



BUFFALO STATE

The State University of New York

MEMO

TO: Amitra Wall, Provost and Vice President for Academic Affairs

FROM: SOE-SOP Implementation Team

DATE: April 10, 2025

RE: Final Report

The SOE/SOP-Implementation Team has completed our work and is sending along for your consideration the following draft documents for the new combined school: Bylaws (including information on committees); Guidelines for renewal, promotion and continuing appointment; and Dean's position description. The committee recommends one of two names for the combined school: School of Education and Applied Sciences, or School of Applied Sciences and Education.

The committee recommends an administrative structure including two associate deans (with specific duties to be determined) and an assistant dean in charge of assessment and accreditation (primarily for the Teacher Education Unit). We are not recommending any changes in the alignment of academic or non-academic departments or chairs at this time.

The committee worked collaboratively and deliberately on crafting these documents. Fifty faculty and staff members from SOE and SOP attended a luncheon on March 13, 2025, with meaningful conversations across departments and schools as an opportunity to collect feedback on the drafts of the mission and bylaws. The atmosphere at this event was collaborative and enthusiastic. Faculty and staff from both schools were also invited to complete a survey offering comments on draft documents.

At our final meeting on April 8, 2025, the committee unanimously agreed there was no need to delay the merger and approved a motion recommending an accelerated, phased approach. There will remain two distinct Schools during the 2025–2026 academic year, overseen by a single Dean. A rationale and justification for this accelerated timeline is included in this packet.

Phase 1 (Fall 2025) will include the appointment of the Dean for the combined School. Administrative Assistants will continue in their current roles; however, office locations may be adjusted as needed.

Phase 2 (beginning Spring 2026) will focus on key operational tasks, including the formal announcement of the new School name, a redesign of the School's website, and updates to essential forms.

It was a pleasure to collaborate on this important effort, and we appreciate your commitment to shared governance in this endeavor.