit to the number of terms a faculty member may serve as long as the faculty member remains qualified to serve. The candidate for reappointment will fall into one of two categories for review: expedited, or full review. The category will be determined as follows. When the doctoral faculty group member's term is ending, CGS will notify the faculty member, all of the current members of the Ed.D. Core Doctoral Faculty, and the chair and disciplinary dean that a reappointment is under consideration. Any of the notified parties may request, via confidential letter to the CGS Dean, that a full review be undertaken. If at least one such request is received, then a full review will be done. Otherwise an expedited review will be done.
- 4.8 Expedited reappointment review: This type of review will be done administratively, and will ordinarily not require an application or other paperwork from the candidate or the Ed.D. Program. The CGS Dean will confirm that the reappointment criteria (section 4.2) are met, including effective teaching, advising, and service to the Ed.D. Program. If that is the case, the CGS Dean will notify the candidate and other stakeholders of the reappointment. Generally, the presumption will be that if the

candidate is in the RSCA assigned time program, then the scholarly activity criterion (4.2 item 4) has been met, and that if there were no requests for a full reappointment review, then the engagement criterion (4.2 item 5) has been met. However, the CGS Dean may, at their discretion, request a full review.

- 4.9 Full reappointment review. Candidates for reappointment to the Ed.D. Core Doctoral Faculty who are notified that there will be a full review should prepare a packet of information that documents that the criteria for reappointment in section 4.2 are met. Such documentation would ordinarily include a CV and evidence of participation in the Ed.D. Program in the preceding term, but may include any other materials the candidate may wish to include. The reappointment review packet should be submitted to CGS, who will oversee the review process described in section 4.4.
- 4.10 RSCA Activity of the Core Doctoral Faculty: Because active engagement in RSCA is an essential criterion for appointment as a doctoral faculty member, it is assumed that all Ed.D. Core Doctoral Faculty members will be in the SJSU RSCA assigned time program. As such, they ordinarily receive 3 WTU of workload credits for RSCA each semester.
5. Ed.D. Core Doctoral Faculty who have an academic home department outside of EDLD will have an appointment to the Ed.D. Program but will maintain their full faculty appointment in their home department. They will have voting privilege in the Ed.D. Program but not on other EDLD matters. If a faculty member whose primary home is outside of EDLD wishes to be considered for a joint appointment in EDLD, this should be reviewed by EDLD faculty on a case-by-case basis in accordance with Amendment D of SJSU Policy S15-6.
6. Ed.D. Core Doctoral Faculty will be reviewed for RTP and PTR in their home departments. Teaching and service provided to the Ed.D. Program should be recognized in the RTP and PTR processes. The Ed.D. Program Director will provide letters for faculty dossiers that provide context for the work in the Ed.D. Program and document the scope and impact of faculty service. Additionally, at the time of appointment, the chairs of the home departments of the Ed.D. Core Doctoral Faculty members will sign the appointment letters indicating their support for the teaching and service that the faculty member will dedicate to the Ed.D. Program.
7. Affiliated Doctoral Faculty: Any member of the SJSU faculty or other faculty as defined in Executive Order 991 Article 12 Sections 1.2 and 2 with the appropriate scholarly credentials may be assigned to teach a doctoral course in the Ed.D. program. It is not necessary that the faculty teaching a doctoral course be a member of the Ed.D. Core Doctoral Faculty. A faculty member who teaches in the Ed.D. program but is not a Core Doctoral Faculty member is given the designation of Affiliated Doctoral Faculty. If there is a question about the appropriateness of the scholarly credentials, the Ed.D. Program Director, in consultation with the Core Doctoral Faculty, will make the determination.
8. Affiliated Doctoral Faculty are not required to participate in program meetings but are welcome to attend.
9. Mentoring and advising Ed.D. students
 - 9.1 Only members of the Ed.D. Core Doctoral Faculty Group may serve as dissertation

chairs for a doctoral student and oversee the student's research activities.

- 9.2 Any member of the community, either within or outside SJSU, with the appropriate scholarly credentials and specific expertise in the area of the student's dissertation research may, in principle, serve as an examining member of the Dissertation Committee. However, any requirements for dissertation committee composition in the Ed.D. Doctoral Program bylaws or university policy must be met. In the rare case that a compelling reason exists to appoint someone outside of the normal requirements as an examining member of the Dissertation Committee, a petition should be sent to the CGS Dean for evaluation.
10. Service in the Ed.D. Program: Committee work and other ordinary service is expected as part of the 3 WTU of service credits in a Faculty member's allocated load for service.
- 10.1 In the Ed.D. Program, this includes service on committees as defined in Article VI. Generally, all members of the Ed.D. Core Doctoral Faculty are expected to participate in the process of recruiting students to the program.
- 10.2 Service on dissertation committees in a capacity other than chair may be occasionally required based on the Ed.D. Core Doctoral Faculty member's expertise even if they are not supervising doctoral students at that time. In such cases, where the work is substantially less than for a committee chair, the workload is included in the 3 WTUs allocated for service.
- 10.3 Exceptionally heavy service duties, such as coordinating the global field experience or leading the accreditation process, may receive additional WTU compensation if the work exceeds the 3 WTU of service assignment (i.e. exceeds 136 hours of faculty service work per semester. Typically, 1 WTU amounts to about 45 hours of faculty effort per semester.

ARTICLE IV. PROGRAM MEETINGS

1. Objectives and Goals: The Ed.D. Core Doctoral Faculty will review significant changes to policy, practice, or curriculum. Program meetings will also allow for communication of, and conversation about, smaller changes to policy, practice, or curriculum, as well as discussion of larger, long term goals of the Ed.D. Program.
2. Membership: All Ed.D. Core Doctoral Faculty are considered voting members at a program meeting. They have full votes. Core Doctoral Faculty in the FERP Program have a full vote in the semester(s) they are teaching. Affiliated Doctoral Faculty do not vote.
3. Procedures:
 - 3.1 All program meetings shall be called by the Ed.D. Program Director who will designate the time and place of the meetings. One week in advance of all meetings, the Ed.D. Program Director will distribute an agenda.

- 3.2 Program meetings shall be held at least once per semester.
- 3.3 Votes of the Ed.D. Core Doctoral Faculty will take place only when the issue at hand concerns the entire program and does not involve personnel issues.
- 3.4 All votes cast on significant changes to policy, practice, or curriculum by the Ed.D. Core Doctoral Faculty will be taken anonymously. The Ed.D. Program Analyst will be responsible for setting up the voting process and counting the votes. All results will be reported to the Ed.D. Core Doctoral Faculty on the agreed date and time, usually no more than one week from the date in which a motion to vote has been stated and approved by Core Doctoral Faculty who were present at the program meeting.
- 3.5 Minutes shall be taken at all program meetings by the Ed.D. Program Analyst or the Ed.D. Program Director's designee. Minutes shall be made available to Ed.D. Core Doctoral Faculty members upon request. If there is such a request, an electronic version of the minutes will be provided. Electronic copies of the minutes shall be kept on file in the Ed.D. Program drive.

ARTICLE V. OPERATIONAL NORMS

1. Procedure for requesting advising extension after the third year: Any extension beyond the third year requires a written plan of action from the student and the dissertation chair. The Ed.D. Program Director needs to approve the plan of action and will assign the appropriate additional WTUs. Dissertation committee chairs may receive credit for supervision for that expected time plus one semester, for any one student. Any supervision credit to be awarded after the expected time + 1 semester limit requires approval by the LCOE Dean.
2. Ed.D. Core Doctoral Faculty may advise up to 1 student per cohort. Additional advising requires consultation with the Ed.D. Core Doctoral Faculty.
3. Ed.D. students who choose to change program advisors or dissertation chairs at any time in their program need to abide by the following process: (i) Student consults with the current dissertation advisor or chair to discuss the request; (ii) Student formally requests and discusses a plan for recruiting a new advisor or chair with the Ed.D. Program Director; (iii) The Ed. D. Program Director approves the plan and reaches out to the new advisor or chair to discuss the request; (iv) If the new advisor or chair approves the request, the Ed.D. Program Director sends both the new advisor or chair and student an updated assignment of advisor letter officially confirming the change. Students who do not follow the above process will be referred to the Student Success Committee.
4. All Doctoral Faculty and students are expected to follow the rules stated in the Student/Dissertation Handbook.
5. Dissertation advising is a substantial undertaking. Ed.D. Core Doctoral Faculty will work collaboratively to determine norms for advising and review these norms annually.
6. Ed.D. Core Doctoral Faculty are expected to take assigned time as course release during the

academic year as soon as adequate time is accumulated.

ARTICLE VI. PROGRAM COMMITTEES

1. The Ed.D. Program has seven standing committees, as follows: (1) Executive Committee; (2) Recruitment and Program Events; (3) Admissions; (4) Curriculum; (5) Bylaws, Program Structure, and Student Handbook; (6) Student Success; and (7) Program Review and Assessment. The Ed.D. Program may establish an ad hoc committee based on need and to complete a specific task with a specific timeline. Furthermore, the Ed.D. Program has a Community Advisory Board. The Ed.D. Program Director will attend and facilitate all committee meetings.
2. Ed.D. Core Doctoral Faculty volunteer to serve on any committee. The Ed.D. Program Director may also nominate specific members of the Core Doctoral Faculty to serve on specific committees. All members of a committee have full voting rights on that committee. Ed.D. Core Doctoral Faculty members may volunteer to serve on as many committees as they wish.
3. Minutes shall be taken at all meetings by the Chair of the committee or by the Chair's designee. Minutes from all committees shall be reported to members of the Executive Committee and made available to Ed.D. Core Doctoral Faculty upon request. The only exception to this is in cases when confidential actions are made. Committee Chairs will upload electronic copies of all minutes to a designated folder in the Ed.D. drive that is managed by the Ed.D. Program Analyst.
4. Decisions and recommendations proposed by any committee will be placed on the agenda for the next program meeting with the Ed.D. Core Doctoral Faculty. Any significant changes proposed by any committee will be referred to the Core Doctoral Faculty for discussion and voting if appropriate. If a committee endorses these changes, these significant changes will be placed on the agenda for the next program meeting. All votes cast are consultative in nature. Votes and recommendations made at the committee level are forwarded to the Ed.D. Program Director, EDLD Chair, and LCOE Dean for formal action. The LCOE Dean and the CGS Dean, if appropriate, make the final decision.
5. Standing committees
 - 5.1 Executive Committee. This committee is a subset of the Ed.D. Core Doctoral Faculty that meets on a monthly basis to assist the Ed.D. Program Director in making expedited decisions on operating norms such as policy, practice, and curriculum issues that arise without the need for a meeting with the entire Ed.D. Core Doctoral Faculty. This committee consists of chairs from the seven standing committees, and an open invitation to all teaching faculty to participate.
 - 5.2 Recruitment and Program Events Committee. This committee is advisory to the Ed.D. Program Director. This committee deals with matters that pertain to student recruitment and may develop written and web-based materials for prospective applicants, including program events such as lecture series. This committee consists of students, alumni, and

Doctoral Faculty.

- 5.3 Admissions Committee. This committee reviews applications and makes admissions recommendations. Final decisions will be made by the Ed.D. Program Director. This committee consists of no fewer than 4 members of the Ed.D. Core Doctoral Faculty, and membership carries a term limit of one year. Reappointment to the committee may occur after one year since expiration of the last appointment. All Ed.D. Core Doctoral Faculty are expected to serve on this committee at least once during their 4-year appointment to the Core Doctoral Faculty.
- 5.4 Curriculum Committee. This committee reviews existing and proposed courses, identifies and proposes new courses, and deals with course equivalency requests. This committee also deals with matters involving program design and other curricular issues (e.g., global field experience requirement), including IRB and all dissertation-related practices and policies. When Ed.D. curriculum issues arise on the College Curriculum Committee, the Ed. D. Curriculum Committee Chair should be consulted. This committee consists of at least three members of the Ed.D. Core Doctoral Faculty who are expected to serve for a term of two years.
- 5.5 Bylaws, Program Structure, and Handbook Committee. This committee deals with matters that pertain to the bylaws, program structure, and the student handbook that is updated at least once each year. This committee consists of no fewer than three members of the Ed.D. Core Doctoral Faculty who are expected to serve for a term of two years.
- 5.6 Student Success Committee. This committee deals with cultivating students' successful participation in the program. Students and cohorts may communicate with this committee directly, or the Ed.D. Program Director may ask the committee to address concerns raised through other channels. This committee consists of at least three members of the Ed.D. Core Doctoral Faculty who are expected to serve for a term of two years, and one student representative, elected by all cohorts, who will serve a two-year term. Any grievance that an individual student has with a faculty member should first be addressed with that faculty member. If unresolved, the student may appeal to the Ed.D. Program Director; and next to the Associate Dean of the College of Education if necessary. At any point in that process, the student may choose to consult with the SJSU ombudsperson.
- 5.7 Program Review and Assessment Committee. This committee reviews all aspects of the program and provides ongoing and summative assessment and evaluation of the program, including external review. This committee also works collaboratively with the LCOE Assessment Coordinator and sees to it that the Ed.D. Program is responsive to college, university, and other assessment requirements. This committee consists of at least three members of the Core Doctoral Faculty who are expected to serve for a term of two years.
6. Ad hoc Committee. This committee is appointed by the Ed.D. Program based on need (e.g, committee that addresses issues, practices, and program policies around course modality). While membership on an ad hoc committee is voluntary, Ed.D. Core Doctoral Faculty with the requisite expertise are expected to organize the committee. This committee consists of at least three members of the Core Doctoral Faculty who are expected to serve for a specific time period to complete a specific task.
7. Ed.D. Community Advisory Board. The Ed.D. Community Advisory Board is co-chaired by

the Ed.D. Program Director and an appointed Co-Chair from the K-20 partners. The Community Advisory Board normally represents the regional partners in matters related to the Ed.D. Program. It provides for ongoing collaboration between the program and the region's P-20 community. The Community Advisory Board consists of the following members: (i) Ed.D. Program Director; (ii) Five representatives from PK-20 school districts; (iii) At least one current Ed.D. student and one alumnus; (iv) One Core Doctoral Faculty member and one Affiliated Doctoral faculty or interested community partners. The Ed.D. Program Director is responsible for announcing vacancies to the Community Advisory Board. The Executive Committee then selects and recommends to the Ed.D. Program Director individuals who may serve on the Community Advisory Board.

Advisory Board members have a term limit of 4 years, provide recommendations to the Ed.D. Program Director, and abide by the Ed.D. Program bylaws. The Advisory Board elects a Chair for a 2-year term who will co-chair and co-convene the meetings of the Board with the Ed.D. Program Director. The Advisory Board meets at the request of the Ed.D. Program Director. Note that the LCOE Dean's Office is planning to assemble a collegewide Advisory Board. When this happens, the Ed.D. Community Advisory Board will be replaced by the collegewide Advisory Board.

ARTICLE VII. AMENDMENTS

1. The bylaws may be amended by an affirmative simple majority vote of the Core Doctoral Faculty recommending the change provided that they have been given prior written notice of two weeks. The recommendation for bylaws amendment from the Core Doctoral Faculty is then reviewed by the LCOE and CGS Deans and the final decision made by the Provost.

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Recommended by the Ed.D. Core Doctoral Faculty on December 21, 2022

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