

Dr. Kim E. Boyd

Dean College of Education

918.495.7108

kboyd@oru.edu

August 1, 2013

Mr. Mandel Chenoweth
3318 East Independence
Tulsa, OK 74115

Dear Mandel:

I am pleased to extend to you this letter of appointment to serve as the **Art** Secondary Faculty Representative to the College of Education for the term beginning August 1, 2013 and ending May 6, 2014.

K-12/Secondary Faculty Representatives report to Dr. Linda Dunham, Undergraduate Chair of the College of Education.

Following is a list of your responsibilities and duties as a Secondary Faculty Representative:

1. Attend faculty orientation for the College of Education at the beginning of each school year.
2. Attend Undergraduate Education Seminars once a semester.
3. Regularly attend the Undergraduate Academic Council meetings (a schedule will be provided).
4. Keep current with teacher education issues including state and national competencies related to the subject content area.
5. Promote the certification program for the subject area as well as help recruit students into the teacher education program.
6. Supervise student teachers during their internships.
7. Advise subject area teacher candidates as well as assess their ePortfolio artifacts.
8. As time permits, be involved in the College of Education's "Assessment Week" at the end of each semester.
9. Be responsible for writing the State and NCATE Program Reviews for the subject area represented and, if necessary, write the program rejoinder.

As a Secondary Faculty Representative, you will receive payroll employee compensation of \$500 per semester plus \$300 for each student teacher you supervise, as well as mileage for travel to and from student teaching internship placement schools.

Should you at any time find the performance of the required duties and functions of this position untenable to you, please do not hesitate to visit with Dr. Dunham or me.

I want to express my sincere appreciation and thanks for your service to the College of Education.

Your dated signature below will indicate your acceptance of the position and your acceptance of the job specifications listed above.

Sincerely,

Kim E. Boyd, Ed.D.
Dean, College of Education

/fj

Signature

Date

Ms. Laura Holland – Chair

Date

Dr. Debbie Sowell, V.P. Academic Affairs
& Acting Provost

Date

cc: Dr. Mark Hall, Dean – College of Arts & Cultural Studies
Dr. Linda Dunham, Chair – Undergraduate Department of Education