



## Frequently Asked Questions about UCEA Membership

1. **Can I join UCEA?** UCEA membership is institutional and not individual. Individuals may attend and present at UCEA's conference, but only institutions are voting members of the Plenum, UCEA's governance structure.
2. **Are there any non-negotiables for UCEA membership?** Yes, applying institutions must offer a master's or doctoral program in educational leadership/administration and have leadership preparation as their main area of research, teaching, and service. Institutions seeking full membership must meet UCEA's criteria for program quality as determined through an extensive review process. Interested institutions may wish to review our membership assessment rubric to determine their potential eligibility.
3. **How much is UCEA membership?** Annual institutional membership dues are \$2500 for Full members and \$2000 for Conditional, Associate and Partner members.
4. **What is the process for applying for UCEA membership?** An institution must submit an application for consideration. The application process ranges from an in-depth application for full and conditional memberships to an abbreviated one for associate and partner memberships.
  - a. For full membership, after the Executive Committee (EC) reviews the application, if the EC decides an application warrants further merit, then it will authorize a site visit (generally two full days) with two site visitors (usually one EC member and one plenum representative or sometimes two EC members). After the site visit, the two site visitors submit a report to the EC with their recommendation. The report and recommendation are reviewed and discussed by the EC. If the EC concurs with the site visitors' report and recommendation to accept, it forwards a 2<sup>nd</sup> motion to the Plenum with its recommendation to accept the application for full membership. The Plenum has one month to vote on the motion.
  - b. For conditional, associate, or partner membership, the Executive Committee reviews the application and if there are no issues, sends a 2<sup>nd</sup> motion to the Plenum recommending acceptance of the application. The Plenum has one month to vote on the motion. For conditional members, the EC assigns two experienced UCEA colleagues to work with the conditional member institution assuming that within 5 years, the institution will be able to apply for full membership status.
5. **What is the timeline for the application?** UCEA accepts membership applications year round. From initial application receipt, it generally takes anywhere from 3 to 6 months for a review, and visit in the case of full membership, depending on the time of the year.

6. **Is the application submitted electronically or in hard copy?** The application may be submitted in electronic format for distribution to the EC.
7. **Who pays for the site visit?** The applying institution is responsible for all costs incurred for the two site visitors, which includes travel, hotel, meals, and any incidentals such as ground transportation, etc.
8. **Who should I contact for further information on UCEA membership?** You can contact one of two people, either Dr. Sara Dexter at UCEA headquarters, [sdexter@virginia.edu](mailto:sdexter@virginia.edu), 434-924-9884 or Dr. Michelle Young at UCEA headquarters, [mdy8n@virginia.edu](mailto:mdy8n@virginia.edu), (434) 243-1041.
9. **What are the benefits of UCEA membership?** A full listing of benefits can be found at <http://ucea.org/benefits/> but here is a sampling of benefits:
  - Complimentary online access to UCEA journals
  - Possible opportunities to serve on the editorial boards of UCEA's top tier educational leadership journals
  - Discounted prices on UCEA publications
  - Complimentary access to high quality and peer-reviewed curriculum resources for member institutions
  - High quality and impactful program review process
  - Complimentary advertising of job vacancies
  - Discounted convention fees for UCEA faculty and graduate students
  - Opportunities for member graduate students of color to participate in the Jackson Scholars Program
  - Opportunities for member graduate student participation in the David L. Clark Graduate Student Research Seminar
10. **Who are some of the UCEA member institutions?** In general, UCEA members are institutions of higher education, which have graduate programs in educational leadership/administration/policy studies. These institutions also prepare the next generation of school leaders ranging from assistant principals and principals to superintendents. Partner members can be professional organizations or school districts. For a complete list of members, go to: <http://curry.virginia.edu/uceamembership/>
11. **What does “critical mass” of faculty mean?** One of the central criteria for membership is a critical mass of faculty who are integrally involved in the teaching, research and service of educational leaders (i.e., principals, superintendents, etc.). Most UCEA institutions have five or more faculty members working in the area of educational leadership but it the presence and impact of their work this is most important in membership decisions.
12. **In the application process, should the applying institution focus solely on a particular program?** No, the applying institution should describe and address all aspects of their master's and doctoral programming related to educational leadership.

## Comparison of Membership Categories

Type of Member:	<b>Full</b>	<b>Conditional</b> (formerly Provisional)	<b>Associate</b> (formerly Affiliate)	<b>Partner</b> (formerly Affiliate)
<b>Definition:</b>	Institutions that fully meet membership standards determined through a paper and on-site review process	Institutions that do not yet meet the membership standards or specifically request conditional membership	Institutions that wish to explore membership and consider full membership	School districts, K-12 schools, professional associations and other non-university educational agencies that are supportive of UCEA's mission and purpose
<b>Representative to the Plenum</b>	√	√	√	√
<b>Participation in UCEA Initiatives</b>	√	√	√	√
<b>Voting Rights</b>	√	No	No	No
<b>Service on the Executive Committee</b>	√	No	No	No
<b>Time Limit</b>	None	5 years non-renewable	5 years, renewable once	3 years
<b>Application</b>	Full for (a) research generating or (b) research utilizing	Full for (a) research generating or (b) research utilizing	Abbreviated	Abbreviated
<b>Site Visit</b>	√	Depends	No	No
<b>Annual Dues</b>	\$2500	\$2500	\$2000	\$2000

<b>Research Generating</b>	<b>Research Utilizing</b>
Carnegie classification: Doctorate Granting University	Carnegie classification: Doctorate Granting University, Masters College or University, a Tribal College, or has a comparable international rating
Critical mass of full time tenure track faculty members	Critical mass of full time faculty members

## Guidance Materials For Preparing a Membership Application

		2.UCEA_MembershipPolicyAndProcedures.pdf This policy excerpt provides guidance for the depth and length of information to put into the application, by eligibility standard.	3.UCEA_ProgramEvaluationCriteria.pdf This document has rubrics and suggested evidence sources for each full member eligibility criteria.
<b>Eligibility Criteria for Full and Associate Memberships</b>	Doctorate/masters in ed leadership	Full see pp. 6, 9 Associate see p. 13-14	--
	Carnegie classification system		
	Commitment/capacity to advance ed leadership preparation/scholarship/practice		
	Letter of commitment from Provost and/or Dean		
<b>For full only Institutional and Program Quality Criteria</b>  <b>Guidance for Masters and Doctoral Programs in Educational Leadership</b>	1. Faculty efforts to identify/develop/promote best practices (	see p. 7, 10	see pp. 4-5
	2. Critical mass of full-time faculty	see p. 7, 10	see pp. 6-9
	3. Program advisory board of ed leaders and practitioners	see p. 7, 10	see pp. 10-12
	4. Collaborative partnerships to promote diversity, clinical experiences, other related activities	see p. 7, 11	see pp. 13
	5. Integrity of program (i.e. standards, grounded in research, problem-focus)	see p. 8, 11	see pp. 14-15
	6. On-going evaluation and enhancement	see p. 8, 11	see pp. 16-17
	7. Concentrated periods of study/clinical practice	see p. 8, 11	see pp. 18-19
	8. Systematic recruitment/admissions that attracts potential leaders and increased diversity (	see p. 8, 12	see pp. 20-21
	9. Systematic effort to assist in placement and career advancement	see p. 9, 12	see pp. 22
	10. Systematic professional development for ed leaders and professional associations	see p. 9, 12	see pp. 23-24
	11. Faculty professional development	see p. 9, 12	see pp. 25

## Application Process Suggestions

- Review the materials as suggested above with the program or department faculty and school or college leadership to decide about the type of membership for which your institution will apply.
- Contact Senior Associate Director Sara Dexter ([sdexter@virginia.edu](mailto:sdexter@virginia.edu)) for an exemplar for that type of application.
- Form a committee to put together the application. The membership should be representative, but also reflect the members' knowledge of and easy access to the information required in the application. In addition to faculty members, consider including roles such as administrative assistant, assessment and accreditation staff, department chair, and program coordinator(s).
- To familiarize themselves with the scope and scale of the application task, together the committee can walk through the exemplary application, and the two guidance documents (2.UCEA\_MembershipPolicyAndProcedures.pdf and 3.UCEA\_ProgramEvaluationCriteria.pdf), using the chart on page 4 of this document.
- Determine a means by which your membership application group will share the materials as they are compiled. For example, cloud-based folders such as DropBox, SharePoint, or Google.
- If you are compiling an application for full membership create a document with a table like that shown on page four, above, and add a column for who will be responsible to compile that category of information, and possible sources for your institution.
- After all the relevant information is collected, it will need to be narrated into a cohesive document.
- Share the draft application with all faculty members for approval.
- Submit it as a PDF to Senior Associate Director Sara Dexter ([sdexter@virginia.edu](mailto:sdexter@virginia.edu)).

Following receipt of the application for membership it will be reviewed for completeness and then assigned to two Executive Council members for a deep review. The Executive Council will discuss the application at their next meeting (usually held monthly), to recommend whether or not the application for membership be put to a vote by the Plenum. If so recommended, the Plenum will have a time period of one month to review the application and vote on admitting the institution as a member. If admitted, the institution will be welcomed at a special reception at the UCEA Annual Conference, held in November of each year.