

COLLEGE OF ARTS AND SCIENCES

COLLEGE LEVEL FACULTY INPUT SYSTEM

(AMENDED OCTOBER 2006)

I. Statement of Purpose

The current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors recognizes the necessity for meaningful faculty involvement in the areas of selection and evaluation of faculty members, curriculum development, and utilization of financial resources. It therefore requires a system providing for faculty input in each department and college in the areas of Personnel, Instruction, and Finance. This document establishes such a system, advisory to the Dean, for input at the college level in the College of Arts and Sciences.

II. Definitions

- A. College -- shall mean the College of Arts and Sciences
- B. Dean – shall mean the Dean of the college of Arts and Sciences.
- C. Faculty -- shall mean the staff of the College of Arts and Sciences who are members of the bargaining unit as defined in the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.
- D. Department -- shall mean a department of the College of Arts and Sciences and may be modified as follows:
 - 1. For the purpose of this document Women's and Gender Studies will be considered a department and the Program Director as a Department Head.
 - 2. Arts -- shall mean the departments of African American Studies, Art, Communication and Theatre Arts, Economics, English Language and Literature, Foreign Languages and Bilingual Studies, History and Philosophy, Music and Dance, Political Science, Sociology, Anthropology and Criminology, and Women's and Gender Studies.
 - 3. Sciences -- shall mean the departments of Biology, Chemistry, Computer Science, Geography and Geology, Mathematics, Physics and Astronomy, and Psychology.

III. The College Advisory Council

A College Advisory Council shall be established. It shall be composed of the following voting members; one (1) faculty member from each department. Each department shall determine by vote who shall be their faculty representative and shall provide for an alternate. The term of office for the faculty representative shall be two (2) years with successive terms permissible. It shall be composed of the following non-voting members: one (1) department head from a Sciences department and one (1) department head from an Arts department, both of whom shall be appointed by the Dean. The Dean and Associate Deans shall be *ex officio* non-voting members.

A. Responsibilities

1. Instructional

- a. To review all changes and new proposals for departmental status, curricula, majors, minors, courses, and interdisciplinary programs in the College and to submit its recommendations to the Dean.
- b. To make recommendations concerning all reviews of the College academic programs initiated within the University or by external accreditation agencies.
- c. To monitor the General Education Program and its effects on the College and to review all proposed changes in the program, with the submission of its recommendations to the Dean and any such concerned University-wide committee as does not conflict with the contract.
- d. To insure liaison between the departments of the College and between colleges regarding academic programs and courses.
- e. To recommend the establishment of teaching and learning resources, which should include such things as faculty workshops and a teaching and learning center.
- f. To monitor academic advising procedures and standards in cooperation with the Academic Advising Office and make recommendations in these regards.
- g. To recommend policies on transfer credit.
- h. To recommend policy concerning the relationship between credit and contact hours.
- i. To review academic standards in departments, and to suggest

departmental review as it deems desirable.

- j. To make recommendations concerning the suitability of standard or special University programs in view of University goals.
- k. To refer appropriate matters to its committees.

2. Personnel and Finance

- a. To consider appropriate departmental recommendations to the Dean regarding personnel and finance decisions and to make recommendations to the Dean. (In personnel matters involving an individual faculty member, a two-thirds (2/3) vote of the Council shall be required before the Council may submit a recommendation to the Dean, which runs counter to a departmental recommendation supported by both the departmental faculty committee and the department head. In those cases in which the recommendations of the departmental committee and department head disagree, a simple majority vote of the Council shall be necessary to determine the recommendation to the Dean.)
- b. To refer to the appropriate committee such matters having to do with personnel or budget policy as the Council may desire and to submit appropriate recommendations to the Dean based on the recommendations of the committee.
- c. To maintain accurate records of the proportion and number of tenured and non-tenured and of part-time and full-time faculty members in each department.
- d. To investigate adherence to the policy that there be no arbitrary establishment of a fixed proportion of tenured to non-tenured faculty members in any department or in the College.
- e. To establish and maintain liaison with all appropriate bodies such as the personnel and finance committees of other colleges and the Faculty Council.
- f. Additionally the Council may, at its volition collect appropriate information and make recommendations concerning:
 - 1) the manner in which the contractual provisions concerning personnel files is adhered to (with the express understanding that any access to a given personnel file may be obtained only with that faculty member's written permission).

- 2) equivalent standards for workload among the departments.
 - 3) the need for and extent of curtailments or eliminations of programs and for the termination, layoff, and recall of faculty members, in manners consistent with the contract.
 - 4) procedures and criteria regarding merit pay, should it become available.
 - 5) allocations to each department for each fiscal year. (This must be based on a detailed budget submitted from each department. The format of such a budget should be agreed upon by the Council and the Dean).
 - 6) the College budget including funding requests for such things as programs, faculty positions, and other established budgetary categories (SS&M, Student Help, etc.), and the nature and extent of budget adjustments that may have to be implemented during a fiscal year.
- g. The Council may request from the Dean information needed to perform the actions or make the recommendations listed above in a timely fashion.

B. Committees

1. Instruction

There shall be two (2) standing committees on the Council: the Arts Committee and the Sciences Committee. The membership of these committees taken together shall be restricted by the requirement that all faculty members shall be members of the Council and all except for program representatives, shall come from different departments.

a. Arts Committee

- 1) Membership. This committee shall be composed of eleven (11) faculty representatives (one from each Arts department) who are members of the Council. The Arts Department Head who serves on the College Advisory Council and one Associate Dean shall serve as non-voting members of the Arts Committee.
- 2) Duties. This committee shall review and make recommendations concerning all changes and new

proposals for curricula, majors, minors, courses and interdisciplinary programs from or affecting Arts departments; shall consider matters in its area and any other items referred to it by the parent Council: and may at its volition collect appropriate information and make recommendations concerning the other Council responsibilities listed above.

b. Sciences Committee

- 1) Membership. This committee shall be composed of seven (7) faculty representatives (one from each Sciences Department) who are members of the Council. The Sciences Department Head who serves on the College Advisory Council and one Associate Dean shall serve as non-voting members of the Sciences Committee. The faculty representatives and department heads shall be selected as for the Arts Committee.
- 2) Duties. This committee shall review and make recommendations concerning all changes and new proposals for curricula, majors, minors, courses and interdisciplinary programs from or affecting Sciences departments: shall consider matters in its area and any other items referred to it by the parent Council: and may at its volition collect appropriate information and make recommendations concerning the other Council responsibilities listed above.

2. Personnel and Finance

The personnel and finance responsibilities listed above shall be discharged by the full Council or by such committees as it may choose to establish on an ad hoc basis.

IV. The College Committee on Research and Sabbatical Leaves

- A. Membership. This committee shall be composed of one (1) faculty member elected from each department one (1) department head from an Arts Department and one (1) from a Sciences Department. The department heads shall be appointed by the Dean so as to avoid triple representation from any one department. The term of office for the faculty members and department heads shall be two (2) years with successive terms permissible.
- B. Duties. This committee shall review and evaluate all applications for Sabbatical Leaves, Faculty Research Fellowships, University Spring/Summer Research Fund

Awards and Graduate School Research Fund awards and submit written recommendations and rankings to the Dean regarding the awarding of such leaves, fellowships, and grants; shall make recommendations that provide for the monitoring, support and stimulation of research by faculty members; shall consider matters in the area and any other items referred to it; and may at its volition collect appropriate information and make recommendations concerning its responsibilities.

V. General Procedures

- A. The Dean shall be a non-voting *ex-officio* member of all Councils and committees.
- B. The Council and each standing committee shall elect from among its voting members a chairperson, vice chairperson and secretary.
- C. Election of Faculty Representatives
 1. Each department shall elect its faculty representatives in such a fashion that they may begin their term of office one full week before the beginning of the academic year.
 2. To make possible a mixture of freshness and experience elections will occur in the following sequence:
 - a) The departments of African American Studies, Art, Biology, Chemistry, Communication and Theatre Arts, Computer Science, Economics, English Language and Literature, and Foreign Languages and Bilingual Studies will elect members to the Council in even-numbered years and to the Research and Sabbatical Leave Committee in odd-numbered years;
 - b) The departments of Geography and Geology, History and Philosophy, Mathematics, Music and Dance, Physics and Astronomy, Political Science, Psychology, Sociology, Anthropology and Criminology, and the Women's and Gender Studies Program will elect members to the Council in odd-numbered years and to the Committee Research and Sabbatical Leaves in even-numbered years.
- D. Meetings
 1. The Council shall hold regular monthly meetings during the period September-June and such additional meetings, as it may deem necessary. Meetings shall be open unless matters of a confidential personal nature are being considered, at which time Council members may vote to close the

meetings.

2. The Committee on Research and Sabbatical Leaves shall meet as needed to make timely recommendations to the Dean in accordance with university award, fellowship, and leave deadlines.
 3. Meeting schedules of the Council its committees and the Committee on Research and Sabbatical Leaves shall be published in the College's annual calendar.
- E. When Council meetings are closed by a vote of members, student members shall be excluded.
- F. Agenda shall be published, insofar as possible two days in advance of all Council and committee meetings. The elected officers of each body are responsible for these agenda. Minutes shall be published within five working days after each Council or committee meeting. The chair of the Council shall have the agenda distributed and the secretary of the Council shall have the minutes distributed to all faculty members. The chair of each Council committee shall have the agenda distributed, and the secretary shall have the minutes distributed, for committee meetings to all members of the Council. The chair of the Committee on Research and Sabbatical Leaves shall have the agenda and minutes for committee meetings distributed to each committee member and each department head.
- G. A department head shall serve on no more than one of the committees.
- H. The Council and the committees shall each elect from their members an inter-college liaison person who shall meet, when appropriate, with similar representatives of other colleges and divisions of the University including the Graduate Council.
- I. Council and committee meetings shall be governed by Robert's Rules of Order.
- J. The Dean shall, as soon as possible, but within no longer than thirty (30) days, respond with acceptance or written dissent (including responses) to recommendations of the Council, with rationale.
- K. By majority vote the Council may send a report of its deliberations and recommendations through the Dean to the Vice President for Academic Affairs.
- L. Matters within the province of the Council may be dealt with by *ad_hoc* committees constituted by the Council.
- M. There shall be at least annually a college faculty meeting. The agenda for such a meeting shall be prepared by the chairperson of the Council in consultation with the Dean. The Dean shall chair College faculty meetings.

- N. A Procedures Committee shall be established to consist of four [4] faculty members from the Council and the Committee on Research and Sabbatical Leaves (CCRSL) including the vice-chairs of both of these bodies and one (1) member elected from the Council and one (1) member elected from the CCRSL for a one (1) year term. This committee shall be responsible, in conjunction with the Dean, for conducting votes on referenda and amendments, as well as for maintaining an up-to-date description of the College Input system and the procedures and by-laws of the Council and the CCRSL.
- O. Upon petition of Twenty percent (20%) of the faculty in the College, the Procedures Committee shall refer any matter considered by the Council or Committee to a vote of faculty, to be conducted by secret ballot.
- P. Any faculty member, department head, or the Dean may propose in writing an amendment to this input system at a regularly scheduled meeting of the Council. If the Council agrees by majority vote to consider the proposed amendment, it must then be submitted to the college faculty for ratification. Ratification shall require a two-thirds (2/3) affirmative vote of those faculty casting ballots by secret ballot. The amendment shall then be reviewed by the Association and the Office of Employee relations for the purpose of determining whether such recommendations are in compliance with the parties' master Agreement. Following this review, the amendment must be approved by the Dean of the College and by the Provost and Vice President for Academic Affairs.
- Q. Copies of this document shall be distributed by the Deans to all of the faculty.