



TEXAS TECH UNIVERSITY
College of Education™

Educational Leadership

*Superintendent Professional Certification
Program Handbook*

**College of Education
Graduate Education and Research
Texas Tech University
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Educational Leadership

Superintendent Professional Certification Program

Program Overview

The purpose of this guide is to provide specific information that will assist students as they consider applying to the superintendent professional certification programs in Educational Leadership. Specific descriptions of courses are in the *Texas Tech University Graduate Catalog*. Information about Texas Tech University can be found on-line at www.ttu.edu. Information about the College of Education can be found on-line at www.educ.ttu.edu.

The TTU Superintendent Professional Certification Program is a 15 credit hour program. The TTU Superintendent Professional Certification Program prepares students interested in pursuing careers as School District Superintendents in Texas.

NOTE: In addition to coursework requirements, the Texas Education Agency requires Texas certification as a teacher and principal and at least two years of TEA-approved teaching experience. SBEC's School Superintendent TExES examination must also be passed. Information regarding the TExES for school superintendent certification and registration materials are available from the College of Education Certification Office.

Graduate Faculty

Clint Carpenter, Ed.D. Assistant Professor Contact person: Superintendent Certification clint.carpenter@ttu.edu	742-1997 x 273	Educ. Room 306
Joseph Claudet, Ph.D. Associate Professor Contact person: Master's Program and Principal Certification joe.claudet@ttu.edu	742-1997x315	Educ. Room 311
Fred Hartmeister, J.D., Ed.D., MBA Dean, Graduate School Professor of Education and Law fred.hartmeister@ttu.edu	742-2781 x 226	Holden Hall
JoAnn Franklin Klinker, Ph.D. Assistant Professor Contact Person: THSP Pilot Principal Certification Program joann.klinker@ttu.edu	742-1997 x 238	Educ. Room 313

Sylvia Mendez-Morse, Ph.D.
Associate Professor
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Admissions and Advisement Procedures

Admissions Procedures

- A. Apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School. Read the Graduate Catalog of the University for admission requirements.
- B. Request admission as a “Superintendent Certification” [SUPT] Graduate Student.
- C. The standards for admission to the Educational Leadership Program go beyond those for admission to the Graduate School. Complete the Superintendent Certification application process by submitting recommendation forms and applicant statement to the Associate Dean for Graduate Education and Research in the College of Education.

Student applications will be reviewed by program faculty during the fall semester. Applications should be completed at least two weeks prior to the review. The program recommendation regarding admission is forwarded to the Graduate School.

Notification of acceptance. The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions. Admission is competitive; not all applicants will be admitted.

Appeal process. Applicants who are not accepted into the superintendent certification program in educational leadership may appeal the Education Leadership program faculty's decision. The first level of appeal is to reapply to the program, addressing the program faculty's reasons for rejection, as delineated in the notification of the rejection letter. If an applicant is still rejected by the Educational Leadership program faculty, the next level of appeal is the College of Education Graduate Academic Affairs Committee. In making an appeal to the Graduate Academic Affairs Committee, the applicant must address the Educational Leadership program faculty's reasons for rejection as defined in the previous letters. If the applicant's appeal is denied by the College of Education Graduate Academic Affairs Committee, there is no further recourse for admission.

Advisement Procedures

The endorsement plan (for certification) is the primary advisement tool. The plan is completed early in the student's program, ideally in the first semester, and provides the listing of required courses. The student is responsible for keeping the endorsement plan updated and for bringing the plan to advisement sessions.

The student's advisor will provide other forms of guidance as requested by the student.

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to completion, and who does not have an official leave of absence from study granted by the Educational Leadership program and the Graduate School, may be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Administrative Experience Eligibility Requirement

As a prerequisite the Educational Leadership Program requires that all participants admitted to the Superintendent Certification Program must be actively engaged in a campus or district-level administrative position. In other words, to be eligible for admission to the Superintendent Program, the applicant must either be currently serving in an administrative position, or have served in such a position in the recent past.

Program of Study

Educational Leadership (Superintendent Professional Certification)

The Superintendent Professional Certification Program is a 15 hour program. The Superintendent Professional Certification Program is designed to prepare students interested in pursuing careers as school district superintendents in Texas.

The program utilizes study of factual knowledge and theory, as well as internship field experiences, to develop student knowledge and skills. The 15-credit hour Superintendent Professional Certification Program includes the following courses:

Required (15 hours)

EDLD 5380	The School Superintendent and Educational Governance [Offered in Spring Semester]
EDLD 5381	School District Resource Management [Summer I]
EDLD 5382	The Superintendency, Organizational Politics, and Legal Issues [Summer I]
EDCI 5306	Seminar in Curriculum and Instruction [Summer II]
EDLD 5394	Superintendent Internship in Education [Fall]

Note:

1. Successful completion of the courses above satisfies the academic requirements for the school superintendent in Texas.
2. Professional school superintendent certification in Texas also requires a satisfactory score on SBEC's TExES examination for school superintendents, a valid Texas teacher certificate, a valid Texas Principal Certificate, and two years of teaching experience.
3. Beginning with the 2004 superintendent certification cohort, students should expect to engage in some course work that is face-to-face rather than iTV-mediated. This is designed to bring all cohort participants together in a single location during the summer (most likely in Junction or Lubbock) for intensive multiple-day face-to face meetings. Consequently, participants may expect some additional cost and expenses for travel and lodging beyond just normal tuition and fees.

Additional Information

Superintendent Internship (Field-based Experience)

Internship (3 hours). Students complete supervised field-based experiences in the Fall semester. The internship experience provides for the development of individual district-level organizational leadership skills under supervision of site- and university-based supervisors.

Application Materials

Steps in Application Process

- Contact Dr. Fred Hartmeister for advisement in the Superintendent's Certification admissions process-contact should be initiated during the fall semester
- Submit the Application for Admission to the Graduate School of Texas Tech University to the Graduate School (03 Holden Hall)
- Submit official transcripts of all college work to the Office of Graduate Education and Research in the College of Education
- Submit the program application form and applicant statement (3-5 page statement explaining why you are interested in obtaining professional Superintendent Certification to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- Have 2 recommendations (see attached form) sent to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. At least one of the two recommendation forms must be completed by someone who either has served or presently serves in a supervisory relationship to the applicant.
- IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the certification plan with your faculty advisor, who will also advise you on course selection and registration.
- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, contact the Associate Dean of Graduate Education and Research (806) 742-1998, Ext 447 (Ed., Room 110A) for advisement regarding the admissions appeals process.

Admissions Criteria

- 1) ***Interest in assuming an identity as a school superintendent.*** Indicators:
 - a) An expressed preference for becoming a school superintendent.
 - b) Knowledge of school organizational leadership.
 - c) Employment or volunteer experience in a K-12 school administrative environment.
- 2) ***Successful work experience and leadership activities.*** Indicators:
 - a) One or more years of full-time work administrative experience.
 - b) Recognition as a successful employee, volunteer, or instructional leader.
 - c) Leadership experiences as an employee or volunteer.
- 3) ***Interpersonal skills.*** Indicators:
 - a) History of positive relationships with peers, professors, employers, friends, and family.
 - b) Ability to handle stressful situations effectively.
 - c) No evidence of having behaved unethically.

As part of its commitment to the Texas Tech University policy of affirmative action, and to the professional ethics and values of the field of educational leadership, the Educational Leadership Program strives to seek a diverse student body.

Superintendent Professional Certification Program at Texas Tech University Recommendation Form

To the applicant: Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, TX 79409. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: _____
Last First Middle

Recommender's Name: _____
Last First Middle

I waive my rights to ever see this form and any supplementary notes or letters.

Signature Date

Applicant: Do Not Write Below This Line

To the recommender: The person named above is applying for admission to the superintendent certification graduate program in Educational Leadership at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? less than one year more than one year
2. How well do you know the applicant? casually fairly well very well
3. In what capacity have you known the applicant? _____

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

- Campus-Level Administrators (Principals) District-Level Administrators (Superintendents)

	Weak	Strong	Can't Judge									
	0	10	20	30	40	50	60	70	80	90	100	
a. Capacity for analytical thinking												
b. Accepts responsibility												
c. Motivation and enthusiasm												
d. Organizational ability												
e. Ability to work with colleagues												
f. Ability to handle stressful situations effectively												
g. Possesses integrity												
h. Potential as a school administrator												

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?
 Yes No If yes, please explain in #6 below
6. Using a few sentences, please describe the applicant's chances of successfully completing the program of study in Educational Leadership and his or her likely performance as a superintendent in the profession once certification is completed. Statements about the candidate's **emotional maturity and stability, character and integrity, organizational leadership abilities, and interpersonal effectiveness** are particularly important for persons applying to our program.
7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?
- Recruit – will be a truly outstanding student and professional
 - Definitely accept – will complete the degree at a superior level
 - Accept – will complete the degree at an adequate level
 - Accept – with reservations about ability or motivation
 - Accept – with reservations
 - Do not accept (please explain in #6 above)

**Please return the completed recommendation form promptly.
The application will not be reviewed until all recommendations are received.**

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Email: _____

Thank you for your assistance.

Please return this form in the envelope provided to:
Associate Dean for Graduate Education and Research
College of Education
Box 41071
Lubbock, Texas 79409-1071

