

MARCH | 19

# Request for Proposals

Hosting the Headquarters of the University Council for Educational  
Administration, 2020-2025

*Letters of Intent Due May 31, 2019 - Proposals Due July 31, 2019*



## **Request for Proposals: Hosting the Headquarters of The University Council for Educational Administration, 2020-2025**

For over 60 years, UCEA has pursued its mission of advancing the preparation and practice of educational leaders for the benefit of all children and schools. UCEA fulfills this purpose collaboratively by (a) promoting, sponsoring, and disseminating research on the essential problems of practice; (b) improving the preparation and professional development of school leaders and professors; and (c) influencing policy and practice through establishing and fostering collaborative networks.

Currently, 100 doctoral and masters granting universities are members of UCEA. The consortium always has depended on the energy and generosity of its member universities to accomplish its work. Of particular note is the generosity of the seven universities that have hosted the UCEA headquarters: Teachers College of Columbia University (1956–1959), The Ohio State University (1959–1984), Arizona State University (1984–1991), The Pennsylvania State University (1991–1996), The University of Missouri (1996–2006), the University of Texas (2006–2011), and the University of Virginia (2011-2020). UCEA could not have continued to thrive without these institutional contributions.

UCEA is an advocate for high-quality educational leadership education. To this end, UCEA initiates, manages, and supports an array of important program initiatives (see Appendix). These initiatives provide many substantive opportunities for UCEA member faculties and graduate students to work with higher education colleagues from around the globe and with stakeholders from national leadership organizations.

### **Benefits to the Host University**

The benefits that accrue to universities hosting the consortium differ, depending on the characteristics of the host, its location, faculty, dean, etc. The possibilities for benefit fall under three categories: benefits to (a) the university/college, (b) the educational leadership program/faculty, and (c) the graduate students.

#### **University/College Benefits**

As provider of the UCEA headquarters, the host university shares the international spotlight with UCEA for professional leadership, facilitation of improvement of educational leadership education, and research advocacy. The host university's college/school of education, and particularly its department of educational leadership/administration unit, increases its national visibility and has the opportunity to exhibit model characteristics. The host university is also co-host to international and domestic visitors, UCEA meetings, and working teams and task forces sponsored by UCEA. These visitors often provide opportunities for interaction with faculty and students as well.

#### **Educational Leadership Program/Faculty Benefits**

The host preparation program benefits from the presence of UCEA staff generally, by increased focus on scholarship and program improvement initiatives. UCEA has a history of collaborating with host institution faculty on research, policy, and program initiatives. Such initiatives bring

positive institutional, state, and national visibility to the program. Specifically, the program benefits from the involvement of the UCEA executive director and other staff in departmental committees, college task forces and committees as well as from the executive director's membership on dissertation committees, contributions to program courses, and service activity.

Host faculty participate in UCEA activities through informal collegueship, leadership roles in UCEA projects, editorial roles for UCEA publications, management responsibilities for some UCEA activities, development of curriculum and instructional materials, publication of UCEA-sponsored research, and many other ways. The extensive UCEA library and historical archive of the profession are an invaluable resource for research and program reform.

The information network, job openings, electronic journals, etc. are all a part of UCEA's day-to-day operations. The host program shares in the benefits of these resources.

### **Graduate Student Benefits**

Assistantships, internships, and informal relationships afford students at the host university the opportunity to work with a wide range of scholars from all over the world and the opportunity to travel and participate in UCEA-sponsored and other professional meetings.

The student group working with UCEA shares a special collegueship with UCEA staff and each other. They have access to a great range of scholarly resources. Students have the opportunity to gain valuable experience in the editorial and publishing activities of the consortium. They have access to UCEA computers and other equipment used in the work of the consortium.

### **Proposal Components**

- Part I:** Description of the host institution, including intellectual program and resources that can be instrumental in UCEA mission attainment.
- Part II:** Overview of the proposed structural relationship between the executive function of UCEA and the host institution. (UCEA is an independent nonprofit corporation with a legally constituted board of directors and corporate code. The consortium may not enter into legal agreements that curtail the authority or responsibilities of its Board of Directors, i.e. the UCEA Executive Committee.)
- Part III:** Detailed description of staffing arrangements proposed for executive function and headquarters operation of UCEA, including staff and clerical positions. Preference will be given to proposals that grant academic standing at an appropriate level to the director.
- Part IV:** Description of facilities and equipment that will be provided for headquarters operations.
- Part V:** Description of support services that will be provided directly and those that will be available through purchase arrangement. Examples of services to consider are telephone, library, printing, duplicating, and mailing.
- Part VI:** Description of financial, accounting and personnel benefit systems that may be applicable to UCEA operations.
- Part VII:** First-year budget detail showing wages, benefits, facility costs, equipment costs, and support costs and other expenses related to headquarters operation. Indicate which costs will be charged against UCEA funds and which will be absorbed by the host institution.

- Part VIII:** Description and discussion of other conditions or advantages provided by the host applicant that should be considered, including an institutional commitment to host the administrative operations for a term of 5 years or more.
- Part IX:** Letters of support from the department chair, dean, and university administration (e.g., provost).

### Proposal Evaluation Criteria

1. Evidence of commitment to UCEA and its mission to improve the professional preparation of school administrators and the knowledge base of educational leadership.
2. Evidence that the host university has strong leadership preparation and research programs.
3. Evidence that the Dean of the College or School is committed to ensuring effective leadership preparation in the institution and to working with UCEA in the state and at the national level to support research and development initiatives that promote effective leadership preparation and practice.
4. Evidence that the host university is committed to engaging in collaborative work with UCEA and other UCEA member universities and will provide an environment that will allow UCEA headquarters to pursue its mission effectively and independently.
5. Material contributions might include:
  - partial salaries of UCEA personnel (especially executive director and executive assistant)
  - faculty appointment of executive director (tenured full professor)
  - rotating faculty assignment (release time) to UCEA as Associate Director
  - provision for graduate assistants to work for UCEA
  - office suite and nearby storage area
  - some office furniture, book shelves, and file cabinets
  - contributions to operating costs
  - university services on the same basis as other departments (computing time and hook-up, including medical plan, TIAA-CREF, payroll services, mail handling, printing and photocopy services, etc.)

### RFP Calendar

Informational meetings at AERA	April 4-8, 2019
Deadline for receipt of letters of intention to propose	May 31, 2019
Deadline for receipt of proposals	July 31, 2019
External Proposal Reviews	August, 2019
Internal Proposal Reviews	August, 2019
Executive Committee Meeting	August, 2019
Site Visits Begin	September, 2019

Finalists meet with UCEA Executive Committee	October/November, 2019
Decision by UCEA Executive Committee	November, 2019
Contract negotiations with selected host institution	February, 2020
Report to the Plenary Session	February, 2020
Transition to selected host institution	July 1, 2020

## Appendix UCEA Program Initiatives

**The UCEA Annual Convention.** This three and a half day conference, which focuses on leadership preparation, practice, policy, and research, serves as an important opportunity for leadership professors, graduate students, practitioners, and others to join in a quality professional development experience.

**UCEA Program Centers.** UCEA co-sponsors with member universities 10 centers for the study of various timely issues facing education and school leadership.

**UCEA Task Forces.** UCEA uses task forces to probe troubling issues facing the profession. These task forces ultimately report to the consortium and often result in legislation, recommendations for program initiatives, or UCEA publications.

**The Joint Task Force on Research in Educational Leadership Preparation.** Through the years, the consortium has led the way in examining the adequacy and relevance of the knowledge educational administration claims as its own. In partnership with several other educational leadership organizations, UCEA is providing leadership for research focused on building a knowledge base around educational leadership preparation.

**UCEA Journals.** UCEA's high-quality journals include the *Educational Administration Quarterly* (EAQ), *Journal of Cases in Educational Leadership* (JCEL), the new *Journal of Research on Leadership Education, Implications From UCEA*, and *UCEA Research Briefs*.

**The UCEA Review.** UCEA has published a newsletter for 50 years. Over 4,000 copies are distributed to professors, graduate students, and leaders all over the world.

**Professional Publication.** UCEA publishes books and monographs that are important to the preparation of educational leaders and the field broadly.

**Awards Program.** Each year UCEA recognizes the article judged most excellent in an *EAQ* volume with the William Davis Award, the most outstanding case in a *JCEL* volume with the Paula Silver Case Award, a promising junior professor with the Jack Culbertson Award, a senior professor's lifetime of commitment with the Campbell Award, and exceptional practicing administrators with the Educational Leadership Awards.

**UCEA Membership Review Process.** Member universities go through a review every 7 years to determine if they continue to meet the criteria for membership in the consortium. These criteria press issues related to program excellence.

**Instructional Designs and Materials.** UCEA develops and distributes instructional materials for use in the preparation of school and school system leaders, including podcasts created through UCEA's new interview series.

**UCEA Graduate Student Council.** Student led governance committee that provides voice for graduate students regarding the work of the organization.

**UCEA Graduate Student Summit.** UCEA hosts pre-conference summit as well as a series of graduate student sessions at its annual convention with the purpose of supporting students' networking, research, publishing, and academic job searches.

**Barbara L. Jackson Scholars Network.** This program is focused on recruiting and sponsoring graduate students of color who intend to enter the field of educational leadership as professors.

**The David L. Clark National Graduate Student Research Seminar in Educational Administration and Policy.** UCEA manages and supports (with AERA Divisions A and L) this seminar, which brings together the top doctoral students in the field and provides them with a valuable opportunity to work with distinguished faculty and colleagues.

**The National Commission for the Advancement of Educational Leadership.** UCEA established, sponsored, and continues to manage this effort focused on the improvement of leadership education.

**The National Policy Board for Educational Administration.** UCEA is a founding member of the NPBEA. Through this body, the voice of higher education is heard by the other areas of the educational leadership profession.