

EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

DEPARTMENT INPUT DOCUMENT

Department of Sociology, Anthropology, and Criminology

College of Arts & Sciences

Approved by Department Faculty: April 8, 1998 by a 12-0 vote

Approved by Department Faculty:

Jay Weinstein: Chair, SAC Personnel Committee

Approved by SAC Department Head:

Joseph H. Rankin

DEPARTMENTAL INPUT DOCUMENT
DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND CRIMINOLOGY

I. DEPARTMENT MEETINGS

A. Schedules

There shall be no less than one department meeting in each of the Fall and Winter semesters. Department meetings shall be called by the department head at times he/she deems appropriate; or, upon written request signed by a majority of the members of a department standing committee; or, upon written request signed by a majority of the regular department faculty members. A written request for a meeting must state the date, time, place, and purpose of the meeting requested.

Regular faculty are tenured and tenure-track faculty. Department meetings are open to all regular faculty and all regular faculty are eligible to vote. A quorum consists of a majority of the members of the regular faculty who are teaching that semester.

B. Notice

At least seven (7) days prior to a department meeting held for the purpose of soliciting faculty input, the date, time, place and agenda of the meeting shall be posted by the department head in a prominent place in the department and communicated in writing to all regular department faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when a majority of the members of a department standing committee agree in writing that circumstances require a waiver of the usual notice requirements.

C. Agendas

Department meeting agendas shall be prepared by the department head, or in those instances where meetings are convened in response to requests from standing committees or regular faculty members, by the originators of the request. A faculty member may place additional items on the agenda of any meeting by written request submitted to the department head at least forty-eight (48) hours prior to the scheduled meeting if supported by the signatures of at least three (3) other regular faculty members in the department.

D. Proceedings

The department head or his/her designee shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order, revised.

E. Minutes

The department head shall assign regular faculty members the responsibility for taking minutes at department meetings on a rotational basis. Minutes of meetings shall be made available in writing

to the department faculty within a reasonable time period, normally not to exceed one (1) week from the date of the meeting.

II. COMMITTEE STRUCTURE AND ELECTIONS

The committee structure of the Sociology, Anthropology and Criminology Department is as follows:

There shall be four (4) elected standing committees: the Personnel Committee, the Finance Committee, the Research and Ethics Committee, and the Grade Grievance Committee.

There shall be four (4) separate volunteer standing Curriculum (Instruction) Committees: the Anthropology Curriculum Committee, the Criminology Curriculum Committee, the Sociology Curriculum Committee, and the Graduate Curriculum Committee.

In addition, there shall be one (1) committee comprised of the chairs of the four curriculum committees, the Grand Curriculum Committee.

A. Committee composition

The membership of each elected standing committee (Personnel, Finance, Research and Ethics, and Grade Grievance) shall consist of three (3) regular faculty members and at least one (1) alternate. The Grade Grievance Committee shall have an additional two (2) student members appointed each year by the department head.

The membership of each volunteer standing Curriculum Committee (Anthropology, Criminology, Sociology, and Graduate) shall consist of at least three (3) regular faculty members. The Grand Curriculum Committee shall be comprised of the four (4) persons who are the respective chairs of the Anthropology, Criminology, Sociology, and Graduate Curriculum Committees. Each curriculum committee shall choose its own chair.

B. Term(s) of Office

For the elected standing committees (Personnel, Finance, Research and Ethics, and Grade Grievance) all faculty terms of office are three years and are staggered so that one term expires each year. No member of an elected committee may serve consecutive terms; but a member may serve any number of non-consecutive terms. Alternates to elected committees may be elected for regular membership immediately following their term as alternate. Members of elected committees may be chosen as alternates immediately after their regular membership.

For the volunteer standing curriculum committees (Anthropology, Criminology, Sociology, and Graduate) membership is volunteered on a yearly basis and there is no restriction on continuous membership over any number of years.

C. Eligibility

All regular faculty shall be eligible for membership on the elected and volunteer standing committees. There are no restrictions on the holding of simultaneous membership in any committees by one person.

D. Nominations

Nominations for members of the elected standing committees are made at a department meeting (generally during the Winter semester) whose agenda has announced these nominations. Any regular faculty who cannot attend the meeting may submit nominations in writing to the department head prior to the meeting for announcement at the meeting. All persons nominated, whether attending this meeting or not, shall be notified of their nomination and have the right to decline that nomination prior to the election.

E. Elections

Elections for the members of the elected standing committees shall be by secret preprinted paper ballot distributed to the faculty within one week after the meeting at which nominations are made. These ballots shall be returned to the department secretary (who will keep the ballots in a special file drawer) within one week after their distribution. Two faculty members and the department head shall count the ballots.

All regular faculty are allowed to vote. The candidate receiving the majority of votes cast for each position shall be elected. In case of ties, a run-off election shall be held immediately. The results of the elections shall be disseminated in writing to all regular faculty within one working day. Faculty members elected to committees shall take office at the beginning of the Fall semester.

F. Vacancies

Should a position on any of the elected standing committees become vacant, the designated alternate shall serve until the next regular department election for such position(s), at which time a replacement shall be chosen for the remainder of the term of the position. Should further vacancies occur, a meeting of the department faculty shall be called within a reasonable time, normally within four (4) weeks to fill the vacant seat. The replacement shall be elected in the same manner as the original office holder, with nominations and secret paper ballots.

G. Recall

A faculty member of any department standing committee is subject to removal from that position by the following procedure:

1. At the discretion of the department head or within two (2) weeks of receipt of a written petition signed by a majority of the regular faculty members of the department requesting the recall of a faculty member of any standing department committee, the department head shall schedule a department meeting for the purpose of discussing and voting on the recall proposed.

2. Notice of the meeting and of its purpose shall be communicated in writing to all regular department faculty at least one (1) week prior to the meeting.
3. The faculty member whose recall is requested shall be removed from the committee assignment in question if a majority of the regular department faculty members so vote.

III. OPERATIONAL GUIDELINES:

A. Chairperson (s)

A chairperson shall be elected by the committee members of each committee to preside at meetings and provide liaison with the comparable college-wide committee(s). In the absence of a chairperson, he/she may designate another committee member to chair meetings of a committee.

B. Secretary(s)

The most junior member of a committee, excluding the chairperson, shall be appointed Secretary.

C. Minutes

When appropriate, minutes of committee meetings shall be taken by the secretary and shall be made available to committee members (and sometimes to all regular faculty of the department) within a reasonable time period, normally within one (1) week following the meeting. Minutes that pertain to individual personnel matters and student grievances shall not be distributed outside the committee.

D. Department Head Involvement

The department head shall be entitled to meet with the Personnel Committee, the Finance Committee, the four Curriculum Committees, and the Grand Curriculum committee at all times except on those occasions where the EMU-EMU/AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports.

E. Conflict(s) of Interest

If, in the judgment of the department head, a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced by the alternate. If the alternate has such a conflict of interest the department head shall appoint a temporary alternate or alternates to review the matter at issue.

F. Meetings

Meetings of a committee shall be scheduled as needed, by the chairperson or by the department head. The date, time, place, and agenda of all meetings of the elected and volunteer committees shall be communicated to all committee members and the department head by the initiator of the

meeting at least two (2) days prior to the meeting. Agenda items may be proposed by any other committee member or by other regular faculty members in the department.

G. Department Faculty Input

Any recommendation of a committee, except those relating to reappointment, tenure and promotion, as governed by the EMU-EMU/AAUP Contract, or student grievances, shall be submitted to the department for an advisory vote.

Written input from committees in the form of minutes and other formal reports shall be submitted to the department head in a timely manner.

Nothing in this document shall be interpreted as preventing the department head from consulting with individual faculty members or groups of faculty members as he/she deems appropriate in carrying out his/her duties.

IV. SCOPE OF RESPONSIBILITIES

A. Personnel Committee

The Personnel Committee shall advise the department head on personnel matters as he/she deems appropriate in carrying out his/her duties.

1. Evaluation of faculty for purposes of appointment, reappointment, tenure, promotion, and quadrennial review.
2. Evaluation of sabbatical leave proposals.
3. Evaluation of the performance of professional responsibilities of the faculty, including teaching, advising, participation in committee activities, keeping posted office hours, participation in ceremonial academic functions, limits on outside professional work, work load and equivalencies, keeping up with current developments in one's field(s) of specialization, scholarly research and writing and creative activities, attending conferences, and other such departmental responsibilities.
4. Evaluation of faculty files for purposes of faculty review.
5. Establishment and review of general academic credentials, job descriptions, and course load responsibilities for tenure-track appointees.

B. Finance Committee

The Finance Committee shall oversee, review, and recommend policy concerning the size and character of department budget requests and the distribution and expenditure of funds available to the department, including SS&M and travel expenditures.

C. Research and Ethics Committee

The Research and Ethics Committee shall advise the department head concerning the evaluation and, when instructed, the rankings of proposals submitted by the department for university awards unless another committee is designated. The committee shall also review ethical issues in the conduct of student research.

D. Grade Grievance Committee

The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures as necessary and shall advise the department head on grade grievance matters.

E. Anthropology, Criminology, Sociology, and Graduate Curriculum Committees

The four (4) curriculum committees shall advise the department head on all instructional and curricular matters and changes in their respective areas and shall make recommendations to the department on these matters. This includes research into potential new programs, evaluation of the effectiveness of current programs, sequencing of classes and of course offerings throughout the year, academic standards with respect to new course provisions or modifications of existing courses, tutorial programs, and override and class size practices.

F. Grand Curriculum Committee

The Grand Curriculum Committee shall recommend policy on issues that cut across two or more of the department's disciplines and shall oversee, evaluate, and recommend policy on Spring/Summer teaching.

V. AD HOC COMMITTEES

Ad Hoc committees may be appointed by the department head. The standing committees may recommend the composition, responsibility and procedure of such committees.

VI. OTHER ELECTED POSITIONS

Nominations for other elected positions, department representatives to the college and University input structures, and faculty council will be offered at department meetings. The election may be by show of hands of eligible voters at the meeting, by paper ballot at the meeting, or by paper ballot distributed to eligible faculty within one week of the meeting.

VII. AMENDMENTS

Amendments to this document shall be proposed in writing at a regular department meeting, with modifications to the proposed amendments permitted at that time. Proposed amendments may be

approved at the next regular department meeting. If approved, recommended amendments shall be forwarded to the University in accordance with the procedures set forth in the EMU-EMU/AAUP master Agreement.

VIII. SCOPE

This 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 in this document detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' master Agreement.

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EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS
Office of the Director of Academic Budget and Operations
106 Welch Hall

TO: Joseph Rankin, Head
Sociology, Anthropology and Criminology

DATE: September 11, 1998

FROM: Ronald W. Collins, Provost and
Vice President for Academic Affairs

SUBJECT: Approval of Sociology, Anthropology and Criminology
Departmental Input Document

I am approving the attached Departmental Input Document for your department.

Attachment

cc: AAUP
Chair, Dept. Personnel Committee
Barry Fish
Susan Moeller
Cathy Rush

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*OK to
Approve*

EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

DEPARTMENT INPUT DOCUMENT

Department of Sociology, Anthropology, and Criminology

College of Arts & Sciences

*APPROVED
Ronald W. Collins
Provost
9/16/98*

Approved by Department Faculty: April 8, 1998 by a 12-0 vote

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