

Department of Management

INPUT DOCUMENT

This document will specify the structure, functions, and election procedures for faculty input regarding the governance of the Management Department. It is understood that these specifications are subject to the AAUP/EMU agreement provisions. References to faculty refer to departmental members of the bargaining unit as defined in the AAUP Contract.

I. Committee Structure & Membership Requirements

There will be four committees: the Personnel Committee, the Advisory Committee, the Curriculum Committee, and the Research Committee. The Personnel Committee, the Advisory Committee and the Curriculum Committee, will each have three members elected at large from the faculty. The membership of the Research Committee will be by self-nominations with no restriction on the size of the committee. There are no membership restrictions for the Advisory, Curriculum, or Research Committees. Those faculty elected to the Personnel Committee must be tenured and must not be applying for promotion during their term of office. There are no restrictions for consecutive years of service.

A. Functions and Responsibilities

All committees must distribute meeting minutes to all faculty or provide interim reports of results (twice a year, at a minimum).

1. Personnel Committee

- ◆ Provide input for departmental human resources planning and implementation (recruiting, pre-screening, and interviewing faculty).
- ◆ Chairperson will be liaison between candidates and EMU (e.g., set up interviews, send out status letters),
- ◆ Evaluate candidates for reappointment, tenure, promotion, awards or special recognitions, leaves of absence and sabbaticals, etc. Committee is bound by provisions of the Department Evaluation Document and the collective bargaining agreement.

Scheduling

2. **Advisory Committee**

- ◆ Provide proactive and reactive input in form of advice and recommendations to department head in all matters relating to administration and finance with the exception of personnel.
- ◆ Prepare agenda and call at least two faculty meetings a semester
- ◆ Canvass all faculty for interest in serving on committees, construct ballots for committee elections, count ballots, and formally report results to faculty.

3. **Curriculum Committee**

- ◆ Determine curriculum needs for Management department and/or implement needs identified in planning or review processes.
- ◆ Receive and consider input from faculty regarding curriculum issues.
- ◆ Ensure review process for course revisions, new courses, and other changes in curriculum is accomplished within department and throughout the university.
- ◆ Provide a member for College of Business Curriculum Committee.
- ◆ Make recommendations to the Department Head concerning the department's participation and staffing of correspondence courses, continuing education courses, and off campus programs carrying MGT designation and credit.

4. **Research Committee**

- ◆ Encourage faculty research activities by identifying and publicizing opportunities for research and publication.
- ◆ Promote faculty scholarship through publicizing faculty research results.
- ◆ Serve as a liaison to the College of Business Research Committee with the chairperson of the Department Research Committee serving as the Management Department representation on the COB Research Committee.

B. Election Process, Term of Service, and Replacement/Recall Provisions

- ◆ Elections will occur in April: term of service will be one year from beginning of spring term until end of winter term. Activity in spring and summer will be based on member availability and need for a timely response.
- ◆ Advisory Committee will canvass all faculty for interest in serving on all committees, determine eligibility for Personnel Committee.
- ◆ Ballots will be provided to faculty in mailboxes first for Personnel Committee election. Departmental Secretary will accept completed Ballots and check off names. One informal reminder (e.g., names listed on bulletin board) will be provided for those not returning ballots. As of stated deadline, Advisory Committee and Department Head will tally ballots.
- ◆ The Advisory Committee will inform faculty by written memo of the election results. They will canvass faculty who ran but were not elected to the Personnel Committee in order to assess interest in running for Advisory and/or Curriculum Committees. Advisory Committee will then set up and distribute the ballot for the Advisory and Curriculum Committees.
- ◆ Ballots will be returned to the departmental secretary and again faculty not doing so will be provided one informal reminder.
- ◆ The Advisory Committee and the Department Head will count ballots for Advisory and Curriculum Committees and communicate the results to faculty by written memo. Each newly elected committee will decide among themselves the chair of their committee.
- ◆ Ballots will be kept in the Department files until the next election. If a committee member resigns from a committee, the faculty member with the next highest number of votes will be asked to finish the term of the resigning member. If that faculty member no longer wishes to serve on the committee, the Advisory Committee will canvass all faculty for interest and conduct an election for a faculty member to finish the term.
- ◆ In the event that two-thirds of the department faculty approve in written petition for the removal of an elected member of any committee, that member shall be replaced according to the provisions dealing with resignations which is described above.

II. Scheduling

Faculty will have input regarding their teaching schedules. A preference sheet will be distributed for such input by the Department Head at least once a year. Any additional input mechanisms will be determined by the Department Head and any procedures for these mechanisms will be communicated in writing to the faculty.

III. Scope

The document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

IV. Policy Statement on Input into Scheduling Continuing Education Classes

This language is intended to clarify the process and general guidelines for staffing Management classes offered through Continuing Education.

PROCESS:

1. When the Department Head becomes aware of course offerings scheduled through Continuing Education, faculty interest will be solicited.
2. The Department Head provides the Curriculum Committee with the names of faculty who are interested in teaching, the classes they want to teach, and the time frame for the recommendation.
3. The Curriculum Committee reviews the proposed staffing and makes a recommendation to the Department Head based on a review that considers the following guidelines.
 - A. Full-time faculty who are academically qualified (as determined by the Personnel Committee) to teach the proposed courses will have preference over adjunct faculty, except as limited below by part C.
 - B. Part-time faculty who are academically qualified (as determined by the Personnel Committee) to teach the proposed courses must be approved by the Curriculum Committee.

- C. In no case will an individual faculty member teach more than two Continuing Education courses in the same term in addition to his/her full-time appointment.
- 4. After considering the recommendation of the Curriculum Committee, the Department Head is responsible for making the final decision.

V. Policy Statement on Assessing Prior Experiential Learning

This language is intended to clarify the process for assessing prior experiential learning in the Department of Management.

PROCESS:

- 1. Faculty in the Department of Management who teach in the department's content areas (Organizational Behavior, Human Resource Management, Communication, Policy, and General Business) will volunteer to assess prior experiential learning by evaluating a student's portfolio.
- 2. Students who are interested in having their portfolio evaluated will complete a form with the following information: name, student number, address, telephone number, course for which they are seeking credit, and a brief description of why this experience equates to class credit.
- 3. The Department Head will assign the student to a faculty member.
- 4. The faculty will evaluate the portfolio, write a brief report indicating how the student's experience demonstrates the knowledge or skills objective for the course, and provide the student and the Department Head with a copy of the report outlining the rationale for the assessment.