

College of Arts & Sciences

COLLEGE COMMITTEE ON RESEARCH AND SABBATICAL LEAVES

PROCEDURES AND BY-LAWS

OCTOBER 26, 2009

I. Statement of Purpose

The College Level Faculty Input System of the College of Arts and Sciences, hereafter referred to as the Input Document, requires that a procedures committee be established which will, among other duties, be responsible for "maintaining an up-to-date description of the College Input System and of Council procedures and by-laws" (Paragraph V.N.). These procedures and by-laws satisfy the implicit requirement, in the charge to the procedures committee, that there be such a system of procedures and by-laws.

II. Applicability

These Procedures and By-laws apply exclusively to the College Committee on Research and Sabbatical Leaves, hereafter referred to as the Committee, and are in addition to the Input Document. In no instance shall these Procedures and By-laws be interpreted as taking precedence over the Input Document or the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.

III. Membership

A. Regular members of the Committee shall be those specified in Paragraph IV of the Input Document. Committee members shall be understood to be representatives of the CAS faculty, elected from their home departments and programs but not necessarily advocates for applicants from their home departments and programs.

B. Alternate Members

1. Faculty. Alternates for the regular faculty members of the Committee shall be chosen as specified in Paragraph IV. of the Input Document so as to avoid triple representation for any one department.

2. Department Heads. Should it be necessary that a department head be absent from a meeting of the Committee to which he or she has been appointed by the Dean, an alternate may be secured from among the other department heads, provided that the alternate represents the same subdivision of the College (Arts or Sciences) as the absent department head. No other persons may serve as alternates for department heads appointed to serve on the subcommittees.
3. When serving as an alternate, an individual shall have all the rights of a regular member of the Committee.

C. Guests

1. Meetings of the Committee for the purpose of review, evaluation, ranking and recommending of award, fellowship and leave applications shall be understood to be treating matters of a confidential personal nature and therefore shall be closed to guests. Meetings of the Committee for other purposes specified in Paragraph IV. of the Input Document shall be open to guests.
2. Guests at the Committee meeting shall have the status of observers and not of participants in the discussion. This requirement may be waived at the discretion of the chairperson.

IV. Officers

- A. The Committee shall elect from among its voting members (regular members) a chairperson, vice-chairperson, and a secretary. Additionally, as specified in Paragraph V.N. of the Input Document, the Committee shall also elect from among its voting members a second faculty member (in addition to the vice-chairperson) to serve on the CAS Procedures Committee.

B. Election Procedure

1. The election of the Committee officers shall take place at the Committee's first meeting of the academic year (see Paragraph VI.A.2. below).
2. Before fall semester, the Executive Committee shall prepare a list of nominees for Committee officers for the coming academic year.
 - a. The nominees shall be chosen from among the members of the Committee whose term of office shall include the following fall semester.
 - b. The list of nominees shall be distributed no later than one (1) week prior to the Committee's first meeting of the academic year.

- c. Candidates may be nominated for more than one (1) office.
 - d. Additional candidates may be nominated from the floor with the knowledge that the nominee will serve.
 3. The order of the election shall be: chairperson, vice-chairperson, secretary, the second member of the CAS Procedures Committee.
 4. The election of Committee officers shall be by majority vote of all the voting members present.
 5. In the event that no candidate for an office receives a majority vote on any given ballot, the candidate(s) receiving the lowest number of votes shall be eliminated from the subsequent ballot and votes shall be cast for those candidates remaining on the ballot. This procedure shall continue until one candidate receives a majority vote.
- C. Terms of Office
 1. All officers of the Committee shall serve a term of one (1) calendar year commencing with their election at the Committee's first meeting of the academic year and ending with the election of new officers at the Committee's first meeting of the following academic year.
 2. Successive terms of office are permissible providing the candidate is a regular member of the Committee during the year he or she would serve as an officer.
- D. Duties
 1. Each officer of the Committee shall be responsible for carrying out the duties of his or her office as specified in the Input Document and in the Procedures and By-laws, as well as any other duties consonant with his or her office.
 2. In addition to the duties specified in the Input Document, the secretary of the Committee shall prepare a list of all Committee members. This list shall be distributed to all Committee members by the Committee's second meeting of the academic year.

V. Subcommittees

A. Executive Committee

1. Membership

- a. This committee shall consist of the chairperson, vice-chairperson and secretary of the Committee.
- b. In the event that a member of the Committee holds more than one of the positions mentioned in the preceding paragraph, the size of the Executive Committee shall be reduced by the number of persons so holding positions.

2. Duties. The Executive Committee shall serve, as needed, to coordinate the activities of the Committee.

B. Procedures Committee

A Procedures Committee shall be established and perform the duties as specified in Paragraph V.N. of the Input Document.

C. Ad Hoc Subcommittees

1. Ad hoc subcommittees may be established at the discretion of the chairperson or the Executive Committee of the Committee.
2. Membership on the ad hoc committees need not be limited to regular members of the Committee.

D. Meeting Schedule

1. The subcommittees of the Committee shall meet at a time, place, and regularity established by the members of the subcommittee.
2. Such scheduling shall be accomplished so as not to interfere with the scheduled meetings of the Committee and so as to enable the Committee and the Subcommittees to perform their duties as specified herein and in the Input Document.

VI. Meetings

A. Regular Meetings

1. As specified in Paragraph V.D. of the Input Document, meetings of the Committee shall be held on the days when classes are in session.

2. The first meeting of the academic year shall be held in October.
3. Subsequent Meetings
 - a. Meetings shall be held on Thursdays in accordance with the College's annual calendar.
 - b. The time and place and agenda of all the meetings shall be specified in writing and distributed by the chairperson to all regular Committee members at least two (2) days prior to each meeting.
 - c. With two (2) days advance notice to the Committee members, a regular meeting may be cancelled by majority vote of the Executive Committee.
4. Meetings shall be held during the fall and winter semesters. Whereas meetings shall not typically be held during the spring and summer semesters, when called they shall be held on what would be a regularly scheduled Thursday meeting day.

B. Special Meetings

1. In addition to the regular meetings of the Committee, special meetings of the Committee may be called in any of the following ways.
 - a. Upon request of the Dean of the College of Arts and Sciences.
 - b. By the chairperson of the Committee.
 - c. By majority vote of the Executive Committee of the Committee.
 - d. By written petition to the chairperson or vice-chairperson of the Committee by three (3) regular members of the Committee.
2. Notification of the agenda, time, and place of all special meetings shall be given by the chairperson to all regular members of the Committee at least two (2) days prior to the meeting.

C. Quorum

1. No meeting of the Committee shall take place unless a quorum of the regular members, or their specified alternates, is satisfied.

2. A quorum shall consist of at least one-half of the regular members, or their specified alternates, plus one (1), with the restriction that at least one-half of the faculty members be present.

VII. Amendment Procedure

- A. Any regular member of the Committee may propose an amendment to these Procedures and By-laws.
 1. The amendment shall be presented in writing.
 2. The amendment shall be presented at a regular meeting of the Committee.
- B. The proposed amendment shall be considered by the Committee only if so determined by a majority of the voting members present at the meeting at which the proposal is made.
- C. If the Committee votes to consider the proposed amendment, the proposed amendment shall become an agenda item for the next regular meeting of the Committee and the chairperson shall so notify all members of the Committee at least one week prior to that meeting.
- D. Ratification of the proposed amendment shall require a two-thirds affirmative vote of regular members present at a meeting of the Committee, or their specified alternates.

VIII. Procedures for Evaluating, Ranking, and Making Recommendations Concerning Award, Fellowship, and Leave Applications

- A. Paragraph IV. B. of the Input Document specifies that the Committee shall "review and evaluate all applications for Sabbatical Leaves and Faculty Research Fellowships and submit written recommendations and rankings to the Dean regarding the awarding of such leaves, fellowships, and grants." The following procedures shall be followed in discharging this obligation.
- B. Supporting Documents
 1. All applications for an award, fellowship or leave to be considered at a meeting of the Committee shall be made available through the Dean's Office to Committee members five (5) working days prior to said meeting.

2. Each department shall provide for each its applicants the original, one copy for the dean, and one copy for each committee member of all documents prescribed by the current university Guidelines for the pertinent award, fellowship, or leave program.
3. Committee members shall obtain in person from the Dean's office a packet containing all the applications for the award, fellowship, or leave program to be considered at the upcoming Committee meeting. The Committee member's signature may be required to certify receipt of materials.
4. Committee members shall obtain with the materials packet one rating sheet for each application for use in evaluating and ranking that application.

C. Consideration of Applications

1. Applications shall be considered without regard to rank or department.
2. Should a candidate for an award, fellowship, or leave be a member of the Committee, then during the consideration of candidates for that award, fellowship or leave he or she shall relinquish his or her position to the department alternate selected in accord with Paragraph IV. of the Input Document.
3. Each application or proposal shall be discussed by the Committee prior to the establishing of rankings. A written record of these discussions shall be maintained.

D. Rankings and Recommendations

1. Within two (2) working days of the discussion meeting, Committee members shall submit in writing their final rankings and supporting documents to the Dean's office. Committee members not present for discussions in Paragraph VIII.C.3 (and not represented by an alternate) shall not be allowed to submit final rankings.
2. The members of the Executive Committee shall tally and determine the aggregate ranking of each applicant from the rankings submitted by the Committee members.
3. Any member of the Committee may attend the Executive Committee's tallying of the rankings.

E. Reporting of Results

1. The secretary of the Committee shall formally present to the Dean and shall circulate to the Committee members in writing the Committee's ranking of the applications for the award, fellowship, or leave under consideration, along with any recommendations formulated by the Committee.
2. A rating sheet showing the Committee tally of total points for each application shall be transmitted with the application to the Dean for forwarding to the University Research and Sabbatical Leave Committee. The rating sheets shall not be destroyed, and shall be available for Committee review upon request, until thirty (30) days have elapsed following official university announcement of recipients of the pertinent award, fellowship, or leave. Thereafter, the rating sheets may be destroyed.

10/26/09