

## TABLE OF CONTENTS

	Agreement.....	1
<b>I</b>	<b>DEFINITIONS .....</b>	<b>1</b>
<b>II</b>	<b>GENERAL PURPOSE AND INTENT.....</b>	<b>1</b>
<b>III</b>	<b>RECOGNITION OF ASSOCIATION .....</b>	<b>1</b>
<b>IV</b>	<b>EMU'S RIGHT TO MANAGE .....</b>	<b>2</b>
<b>V</b>	<b>ASSOCIATION RIGHTS.....</b>	<b>2</b>
	Information Furnished to the Association.....	2
	Association Use of Facilities and Services.....	3
	Released Time.....	3
	Insurance Coverage for Association Employees.....	3
	Selection of Negotiators.....	3
	Copies of Agreement .....	3
<b>VI</b>	<b>ASSOCIATION MEMBERSHIP DUES.....</b>	<b>4</b>
	Membership in the Association .....	4
	Membership Dues .....	4
	Method of Payment.....	4
	Certification of Membership Dues.....	4
	Payment by Payroll Deduction .....	4
	Delivery of Executed Payroll Deduction Authorization Form .....	4
	Limits of Deductions Required To Be Made by EMU.....	4
	Termination of Payroll Deduction .....	4
	Refunds .....	5
	Limit of EMU's Liability for Remittance of Payment of Payroll Deductions.....	5
	EMU Save Harmless.....	5
<b>VII</b>	<b>GRIEVANCE PROCEDURE .....</b>	<b>5</b>
	Scope.....	5
	Construction .....	5
	Basic Provisions .....	5
	Procedure and Time Limits: Initiation .....	6
	Procedure and Time Limits: Step One .....	6
	Procedure and Time Limits: Step Two .....	6
	Procedure and Time Limits: Step Three (Review Board) .....	7
	Procedure and Time Limits: Arbitration.....	7
	Procedure and Time Limits: Arbitrator's Decision and Award.....	8
<b>VIII</b>	<b>LAYOFF AND RECALL .....</b>	<b>8</b>
	General Layoff Provisions .....	8
	Alternatives to Layoff .....	8
	Additional Alternatives to Layoff .....	9
	Layoff Procedure.....	11
	Rights While on Layoff.....	12
	Recall Procedures.....	13
<b>IX</b>	<b>PROFESSIONAL RESPONSIBILITIES OF FACULTY MEMBERS.....</b>	<b>13</b>
	Professional Responsibilities.....	13
	Work Load .....	14
	Outside Employment .....	16
<b>X</b>	<b>FACULTY TRANSFERS TO ADMINISTRATIVE APPOINTMENTS .....</b>	<b>17</b>
<b>XI</b>	<b>LEAVES.....</b>	<b>17</b>
	Paid Sick Leave Days .....	17
	Medical Leave.....	19
	Family and Medical Leave Act (FMLA) .....	19
	Personal Business Leave.....	21
	Bereavement Leave.....	21
	Jury Duty .....	21
	Professional Leave .....	21
	Exchange Professorship Leave .....	22
	Military Leave.....	22
	Political Leave.....	23
	Exceptional Need Leaves .....	23
	Leave Conditions .....	23
<b>XII</b>	<b>SABBATICAL LEAVES, RESEARCH/CREATIVE ACTIVITY</b>	
	<b>FELLOWSHIPS, AND OTHER AWARDS .....</b>	<b>25</b>
	Sabbatical Leaves .....	25
	Faculty Research/Creative Activity Fellowships .....	26
	Applications .....	26

	Screening Committee .....	26
	Report of Project Activities and Results.....	27
	Reimbursements .....	27
	Other Awards.....	27
<b>XIII</b>	<b>FACULTY PARTICIPATION IN GOVERNANCE.....</b>	<b>27</b>
	Department and College Committees.....	27
	Faculty Senate .....	28
	Graduate Council .....	29
	Academic Affairs Educational Environment and Facilities Planning Committee.....	29
	Standing Committee on Departmental Evaluation Documents .....	30
	New Department and/or College Reorganization.....	30
<b>XIV</b>	<b>FACULTY APPOINTMENTS, FACULTY PARTICIPATION IN GRADUATE PROGRAMS, REAPPOINTMENTS, TENURE AND PROMOTION .....</b>	<b>32</b>
	Appointments and Reappointments: General Provisions .....	32
	Faculty Participation in Graduate Programs.....	33
	Tenure .....	34
	Promotion .....	34
	Tabulation of Duration of Appointments .....	35
<b>XV</b>	<b>EVALUATION CRITERIA AND PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION AND PERIODIC REVIEWS OF TENURED FACULTY.....</b>	<b>36</b>
	General Provisions.....	36
	Evaluation Criteria .....	36
	Department Evaluation Documents.....	38
	Service Rank Credit.....	39
	Procedures for Faculty Evaluation .....	39
	Schedule of Evaluations for Probationary Appointments:	
	Reappointment/Tenure for Faculty .....	39
	Procedures for All Faculty Members Undergoing Full Evaluations.....	40
	Full Evaluation of Faculty Members Applying for Promotion.....	41
	Applicant Responsibility-Full Evaluation for Reappointment, Tenure and Promotion.....	41
	Departmental Committee and Department Head Responsibilities – Full Evaluation .....	42
	Dean’s Responsibility – Full Evaluation.....	43
	Provost’s Responsibility – Full Evaluation .....	43
	Negative Review.....	44
	Professional Performance Evaluations of Tenured Faculty .....	44
	Full Professional Performance Evaluation Process .....	45
	Unsatisfactory Performance, Programs for Improvement .....	46
	Sanctions .....	47
	Evaluation of Department Heads .....	47
	Evaluation of Deans and the Provost.....	47
<b>XVI</b>	<b>NON-RENEWAL OF PROBATIONARY APPOINTMENTS, SUSPENSIONS, TERMINATIONS, AND RESIGNATIONS.....</b>	<b>48</b>
	Non-Renewal of Probationary Appointments.....	48
	Notice of Non-Renewal of Probationary Appointments .....	48
	Suspension for Reasonable and Just Cause .....	48
	Termination for Reasonable and Just Cause.....	48
	Termination for Medical Reasons.....	49
	Resignations .....	49
<b>XVII</b>	<b>FACULTY PERSONNEL FILES .....</b>	<b>49</b>
	Administration .....	49
	Contents .....	49
	Access .....	50
	Correction of Factually Erroneous Information .....	51
<b>XVIII</b>	<b>COMPENSATION .....</b>	<b>51</b>
	Salary Period.....	51
	2015-16 Salary Adjustment .....	51
	2016-17 Salary Adjustment .....	51
	2017-18 Salary Adjustment.....	51
	2018-19 Salary Adjustment.....	51
	Supplemental Salary Adjustments .....	51
	Faculty Pay Options .....	52

	The Base Academic Year .....	52
	Salaries for Summer, Pre and Post Sessions, On-Campus Workshops and Colloquia.....	52
	Salary Adjustment for Promotion.....	53
	Salary Adjustment for Completion of Earned Doctorate .....	53
	Salaries for Teaching Overload Courses .....	53
	Grant Compensation .....	54
	Substitution Pay .....	55
<b>XIX</b>	<b>FRINGE BENEFITS .....</b>	<b>55</b>
	Description and Listing.....	55
	Eligibility .....	55
	Group Medical Benefits Plan .....	55
	Group Life and Accidental Death and Dismemberment Benefits .....	57
	Dental Care Benefits.....	58
	Long-Term Disability Benefits.....	59
	Worker's Compensation Benefits .....	59
	University Business Travel Automobile Insurance Coverage.....	59
	Parking .....	59
	Banking.....	60
	Business Travel at EMU Expense.....	60
	Tuition Waiver Program for Faculty .....	61
	Tuition Waiver Program for Employee Spouses and Dependent Children.....	62
	Payment of Unused Accumulated Paid Sick Leave Benefits .....	63
	Flexible Spending Account.....	63
<b>XX</b>	<b>RETIREMENT OPTIONS AND BENEFITS .....</b>	<b>63</b>
	Phased Retirement.....	63
	Types of Retirement Programs .....	64
	Retirement.....	64
	Death Benefits.....	65
	Group Medical Benefits .....	65
	Medical Benefits for Defined Contribution Plan Retirees.....	66
	Dental Benefits for Defined Contribution Plan Retirees.....	67
	Emeritus Status .....	67
	Waiver of Employment Rights .....	67
	Irrevocability.....	68
<b>XXI</b>	<b>DEATH BENEFITS .....</b>	<b>68</b>
	Accrued Wages .....	68
	Payment of Unused Accumulated Paid Sick Leave Benefits .....	68
<b>XXII</b>	<b>HEALTH AND SAFETY COMMITTEE.....</b>	<b>68</b>
<b>XXIII</b>	<b>SPECIAL CONFERENCES .....</b>	<b>68</b>
<b>XXIV</b>	<b>STRIKES AND LOCKOUTS .....</b>	<b>68</b>
<b>XXV</b>	<b>BOARD POLICIES .....</b>	<b>69</b>
<b>XXVI</b>	<b>COMPUTATION OF WORK TIME .....</b>	<b>69</b>
<b>XXVII</b>	<b>NOTIFICATION.....</b>	<b>69</b>
	Delivery to a Faculty Member .....	69
	Mailing .....	69
	Email.....	69
<b>XXVIII</b>	<b>OTHER PROVISIONS.....</b>	<b>69</b>
	Agreement Construction.....	69
	Saving Clause .....	70
	Graduate School .....	70
<b>XXIX</b>	<b>DURATION AND AGREEMENT.....</b>	<b>70</b>
<b>APPENDIX A</b>		
	MFA Equivalency .....	72
<b>APPENDIX B</b>		
	Short Term Service Parking.....	73
<b>APPENDIX C</b>		
	DID Committee .....	74
<b>APPENDIX D</b>		
	Multi Year Contract Joint Task Forces.....	75
<b>APPENDIX E</b>		
	Article XV for Faculty Hired Prior to September 1, 2015 for evaluative Purposes.....	76

Agreement entered into this first (1<sup>st</sup>) day of September, 2015, by and between Eastern Michigan University (hereinafter “EMU” or “University”) and the Eastern Michigan University Chapter of the American Association of University Professors (hereinafter “EMU-AAUP” or “Association”).

#### ARTICLE I. DEFINITIONS

- 2           A.    “EMU” means Eastern Michigan University, Ypsilanti, Michigan, a state institution of higher education, and its administrative agent.
- 3           B.    “Association” means Eastern Michigan University Chapter of the American Association of University Professors.
- 4           C.    “Faculty Member” means a person employed in the Bargaining Unit as defined in Article III.
- 5           D.    “Unit” or “Bargaining Unit” means the Faculty Members collectively covered by Article III.
- 6           E.    “Provost” means “Provost and Executive Vice President”
- 7           F.    “Department” also means “School”.
- 8           G.    “Department Head” also means “School Director”. A School Director is not equivalent to a Dean.
- 9           H.    Pronouns of masculine and feminine gender include each other.

#### ARTICLE II. GENERAL PURPOSE AND INTENT

- 10           EMU and the Association recognize their responsibilities under federal, state, and local laws relating to fair employment practices and affirm their commitment to the principles involved in the area of civil rights.
- 11           The parties agree that neither shall discriminate on the basis of race, creed, sex, color, age, marital status, nationality, political belief, sexual orientation, for participation in or affiliation with any labor organization, or any other categories protected by state, federal, or city statutes. The parties agree further, pursuant to relevant sections of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Michigan civil rights legislation, that there shall be no unlawful discrimination. This paragraph shall be subject to the Grievance Procedure but not arbitrable.
- 12           Faculty Members, while not conducting their Faculty responsibilities, shall have the same rights to participate in political activities as other citizens. This statement shall not be construed to constitute an infringement upon the academic freedom of any Faculty Member.
- 13           EMU and the Association agree that the provisions of this Agreement shall apply to all Faculty Members without discrimination.
- 14           EMU and the Association fully affirm the principle of academic freedom in both teaching and research. The right of academic freedom shall be the right of every Faculty Member.
- 15           The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful relations for the mutual interest of EMU and the Association. EMU and the Association encourage to the fullest degree, friendly and cooperative relations between their respective representatives.

#### ARTICLE III. RECOGNITION OF ASSOCIATION

- 16           A.    Pursuant to and in accordance with all the applicable provisions of Act 176 of the Public Acts of 1939 and Act 336 of the Public Acts of 1947, as amended, EMU does hereby recognize the Association as the certified exclusive collective bargaining representative for all teaching Faculty employed by Eastern Michigan University, including professors, associate professors, assistant professors, instructors, media service managers\*, coach/teachers\* and librarians with Faculty rank; and excluding Deans, Directors, Department Heads and other supervisory employees, lecturers, visiting professors, adjunct professors, non-tenure track academic employees, career army personnel in the Department of Military Science, and all other employees.  
\*In accordance with MERC cases #R75J-427 and R76A-1.
- 17           B.    EMU shall not aid, promote or finance any other group or organization which purports to engage in collective bargaining on behalf of Faculty Members in the Bargaining Unit covered by this Agreement.
- 18           C.    It is the policy of EMU not to reduce the Bargaining Unit by arbitrary changes in titles or by the creation of new classifications. The University further agrees that in the absence of a change in circumstances, it will not permanently replace regular Faculty Members by a change in its historical uses of part-time lecturers. Nothing in this paragraph is intended to diminish in any respect the University’s rights pursuant to the provisions of Article VIII.

#### ARTICLE IV. EMU'S RIGHT TO MANAGE

19 EMU retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and  
vested in it by the laws and Constitution of the State of Michigan and of the United States. Further, all rights which ordinarily vest in  
and are exercised by employers, except such as are specifically relinquished herein, are reserved to remain vested in EMU.

#### ARTICLE V. ASSOCIATION RIGHTS

##### 20 A. EMU shall furnish the following information and data to the Association:

- 21 1. a. A list of the members of the Bargaining Unit, showing the name, rank, percentage of appointment, salary,  
department, tenure status, date of tenure, time in rank, highest relevant academic degree, date of highest  
relevant academic degree, date of birth, current home address, and home/cellular telephone number. If a  
Faculty Member has a split appointment, the percentages of his/her appointment shall be combined and the  
area where the Faculty Member holds the greatest percentage of appointment reflected as his/her department.  
Such list shall be furnished within forty-five (45) working days after the execution of this Agreement and within  
forty-five (45) working days after the beginning of each semester thereafter.
- 22 b. Interim changes, including promotions, terminations, leaves, and changes to and from administrative status or  
part-time employment, shall be furnished in writing (e.g., hard copy, email, or fax) within twenty (20) working  
days of the end of the month in which the change occurs.
- 23 c. Copies of all offer letters accepted by the Faculty candidates shall be furnished within twenty (20) working days  
of their approval by the Board of Regents.
- 24 d. Tentative notice of names and addresses of newly hired Faculty Members shall be furnished within twenty (20)  
working days of the date such Faculty Members first appear on the payroll and receive a paycheck.
- 25 e. A complete University email list of Faculty within twenty (20) working days following the beginning of each  
semester.
- 26 f. A list of faculty W-2 salaries shall be provided the Association within thirty (30) working days after the end of the  
calendar year.
- 27 g. Authorization to access and use the Faculty listserv address.
- 28 h. A description of the process employed by EMU for determining entry level salaries for Faculty shall be furnished  
by October 1<sup>st</sup>.
- 29 i. An annual report containing an account of the operation of the Sabbatical Leave and Faculty Research/Creative  
Activity Fellowship program during the preceding year.
- 30 j. Notification when a faculty member receives incorrect pay within five (5) working days from awareness of the  
incorrect pay.
- 31 k. A list of individual faculty contracts (with names of faculty members and their dependents redacted) enrolled in  
each healthcare option, by category, shall be furnished to the Association by January 15<sup>th</sup> of each year.
- 32 2. A list of non-bargaining unit employees (e.g. lecturers) whose principal responsibility is teaching credit-bearing courses  
and/or professional library service, showing the name, department, current percentage of appointment and most  
recent date of hire. Such list shall be furnished within twenty (20) working days following the close of each semester.
- 33 3. A list of all credit-bearing courses offered through Extended Programs and Educational Outreach, showing the course  
number, day, time, and location for each class taught, and the name of the Faculty Member or lecturer assigned each  
class and his/her rate of pay. Such list shall be furnished within twenty (20) working days following the close of each  
semester.
- 34 4. Copies of minutes of official meetings of the Board of Regents, General Fund Operating Budgets (including all midyear  
amendments), Budget Requests, Program Revision Requests, Resource Plans (including all midyear updates or  
revisions) and the Annual Audited Financial Statement as approved by the Board of Regents for submission to the  
State Offices. Copies of Faculty Course Assignments shall be furnished within sixty-five (65) working days following the  
end of the academic year.
- 35 5. Section master listings as of the date of the "HEGIS" count. Such listings shall be furnished to the Association when  
furnished to the State Department of Management and Budget.

36 6. Other documents specifically requested from time to time by the Association that are necessary to the EMU-AAUP's  
administration of this Collective Bargaining Agreement pursuant to the provisions of the Michigan Public Employment  
Relations Act. Any such documents that are routinely reproduced for dissemination to the general public without  
charge shall be provided at no cost to the Association. Other documents shall be provided to the Association at a cost  
of \$0.06 per page.

37 **B. Association Use of Facilities and Services**

38 1. The Association and Association Officers shall, for the purpose of carrying out the business of the Association, have the  
right to hold meetings in University facilities at such times and places as may be reasonably designated by EMU.

39 2. The Association shall have the right to post notices of its activities and matters of Association concerns on bulletin  
boards designated by EMU.

40 3. The Association shall have the right to send the Association Newsletter and other Association notices to Faculty  
Members through the EMU mail service and EMU email service provided such use these services shall not cause an  
unreasonable load on such systems. In addition, the Association shall be provided with two (2) EMU email addresses  
for the use of the Association staff.

41 4. The Association shall have the use of a University telephone line in its office. All costs, including charges for  
installation and use, shall be the responsibility of the Association.

42 5. The Association shall have the right to have up to three (3) telephone numbers listed in the campus telephone  
directory.

43 6. EMU shall provide the Association four (4) service parking permits for the Association Officers and staff.

44 **C. Released Time**

45 1. A Grievance Officer designated by the Association shall be granted one-half (1/2) released time during the terms or  
semesters he/she teaches for the purpose of acting on behalf of Faculty Members in the grievance procedure.

46 2. Three-fourths (3/4) of one FTEF released time shall be provided to Association members during the academic year for  
service that is performed for the mutual benefit of the Association and the University, subject to the following  
conditions:

47 a. No Association member shall receive more than one-half (1/2) released time in any one term under this section.

48 b. The Association shall notify the University at least twenty (20) working days prior to the commencement of a  
released time assignment, except as provided herein. Said notification shall include the name of the Faculty  
Member to receive the released time and the purpose of the released time. The twenty (20) working day  
notification period may be waived by mutual consent of the parties if a Faculty Member previously scheduled for  
released time is unable to accept the assignment.

49 **D. Insurance Coverage for Association Employees**

50 Up to three (3) employees of the Association shall, with the approval of the respective insurance carriers, be permitted to  
participate in the group insurance programs (e.g. health and dental) as are provided for Bargaining Unit members by EMU.  
The Association shall provide payment to EMU for the cost of coverage in accordance with such terms and conditions as  
EMU may so prescribe.

51 **E. Selection of Negotiators**

52 Neither party in any negotiations shall have any control over the selection or number of the negotiating representatives of  
the other party. The parties mutually pledge that their representatives shall have all the necessary power and authority to  
make proposals and consider proposals in the course of negotiations. The Agreement shall not be binding until ratified by  
the Board of Regents of the University and the Association.

53 **F. Copies of Agreement**

EMU and the Association agree that within two (2) months of the signing of the tentative Agreement that the parties will  
mutually agree on the final text of this Agreement; the final text will then be placed online by EMU. The final text will be  
indexed. Copies of the final text of this Agreement, with index, shall be printed at the expense of EMU. A copy of the final  
text of this Agreement shall be presented to all Faculty Members now employed or hereafter employed. One hundred (100)  
extra copies shall be provided to the Association. Additional copies shall be furnished to the Association at cost.

## ARTICLE VI. ASSOCIATION MEMBERSHIP AND DUES

### 54           A.    **Membership in the Association**

55                     During the term of this Agreement, and in accordance with and to the extent of any applicable state or federal laws, every Faculty Member shall have the choice of whether or not to become a member of the Association. Financial support of the Association is not a condition for employment.

56                     Members of the Bargaining Unit who choose not to become or continue as members of the Association must submit written notice to Academic Human Resources and the Association. Payroll deductions of membership dues shall remain in effect until revoked in writing by the Faculty Member. When revoked, deduction of membership dues will cease as of the payroll period following the receipt of the notice by EMU.

57                     For those members of the Bargaining Unit who choose to become members of the Association by tendering membership dues, the following terms described below will apply.

### 58           B.    **Membership Dues and Method of Payment**

59                     The membership dues shall be tendered commencing with the first paycheck in October for new faculty appointed for the fall semester and the first paycheck in February for new faculty appointed for the winter semester provided that the EMU-AAUP provides the dues cards to EMU by September 15<sup>th</sup> for the fall and January 15<sup>th</sup> for winter term. Commencement of employment will be interpreted as one (1) calendar week prior to the first day of fall classes. For those faculty members starting after the beginning of the semester, the starting date in their offer letter will be interpreted as their commencement of employment date.

60                     The membership dues provided for herein shall be paid on a semi-monthly basis by payroll deduction made pursuant to a properly executed Payroll Deduction Authorization form delivered to EMU.

### 61           C.    **Certification of Membership Dues**

62                     The Association shall submit to EMU's Payroll Office written certification of those Faculty Members who have signed Payroll Deduction Authorization forms and notification of a uniform percentage of total earnings, if appropriate, to be deducted for each Faculty Member.

### 63           D.    **Payment by Payroll Deduction**

64                     During the life of this Agreement, and in accordance with and to the extent of any applicable state or federal laws, EMU agrees to deduct the semi-monthly membership dues as provided for in VI.B. above, proportionately each deduction period from the wages of all Faculty Members who have, on a form satisfactory to EMU and the Association, individually and voluntarily given EMU written authorization to make said deductions. Membership dues deductions shall be deposited, through direct deposit, in a bank designated by the Association within ten (10) working days after the end of each month. The Association assumes full responsibility for the disposition of all monies deducted once they have been forwarded to the Treasurer of the Association as set forth above.

### 65           E.    **Delivery of Executed Payroll Deduction Authorization Form**

66                     A properly executed copy of the Payroll Deduction Authorization form for each Bargaining Unit member for whom Association membership dues are to be deducted hereunder shall be delivered to EMU's Payroll Office before any payroll deductions are made. Deductions shall be made thereafter only under Payroll Deduction Authorization forms which have been properly executed and are in effect. Any Payroll Deduction Authorization form which is incomplete or in error will be sent to the Treasurer of the Association by EMU.

### 67           F.    **Limits of Deductions Required to Be Made by EMU**

68                     Deductions shall be made only in accordance with the provisions of the Faculty Member's Payroll Deduction Authorization form, together with the provisions of this Agreement. EMU shall have no responsibility for the collection of membership dues and special assessments, or any other deductions not in accordance with the express provisions of this Article. Further, EMU shall have no obligation to make deductions from the pay of any Bargaining Unit member who has insufficient net earnings due him/her to cover the full amount of such deduction.

### 69           G.    **Termination of Payroll Deduction**

70                     Payroll deduction authorizations shall remain in effect and continue as specified in VI.B. A Faculty Member shall cease to be subject to deductions following the pay period in which the Faculty Member's employment in the Bargaining Unit terminates. The Association shall be notified by EMU of the names of such Bargaining Unit members following the end of the pay period in which the termination occurs.

71           **H.    Refunds**

72           In cases where a deduction is made that duplicates a payment that a Faculty Member already has made to the Association, or where a deduction is not in conformity with the provisions of the Association's Constitution or By-Laws, or this Agreement, refunds to the Faculty Member will be made by the Association.

73           **I.    Limit of EMU's Liability for Remittance or Payment of Payroll Deductions**

74           EMU shall not be liable to the Association by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by Faculty Members.

75           **J.** In the event 2012 Public Act 349 is repealed or rendered ineffective as a result of voter, final judicial determination (including the exhaustion of all available appeals), or legislative action, the provisions of Article VI "Association Membership Dues and Service Fees," contained in the 2012-2015 Collective Bargaining Agreement between EMU and the Association, shall become effective per the time-frame established by such voter, judicial, or legislative action, so long as such provisions are in compliance with the law.

76           **K.    EMU Save Harmless**

77           The Association agrees to indemnify, protect and save harmless EMU from any and all claims, demands, suits, or other forms of liability, or any and all costs or fees related thereto, by reason of action taken or not taken by EMU for the purpose of complying with the provisions of this Article

**ARTICLE VII. GRIEVANCE PROCEDURE**

78           **A.    Scope**

79           Nothing in this Article VII shall prevent informal adjustment of any complaint and the parties intend that, so far as reasonably possible, such complaints will be resolved between the Faculty Member and the administrative agent of EMU immediately involved.

80           A grievance is defined as a written allegation that there has been a breach, misinterpretation, improper application, or failure to act pursuant to this Agreement.

81           Except as otherwise specifically provided in this Agreement, any grievance of a Faculty Member or group of Faculty Members shall be adjusted as stated in this Article VII.

82           It is hereby agreed between EMU and the EMU-AAUP that the personal information contained or disclosed in a grievance is considered confidential. The University agrees to honor this confidentiality in all steps during and after the process of the grievance resolution. In particular, the University agrees that it is improper for administrators to disclose any information about a faculty grievance, or the grievance itself, to anyone who is not contractually part of said grievance and/or its resolution process. The University further agrees that it is improper to disclose grievance information to persons who do not otherwise have a need to know in order to process or administer the grievance.

83           **B.    Construction**

84           Adjustment of a grievance at any step shall be reduced to writing in a standard format that references or specifies the grievance filing number, a detailed description of the grievance resolution, signature lines for all parties (or their representatives) involved, and date of signatures. The resolution of a grievance shall not add to, subtract from or modify the terms of this Agreement, or serve as a precedent in the future interpretation or application of the terms of said Agreement, unless done so in writing and approved by EMU's Assistant Vice President for Academic Affairs and the Association's President, or their respective designees. Any such agreement reached between the Association, EMU shall be binding on the Association, EMU and Faculty Members.

85           In computing any time limit specified under this Article VII, Saturdays, Sundays, holidays, Christmas/New Year Season Days, Winter Recess, Spring Recess and Act of God days on which the University is officially closed for business, will be excluded.

86           **C.    Basic Provisions**

87           1. Any individual Faculty Member or group of Faculty Members may at any time present informal complaints to EMU and have said complaints adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

88           2. The Association's Grievance Officer and EMU's Assistant Vice President for Academic Affairs shall be provided with a copy of all written grievances, grievance adjustments, grievance withdrawals, grievance denials, notices of appeal, notices of extension, notices of filing of objections, and all other correspondence exchanged between the Association's



and EMU's representatives pursuant to the processing of grievances as herein provided. Said copies shall be provided concurrently with the transmittal of the original correspondence exchanged between the parties' representatives.

- 89           3.   No Faculty Member or group of Faculty Members, other than the Association, shall have the right to initiate an arbitration proceeding hereunder.
- 90           4.   At the third step of the grievance procedure and at arbitration hearings, the grievant(s) shall have the right to have legal counsel present at his/her (their) own expense.
- 91           5.   Failure to initiate any grievance within the time limits specified herein on the part of the Association or the grievant(s) shall bar further processing of the grievance. Failure to appeal any grievance within the time limits specified herein on the part of the Association or the grievant(s) shall cause the grievance to be resolved on the basis of the last administrative decision concerning the matter(s) at issue and bar further processing of the grievance. Unless extended by mutual consent of the parties' representatives at the respective steps of the grievance procedure, the time limits specified herein shall be the maximum time allowed. Failure to comply with the time limits on the part of any administrative agent shall permit the grievance to proceed to the next step.
- 92           6.   A Faculty Member who participates in the grievance procedure shall not be subject to discipline or reprisal because of such participation.

93           **D.   Procedure and Time Limits: Initiation**

94           Either a Faculty Member or group of Faculty Members may initiate a grievance by serving signed written notice of it at Step One to the Department Head or other designated administrative agent. Such notice shall concisely state the facts upon which the grievance is based, the provisions of the Agreement which have been violated, and specify the relief and remedy sought. Notice shall be filed within twenty (20) working days after the Association or the Faculty Member(s) on whose behalf the grievance is filed became aware, or reasonably should have become aware, of the action complained of. If no notice is served in that time, the grievance is barred. In no event will monetary adjustment of a grievance cover a period prior to ninety (90) working days before filing of written notice of the grievance.

95           Except as otherwise stipulated in this Agreement, a grievance may bypass Step One and be initiated at Step Two, provided that neither the Assistant Vice President for Academic Affairs nor the Association's Grievance Officer, or their respective designees, serve notice to the other party of an objection to bypassing Step One. Further, a grievance may bypass Step Two and be initiated at Step Three, provided that neither the Assistant Vice President for Academic Affairs nor the Association's Grievance Officer, or their respective designees, serve notice to the other party of an objection to bypassing Step Two.

96           **E.   Procedure and Time Limits: Step One**

97           Upon receipt of the written grievance, a copy of which shall be provided by the EMU-AAUP to the Assistant Vice President for Academic Affairs on the day it is filed, the Department Head or other designated administrative agent shall promptly arrange a meeting through the EMU-AAUP office to discuss the grievance with the grievant(s), the Association's Grievance Officer, and such other persons as he/she deems appropriate. This discussion shall be completed within seven (7) working days after the required initiation notice is filed. If the grievance is adjusted at this Step to the satisfaction of the grievant(s), the Association's Grievance Officer and the Department Head, or other designated administrative agent, the adjustment will be reduced to writing, signed by the parties, and a copy provided to each signatory, the EMU-AAUP office and the Assistant Vice President for Academic Affairs. If there is no adjustment, the Department Head, or other designated administrative agent, must present his/her reasons for denial of the grievance in writing to the grievant(s) with a copy to the EMU-AAUP Office and the Assistant Vice President for Academic Affairs. The Department Head or administrative agent shall reduce the adjustment to writing or provide the reasons for denial of the grievance in writing to the grievant(s) within five (5) working days following the Step One meeting. If within five (5) working days of receipt thereof, EMU's Assistant Vice President for Academic Affairs or his/her designee, serves the Association's Grievance Officer with written notice of objection to the adjustment on the grounds that the adjustment adds to, subtracts from, or modifies the terms of this Agreement, said adjustment shall be deemed null and void and the grievance remanded for further review at Step One. Within seven (7) working days of notice of remand, the parties' Step One representatives and the grievant(s) shall complete the review. The grievance shall thereafter be further processed, adjusted or appealed within the timelines and procedures set forth in this Grievance Procedure.

98           **F.   Procedure and Time Limits: Step Two**

99           If the grievance is not adjusted at Step One, the Faculty Member or group of Faculty Members or the Association may, within five (5) working days of the Step One answer, which shall also be concurrently provided to the Assistant Vice President for Academic Affairs, appeal the grievance, in writing, to the appropriate Dean or other designated administrative agent, setting forth his/her (their) objections to the Step One answer. Upon receipt of the written appeal or at the signed written notice when initiation is at Step Two, the Dean or other designated administrative agent shall promptly arrange a meeting through the EMU-AAUP office to discuss the grievance with the grievant(s), the Association's Grievance Officer, and such other persons as he/she deems appropriate. It is not appropriate at this level for the grieved department head or

other grievred administrative agent involved at the Step One grievance hearing to be present at a Step Two grievance hearing. This discussion shall be completed within seven (7) working days after the filing of the grievance at Step Two. If the grievance is adjusted at this Step to the satisfaction of the grievant(s), the Association's Grievance Officer and the Dean or other designated administrative agent, the adjustment will be reduced to writing, signed by the parties, and a copy provided to each signatory, the EMU-AAUP office and the Assistant Vice President for Academic Affairs. If there is not adjustment, the Dean or other designated administrative agent must present his/her reasons in writing to the grievant(s) with a copy to the EMU-AAUP office and the Assistant Vice President for Academic Affairs. The Dean or administrative agent shall reduce the adjustment to writing or provide the reasons for denial of the grievance in writing to the grievant(s) within five (5) working days following the Step Two meeting. If, within five (5) working days of receipt thereof, EMU's Assistant Vice President for Academic Affairs, or his/her designee, serves the Association's Grievance Officer with written notice of objection to the adjustment on the grounds that the adjustment adds to, subtracts from, or modifies the terms of this agreement, said adjustment shall be deemed null and void and the grievance remanded for further review at Step Two. Within seven (7) working days of notice of remand, the parties' Step Two representatives and the grievant(s) shall complete their review. The grievance shall thereafter be processed, adjusted or appealed within the timelines and procedures as set forth in this Grievance Procedure.

**100 G. Procedure and Time Limits: Step Three (Review Board)**

101 If the grievance is not adjusted at Step Two, the Faculty Member or group of Faculty Members, or the Association may, within five (5) working days of the Step Two written answer, appeal the grievance, in writing, through the Office of the Assistant Vice President for Academic Affairs, to Step Three, setting forth his/her (their) objections to the Step Two answer.

102 At Step Three, the Review Board, shall consist of not more than four (4) persons designated by EMU, one of whom shall be the Assistant Vice President for Academic Affairs, and an equal number of persons designated by the Association, excluding the grievant(s), grievred Department Head, Dean or other grievred administrative agent(s) involved in the previous Step One or Step Two grievance hearings as Review Board members.

103 The Review Board shall promptly arrange a meeting to discuss the grievance and the written answers and appeals, or the signed written notice when initiation is at Step Three, with the grievant(s) and such other persons as the Review Board deems appropriate.

104 If the grievance is initiated at Step Three, all meetings will be scheduled within twenty (20) working days to complete the discussion.

105 If the grievance was not adjusted at Step Two and is appealed to Step Three, all meetings will be scheduled within fifteen (15) working days to complete the discussion.

106 If the grievance can be adjusted, within the fifteen (15) or twenty (20) day discussion period, to the mutual satisfaction of the Association and EMU, the adjustment will be reduced to writing and signed by the Association's President and EMU's Assistant Vice President for Academic Affairs, or their respective designee and communicated by the Assistant Vice President for Academic Affairs or his/her designee to the grievant(s), with a copy to the Association. If the grievance is adjusted at Step Three, said adjustment shall be final and binding upon all parties.

107 If there is not an adjustment, within the fifteen (15) or twenty (20) day discussion period, the Assistant Vice President for Academic Affairs must present his/her reasons in writing the to grievant(s) with a copy to the Association.

**108 H. Procedure and Time Limits: Arbitration**

109 If the grievance is not adjusted at Step Three, the Association may submit the grievance to final binding arbitration. Within ten (10) working days of receipt of the Review Board disposition of the grievance at Step Three, or within ten (10) working days after the Board has concluded its consideration of the grievance if no disposition is forthcoming, the Association shall notify the Office of the Assistant Vice President for Academic Affairs, of its intention to submit the dispute to arbitration and the Assistant Vice President for Academic Affairs, and the Association shall meet for the purpose of selecting a neutral person to arbitrate the dispute. In the event the parties are unable to agree upon the selection of a neutral person, the selection shall be made in accordance with the procedural rules of the American Arbitration Association. Submission to the American Arbitration Association shall be written, with simultaneous written notice to EMU, and if not filed and noticed within thirty (30) calendar days after the receipt of the Review Board disposition, or thirty (30) calendar days after the Board has concluded its consideration of the Grievance if no disposition is forthcoming, the grievance shall be barred. An Arbitration requested hereunder may be conducted under the Expedited Labor Arbitration procedures of the American Arbitration Association, if the procedure is agree upon by both EMU and the Association. If the parties do not agree on the expedited procedure, then the grievance will be arbitrated under the then current voluntary labor arbitration rules of the American Arbitration Association through its conventional process. All arbitration proceedings initiated hereunder shall be subject to the terms and conditions set forth in Article VII.I. in this Agreement.

110           **I.     Procedure and Time Limits: Arbitrator's Decision and Award**

111           The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement, nor shall he/she exercise any responsibility or function of EMU or the Association. This is not intended to restrict the authority of the arbitrator to the determination of issues of procedural compliance only, and he/she shall have authority to determine substantive questions properly presented in accordance with the terms of the Grievance Procedure. The decision of the arbitrator shall be final and binding on both parties and may be enforced in any court of competent jurisdiction. The parties to this Agreement shall bear their own expenses individually and share the arbitrator's fee and expenses equally.

**ARTICLE VIII. LAYOFF AND RECALL**

112           **A.     General Layoff Provisions**

113           The following procedure shall be followed should EMU determine to reduce the number of Faculty Members within a department or program owing to its curtailment or elimination, owing to a reduction, reallocation, or elimination of financial resources within a department, college or the University, owing to programmatic changes resulting from a Program Review conducted with appropriate Faculty input, owing to a bona fide financial exigency, or owing to an enrollment decline or a reasonably anticipated enrollment decline. Before Faculty Members in any department are requested to undertake a Program Review they shall be provided with the details of the Program Review process, including the timetable for reviews and the criteria to be applied in reaching decisions to continue or discontinue programs.

114           1.     Prior to a final decision by EMU to curtail, merge, reorganize, or eliminate a department or program for reasons other than financial exigency, EMU shall seek the recommendations of the Faculty regarding the need for, and plan for, effecting such curtailment, merger, reorganization or elimination through the Faculty input procedures specified in Article XIII. If such recommendations are not made to EMU within thirty (30) days of the date they are requested, EMU shall be deemed to have met its responsibility pursuant to this paragraph.

115           2.     To further clarify said notification request, it is not the parties' intent that said notice be burdensome or otherwise inhibit the free flow of information between the administration and the Faculty; however, it is agreed that although the administration may provide information to the Faculty and solicit input on any or all of the matters referenced hereinabove without restriction and without notification to the Association, when the University shall seek the recommendations of the Faculty for the purpose of satisfying Article VIII.A.1., the thirty (30) days referenced therein for Faculty response shall commence with the day following the date said notice is provided to the Association.

116           **B.     Alternatives to Layoff**

117           1.     In those instances where there are sufficient courses available, Plan C, C1 or C2 shall be utilized before the actual layoff of Faculty Members unless it is agreed not to use any or all such alternatives by a majority of the full-time Faculty Members in a department and EMU. Retirement as an Alternative to Layoff, as provided for in Article XX, shall also be made available to Faculty Members in departments and/or programs where EMU has decided to reduce the number of Faculty Members. It is further agreed that any of the plans referenced in this Section B or in Section C below may also be utilized for purposes other than averting layoff upon the agreement of EMU and any individual Faculty Member(s).

118           2.     Plan C: Distribution of a teaching load to include a full-time appointment during either the fall or winter semester as one (1) base semester, and a full-time appointment during the summer term, as the other base semester. A Faculty Member on Plan C shall receive his/her academic year salary during a twelve (12) month period, which will be paid in twenty-four (24) consecutive semi-monthly payments.

119           3.     Plan C1: Distribution of a teaching load to include a full-time appointment during either the fall or winter semester as one (1) base semester, and a half-time appointment during either the fall or winter semester and a full-time appointment during the summer term, as the other base semester. A Faculty Member on Plan C1 shall receive his/her academic year salary during a twelve (12) month period, which will normally be paid in twenty-four (24) consecutive semi-monthly payments.

120           4.     Plan C2: Distribution of a teaching load to include less than a one hundred percent (100%) appointment in one (1) year and more than a one hundred percent (100%) appointment in the alternate year. Distribution of each year's appointment may include any combination of fall, winter, and summer terms as is agreeable to the Faculty Member receiving said appointment and EMU. In the computation of the two hundred percent (200%) employment obligation of the Faculty Member during a two (2) year Plan C2 appointment, full-time summer sub-term appointments shall each be credited as twenty-five percent (25%) and full-time fall and/or winter appointments shall each be credited as fifty percent (50%). A Faculty Member on Plan C2 shall receive his/her salary in an amount commensurate with the percentage of appointment for each term worked.

121           Prior to appointment to Plan C2, the Faculty Member shall enter into a written agreement with the Provost and Vice President on behalf of EMU, specifying the academic terms in which he/she is obligated to teach, the percentage of

his/her appointment in each term, what is to happen in the event either party wishes to terminate the agreement prior to the end of the two (2) year period, and such other terms and conditions as EMU may prescribe.

122 When implementing Plan C, Plan C1 or Plan C2, a department shall request volunteers from its Faculty to fill the number of alternative appointments necessary to avert layoff. Except as hereinafter provided, if an insufficient number of volunteers are available, assignments within a department to Plan C, Plan C1 or Plan C2 shall be rotated. EMU may reject the voluntary request of, or exempt from said rotation, any Faculty Member whose assignment to Plan C or Plan C1 would be disruptive to a program or have a negative impact on the department's student credit hour production.

123 **C. Additional Alternatives to Layoff**

124 In addition to Plan C, Plan C1, Plan C2, or retirement, as described above, EMU agrees to examine other alternatives to avert layoff. The following procedure shall be utilized for this purpose.

125 Within fifteen (15) days of receipt of notice of layoff, a Faculty Member who desires to meet with EMU to discuss additional alternatives to layoff shall submit a written request for a Special Conference to the Assistant Vice President for Academic Affairs. Upon receipt of the Faculty Member's request, the Assistant Vice President will schedule a Special Conference with the Faculty Member, the Department Head, Dean, a representative from EMU-AAUP, and, if desired, a Faculty Member of the Faculty Member's choice. At the Special Conference the parties will discuss the below referenced alternatives to layoff and, as appropriate, offer suggestions for further investigation of the Faculty Member.

126 Following the Special Conference the Faculty Member shall investigate the potential alternatives and, within thirty (30) days following said Conference, submit his/her application for any potential alternate placement opportunities, if any, he/she would like to pursue to the Assistant Vice President for Academic Affairs. (Faculty Members may contact the Assistant Vice President for Academic Affairs for information as to how to apply for position placements.) Such application shall include a complete description of the specific professional training, experience and other qualifications possessed by the Faculty Member for any alternative positions sought.

127 The Assistant Vice President shall then process the Faculty Member's application through appropriate administrative channels for decision. If a Faculty Member is extended an alternative to layoff, his/her official notice of appointment shall expressly state the terms and conditions of that appointment. If the Faculty Member is denied an alternate placement, the appropriate administrative agent will provide a written explanation for such decision. Recognizing that the suitability of a particular alternative to layoff will depend upon the professional qualifications of the Faculty Member(s) involved, the University's needs and other related factors that cannot be foreseen, the decision to avail itself of any, all or none of the following alternatives to layoff, either with regard to any single layoff or group of layoffs, must remain a matter of managerial judgment and discretion and shall not in any instance be deemed mandatory. Accordingly, the decision not to utilize any of the plans set forth below shall not be subject to review under the grievance and arbitration provisions of this Agreement.

128 1. Teaching Reassignment

129 A partial or total teaching reassignment of a Faculty Member to another department or program which maintains the Faculty Member in a full-time teaching appointment may be offered as an acceptable alternative to layoff. If a Faculty Member is partially or totally reassigned to another academic department, his/her salary shall remain the same as in the home department, irrespective of whether said assignment is to teach courses formerly taught by regular Faculty or Lecturers; provided, however, that if the Faculty Member is placed in an area or program totally funded by Lecturer replacement, he/she shall receive the Lecturer rate of pay. Fringe benefits received by the Faculty Member shall be subject to the provisions of Article XIX.

130 Eligibility for promotion, tenure, leaves, and Faculty Research/Creative Activity Fellowships, and accrual of service-rank credit for the purpose of layoff and recall retention priorities shall be calculated as if the Faculty Member were holding a full-time assignment in his/her home department. The Faculty Member shall also retain rank and tenure status in his/her home department and be returned to full-time assignment in his/her home department in accordance with the recall procedures in Article VIII.F. below. During the period of reassignment, the Faculty Member who is reassigned shall be evaluated pursuant to the provisions of Article XV by each Department to which he/she is assigned. The Faculty Member shall meet with the appropriate Department Head to establish scholarly and/or creative activity and service expectations commensurate with the percentage of the Faculty Member's appointment to each Department.

131 Reassignment, in full or in part, to off-campus continuing education, and/or post-summer session teaching may also be offered as an acceptable alternative to layoff. A Faculty Member reassigned to one of these positions shall be compensated in accordance with the provisions of Articles IX and XVIII, whichever is applicable in the circumstances.

132 2. Partial Replacement of Bargaining Unit Duties

- 133 A partial replacement of a Faculty Member's Bargaining Unit duties with other professional duties outside of the Bargaining Unit may be offered as an acceptable alternative to layoff insofar as the Faculty Member possesses all of the required qualifications for a University position that are set forth on the official University Position Classification Specification. It is understood and agreed between the parties that Faculty Member's years of service at Eastern Michigan University, exclusive of any service/rank credit that may have accrued to the Faculty Member for experience at other institutions, shall be equated on a one-for-one basis for purpose of calculating years of experience that may be required for apposition outside of the Bargaining Unit.
- 134 Eligibility for promotion, tenure, leaves, and Faculty Research/Creative Activity Fellowships and accrual of service/rank credit for the purpose of layoff and recall retention priorities while the Faculty Member remains in the Bargaining Unit shall be calculated as if the Faculty Member were continuing as a full-time Bargaining Unit member.
- 135 The Faculty Member shall retain his/her rank and tenure status, receive such fringe benefits as are provided to other Faculty Members and shall remain in the Bargaining Unit as long as the percentage of his/her appointment as a Faculty Member is fifty percent (50%) or greater. In the event that a Faculty Member's Faculty appointment falls below fifty percent (50%) and his/her non-Bargaining Unit assignment is fifty percent (50%) or greater, he/she shall be removed from the Bargaining Unit for the period of time that he/she continues to be employed at fifty percent (50%) or more in the non-Bargaining Unit position.
- 136 The Faculty Member's compensation for work outside the Bargaining Unit shall be based exclusively on his/her years of service as a Faculty Member at Eastern Michigan University and shall be determined as follows:
- 137 a. If the Faculty Member has accrued 1-2 years of service as a Faculty Member at EMU at the time of a reduction in his/her Faculty appointment and is accorded partial reassignment to a non-Bargaining Unit position, he/she shall receive:
- 138 (1) his/her Faculty base salary, pro-rated to reflect the reduction of the Faculty appointment; plus,
- 139 (2) a pro-rated annual salary at the minimum of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is partially reassigned, based on the percentage of the reassignment.
- 140 b. If the Faculty Member has accrued 3-5 years of service as a Faculty Member at EMU at the time of a reduction in his/her Faculty appointment and is accorded a partial reassignment to a non-Bargaining Unit position, he/she shall receive:
- 141 (1) his/her Faculty base salary, pro-rated to reflect the reduction of the Faculty appointment; plus,
- 142 (2) a pro-rated annual salary at the twenty-fifth (25<sup>th</sup>) percentile of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is partially reassigned, based on the percentage of the reassignment.
- 143 c. If the Faculty Member has accrued 6 or more years of service as a Faculty Member at EMU at the time of a reduction in his/her Faculty appointment and is accorded a partial reassignment to a non-Bargaining Unit position, he/she shall receive:
- 144 (1) his/her Faculty base salary, pro-rated to reflect the reduction of the Faculty appointment; plus,
- 145 (2) a pro-rated annual salary at the fortieth (40<sup>th</sup>) percentile of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is partially reassigned, based on the percentage of the reassignment.
- 146 Fringe benefits received by the Faculty Member shall be subject to the provisions of Article XIX.
- 147 The Faculty Member shall be returned to full-time appointment in accordance with the recall procedures in Article VIII.F. below. If the Faculty Member remained in the Bargaining Unit for the duration of his/her partial reassignment and is returned to full-time Faculty assignment in his/her original department, the Faculty Member shall receive the same rank, tenure status and credit for years of service as if he/she had remained a full-time Faculty Member.
- 148 If the Faculty Member is removed from the Bargaining Unit, as provided above, and is later returned to full-time service in his/her original department in accordance with the recall procedures in Article VIII.F. below, upon return the Faculty Member shall receive the same rank, tenure status, and credit for years of service held at the time of transfer from the Bargaining Unit.
- 149 3. Transfer to a Full-Time Non-Bargaining Unit Position

- 150 The transfer to a full-time non-Bargaining Unit position may be offered as an acceptable alternative to layoff insofar as the Faculty Member possesses all of the required qualifications for a University position that are set forth on the official University Position Classification Specification. It is understood and agreed between the parties that a Faculty Member's years of service at Eastern Michigan University, exclusive of any service/rank credit that may have accrued to the Faculty Member for experience at other institutions, shall be equated on a one-for-one basis for purposes of calculating years of experience that may be required for a position outside of the Bargaining Unit.
- 151 The Faculty Member's compensation for work outside the Bargaining Unit shall be based exclusively on his/her years of service as a Faculty Member at Eastern Michigan University and shall be determined as follows:
- 152 a. If the Faculty Member has accrued 1-2 years of service as a Faculty Member at EMU at the time of layoff, he/she shall receive an annual salary for the non-Bargaining Unit assignment equal to the minimum of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is assigned.
- 153 b. If the Faculty Member has accrued 3-5 years of service as a Faculty Member at EMU at the time of layoff, he/she shall receive an annual salary for the non-Bargaining Unit assignment equal to the twenty-fifth (25<sup>th</sup>) percentile of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is assigned.
- 154 c. If the Faculty Member has accrued 6 or more years of service as a Faculty Member at EMU at the time of layoff, he/she shall receive an annual salary for the non-Bargaining Unit assignment equal to the fortieth (40<sup>th</sup>) percentile of the salary range set forth in the University Salary Schedule for the classification and pay grade of the position to which the Faculty Member is partially reassigned.
- 155 The fringe benefits of the Faculty Member shall be the same as those provided other employees who hold similar positions.
- 156 The Faculty Member shall be returned to full-time service in his/her original department in accordance with the recall procedures in Article VIII.F. below. Upon return, the Faculty Member shall receive the same rank, tenure status, and credit for years of service held at the time of transfer.
- 157 4. Retraining
- 158 A Retraining Plan appropriate to the needs of the department where a Faculty Member wishes to be placed may also be offered as an acceptable alternative to layoff. Such plan must be approved by the Department Personnel Committee, the Department Head, the Dean, and the Provost's Office. The Faculty Member shall be placed on unpaid leave of absence for a duration not to exceed one year. EMU shall provide tuition remission at the same rate as provided in Article XIX.M. if courses or training are taken at EMU.
- 159 During the leave of absence, the Faculty Member may, at his/her election, continue health insurance coverage in accordance with the provisions of Consolidated Omnibus Budget Reconciliation Act of 1985 (hereinafter "COBRA"). If following the leave of absence the Faculty Member returns to EMU and provides at least one (1) year of full-time service, EMU shall reimburse the Faculty Member for the amount paid toward medical insurance under COBRA during the period of absence.
- 160 5. Reduced Service Appointment
- 161 A Faculty Member may be offered a reduced service appointment. The Faculty Member shall receive a reduced salary proportionate to his/her full-time academic year base salary. Eligibility for promotion, tenure, leaves and Faculty Research/Creative Activity Fellowships and accrual of service-rank credit for the purpose of layoff and recall retention priorities shall be calculated as if the Faculty Member were holding full-time appointment. The Faculty Member shall retain his/her rank and tenure status. The Faculty Member shall be returned to full-time appointment in accordance with the recall procedures in Article VIII.F. below. The Faculty Member shall remain in the Bargaining Unit and shall receive Fringe Benefits as provided for in Article XIX.
- 162 Reduced appointments which result from a voluntary agreement between a Faculty Member and EMU in accordance with other provisions of this Agreement shall not be construed to be a reduced service appointment under this provision.
- 163 **D. Layoff Procedure**
- 164 1. Provided that the Faculty Members being retained can carry out the full range of instruction needed, the layoff procedures in 2. below shall be implemented. In the event the remaining Faculty Members cannot carry out the full range of instruction needed, the procedures below shall be implemented.

- 165 By way of illustration, and not by way of limitation, a Faculty Member shall be deemed unqualified to teach a course  
and, therefore, unable to carry out the full range of instruction needed, if he/she does not possess, where appropriate,  
the necessary license and/or certification that may be required for the course assigned, or if he/she has failed to  
satisfy at least one (1) of the following conditions:
- 166 a. Taught the course at least twice in the last five (5) years it has been offered, or
- 167 b. Been actively engaged in Scholarly/Creative Activity within the last two (2) years immediately preceding notice of  
layoff, at a level commensurate with departmental expectations for a rating of average at the Assistant Professor  
level as specified in the Departmental Evaluation Document in the specified subject area to which he/she may be  
assigned.
- 168 2. Retention Priorities
- 169 a. Full-time Faculty Members shall have priority for retention over temporary and part-time staff, and priority for  
retention for teaching assignments over graduate assistants with similar duties in the same department. Such  
rights shall not extend over graduate assistants who exercise teaching responsibilities in a course for which a  
Faculty Member has been assigned primary instructional responsibility or graduate assistants in non-teaching  
assignments (e.g. laboratory assistants/technicians).
- 170 b. Tenured Faculty Members shall have priority for retention over probationary Faculty Members in the same  
department or program.
- 171 c. Between probationary Faculty Members, the Faculty Members with the higher rank shall have priority for  
retention.
- 172 d. Between probationary Faculty Members with equal rank, retention priority shall be based on the following  
criteria, in sequence:
- 173 (1) length of service in rank.
- 174 (2) highest relevant academic degree.
- 175 (3) total length of service at EMU.
- 176 (4) date of highest relevant academic degree.
- 177 e. Between tenured Faculty Members, the Faculty Member with the higher rank shall have priority for retention.
- 178 f. Between tenured Faculty Members with equal rank, retention priority shall be based on the following criteria, in  
sequence:
- 179 (1) length of service in rank.
- 180 (2) total length of service at EMU.
- 181 (3) highest relevant academic degree.
- 182 (4) date of highest relevant academic degree.
- 183 g. Tenured Faculty Members who are subject to layoff shall receive at least two (2) semester notice prior to the  
effective date of the layoff or pay in lieu thereof. Non-tenured Faculty Members who are subject to layoff shall  
receive at least one (1) semester's notice prior to the effective date of the layoff or pay in lieu thereof. Notice  
shall be considered timely so long as it is mailed prior to the first (1<sup>st</sup>) day of the semester of the one (1) or two  
(2) semester periods referenced above. The first day of the semester shall be the day designated as the  
beginning of the semester in the official University calendar. Notice shall be deemed to be received as of the  
date mailed via certified U.S. Mail.
- 184 **E. Rights While on Layoff**
- 185 1. Members of the Bargaining Unit subject to or on layoff status shall be given preference over new hires in filling vacant  
positions in the Bargaining Unit for which they are qualified. A Faculty Member hired to such vacant position shall  
have his/her salary adjusted to reflect the current market salary of the new department for his/her rank and years of  
service. Appointments to such Bargaining Unit vacancies and rank shall be subject to the provisions of Article XIV.  
Such Faculty Members shall be considered to be on layoff status from their original departments in accordance with  
the provisions of Article VIII.F.

- 186 2. A position held by a Lecturer shall be considered vacant upon the termination of his/her appointment, when filling positions which are available in the University under the provisions of Article VIII.E.1. above.
- 187 3. A Faculty Member's fringe benefits shall terminate effective at the end of the month in which he/she is laid off. A Faculty Member who is laid off may, however, continue his/her group medical, dental and life insurance benefits at the full group rate, for a period not to exceed eighteen (18) months, unless the COBRA requires a longer period of continuation of medical and dental benefits in the circumstances of an individual Faculty Member. If COBRA requires a longer continuation period for a particular Faculty Member, the Faculty Member may continue his/her group medical and dental benefits at the full group rate for the entire period prescribed by COBRA. Proper application and arrangements for payment for continued benefits must be made in the Benefits Office. Elections to continue medical and dental benefits must be made within sixty (60) days of the later of: (1) the date upon which medical and dental coverage provided by EMU terminates due to layoff, or (2) the date upon which the Faculty Member receives notice from the Benefits Office that he/she is eligible to continue medical and dental coverage under COBRA. Elections to continue life insurance must be made by no later than thirty (30) calendar days prior to the commencement date of the layoff. If such application and arrangements are not made as herein described, the Faculty Member's benefits shall automatically terminate as provided above.
- 188 4. Faculty Members shall pay the full cost of continuing the above-mentioned benefit plans on a calendar year quarterly basis with such liability commencing with the date the Faculty Member is removed from the active payroll and continuing until such time as the Faculty Member returns to the active payroll. The initial payment shall be for the period commencing with the date the Faculty Member is no longer eligible for benefits paid for by EMU, through the end of that calendar year quarter. Payments thereafter shall be remitted in full to EMU's Benefits Office at least fifteen (15) calendar days prior to the beginning of each succeeding calendar year quarter.

189 **F. Recall Procedures**

- 190 1. Non-tenured Bargaining Unit members shall be eligible for recall for one (1) academic year following the effective date of layoff.
- 191 2. Tenured Faculty Members shall be eligible for recall for four (4) academic years following the effective date of layoff.
- 192 3. A Faculty Member who held a tenured appointment on the date of release by reason of layoff may resume his/her tenured assignment upon recall. The Faculty Member shall receive the same credit for years of service held on the date of layoff, and shall receive at least the same academic year [eight (8) months] base salary he/she received at the time of layoff plus any increases that have been received.
- 193 4. Recall shall be in inverse order of release provided the Faculty Member being recalled is qualified for the available position.
- 194 5. Faculty Members shall notify EMU in writing by certified letter each July following their layoff date of their availability for recall. Failure to provide such notice shall release EMU from any obligation to recall the Faculty Member thereafter.
- 195 6. EMU's obligation to recall a Faculty Member shall be satisfied by sending a certified letter to the Faculty Member at the last address filed with the Office of the Provost and Vice President or such other office as EMU may designate for the retention of Faculty Personnel files. In the event the recalled Faculty Member does not notify EMU by certified mail of acceptance of recall within thirty (30) calendar days of the date of mailing of said notice, the Faculty Member shall be deemed to have refused recall and to have terminated his/her employment with EMU.
- 196 7. The released Faculty Member's position shall not be filled by a replacement during the period in which the Faculty Member is eligible for recall unless the Faculty Member has been offered reappointment and has declined or has failed to respond as hereinabove provided.

**ARTICLE IX. PROFESSIONAL RESPONSIBILITIES OF FACULTY MEMBERS**

197 **A. Professional Responsibilities**

- 198 EMU and the Association agree that Faculty Members have professional responsibilities in the realms of Instruction, Scholarly/Creative Activity, and Service. The parties recognize that these activities are life-long endeavors which enhance the stature of the Faculty Member's profession and that commitment to these responsibilities leads to self-improvement, increased competence in problem solving, the capacity to use more complex knowledge, and an awareness of ethical issues.
- 199 With respect to Instruction (and advising), Faculty Members have the responsibility to engage in pursuits that enable them to be current in their respective disciplines, to continually improve their understanding of the learning process and use of



pedagogical methods that promote learning, to provide students with clear and explicit expectations, and to be available for consultation on academic matters with their students.

- 200 With respect to Scholarly/Creative Activity, Faculty Members have responsibility to engage in pursuits that help to further organize and contribute to growth of the body of knowledge in their respective disciplines, and/or to explore interdisciplinary implications.
- 201 With respect to Service (or academic citizenship), Faculty Members have responsibility to engage in pursuits that further the interests of their respective disciplines, the University, their Colleges, their Departments, and the community at large.
- 202 Furthermore, EMU and the Association agree that the primary professional responsibility of Faculty Members is Instruction (including academic advising) or professional library service, supported by active participation in Scholarly/Creative Activity (e.g. research) and Service. It is recognized that Instruction entails a number of particular obligations which Faculty Members are expected to fulfill, including, but not limited to, such obligations as meeting assigned classes, assigning and submitting grades in accordance with established University schedules, and providing such information as corrected class lists as may be required by EMU. Further, EMU and the Association agree that Faculty Members shall have the professional responsibility of reporting all absences from regularly scheduled duties to their Department Head, participating in committee activities, keeping posted office hours which are scheduled at times most beneficial to students, participating in activities such as orientation and registration, and participating in ceremonial academic functions such as convocations and commencement.
- 203 Faculty members have the responsibility to manage the learning environment and should make reasonable efforts to resolve issues whenever possible. When such reasonable efforts fail, the faculty member may remove the student from the current setting.
- 204 If the faculty member believes the student has violated the Student Conduct Code, the faculty member may report the violation and remove the student from the current setting until such time as the Student Conduct office conducts its investigation and makes an assessment.
- 205 EMU agrees the procedures in the Academic Administrator's Guide to Classroom Management will be followed. Changes to the Academic Administrator's Guide to Classroom Management shall be mutually agreed upon by EMU Administration and the Association.

**206 B. Work Load**

- 207 1. It is recognized that a full-time faculty position includes many professional duties and responsibilities in instruction, scholarly/creative activities and service. While it is not possible or desirable to establish the same load or credit hour production for each Faculty Member, it is assumed that a twelve (12) credit hour teaching load is the norm for the Fall and Winter semesters and that a six (6) credit hour teaching load is the norm for the summer term (total in all summer sub-terms).
- 208 a. Equivalencies: The established credit hours of a course are used to determine teaching load. The Departmental Input Document (DID) indicates exceptions to this rule, such as, but not limited to:
- 209 1. large sections of a single course;
- 210 2. supervision of special learning activities when such activities and/or projects are a significant part of the Faculty Member's workload (e.g. composition or writing intensive courses, supervision of independent studies and/or thesis/final projects, chairing or serving as a member on a preliminary and/or dissertation committee) and selection and supervision of graduate assistants, coordination, selection, and placement of cooperative education students;
- 211 3. graduate courses where the nature of the instruction requires significantly greater preparation than an undergraduate course;
- 212 4. supervision of field activities such as practice teaching, clinical affiliation, internship, and cooperative education;
- 213 5. courses for which mandated contact hours exceed credit hours;
- 214 6. team-taught courses
- 215 b. Release Time: A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the Department Head and the Dean. A letter should document the amount of release, the expectations of work done while on release, and the completion date of the release. Faculty shall give input on the assignment of departmental release time. All Department Faculty need to be notified of available and assigned release time. Release may be considered for a variety of duties and responsibilities, such as, but not limited to:

- 216 1. extraordinary obligations in the area of Scholarly/Creative Activity or research;
- 217 2. laboratory supervision, planning, and/or equipment/facility maintenance;
- 218 3. participation in and/or administration of grant projects;
- 219 4. extraordinary service or committee obligations, such as coordination of advising, program coordination, multiple-section course supervision, and other administrative duties;
- 220 5. compliance with work load standards established by external professional organizations and/or accrediting bodies; and, at the same time maintain a level of credit hour production consistent with University responsibility;
- 221 6. new Faculty during their first year at EMU
- 222 2. Courses identified as part of a faculty member's teaching load may include classes offered at various locations (on-campus as well as off-campus) and various times (weekdays as well as weekends), except those classes identified as non-traditional. Non-credit courses, workshops, and courses taught exclusively for specialized groups and not available to the entire student body shall not be scheduled as part of a faculty member's teaching load.
- 223 3. On-line and Hybrid Instruction
- 224 a. On-line and hybrid classes will be approved using the departmental input procedures as set forth in Article XIII. On-line and hybrid classes are taught through the academic departments with assured operational support provided by the University.
- 225 b. On-line and hybrid classes will be considered regular on-campus classes for the purposes of faculty assignment and payment.
- 226 c. Faculty Members who develop an on-line class retain all rights of ownership of the materials so developed. At the Faculty Member's option, he/she may sign over the on-line class materials to EMU. Faculty Members will receive no stipends to develop courses or grading stipends to teach more students than allowed by the course cap.
- 227 d. Permission of the Faculty Member will be obtained before entering an online or hybrid class for any purpose other than technical support. EMU will not access or facilitate access by others for online or hybrid classes for purposes of evaluating faculty performance or activity, except in accordance with Article XV.
- 228 e. The student evaluation process of on-line courses shall follow the process and instrument for on-campus courses appropriately modified for courses delivered on-line.
- 229 f. The student evaluation process of hybrid courses shall follow the process and instrument for on-campus courses.
- 230 4. Full-time Faculty Members shall post and regularly hold office hours and be available for student consultation a norm of ten (10) hours per week scheduled with the approval of the Department Head. Office hours may be scheduled at other times and locations beneficial to students, with concurrence of the Department Head.
- 231 5. Workload of teaching Faculty during the summer sessions shall be adjusted accordingly. Where it is practical to do so, EMU agrees to provide notice of its intent to appoint Faculty Members to teach during a summer term, thirty (30) days prior to the beginning of classes. It is understood that notice as herein provided shall not be construed to establish a binding commitment on the part of EMU and such appointment may be reassigned, modified, or canceled in whole or in part as EMU, in its sole discretion, may so determine. The University agrees to continue giving Faculty first opportunity to volunteer for available summer teaching assignments.
- 232 6. The normal full-time workload for library Faculty Members shall be thirty-seven and one-half (37 1/2) scheduled hours per week.

233 7. In implementing the provisions of sub-paragraphs of Article IX.B, and establishing departmental credit hour  
equivalencies, there shall be Faculty input in accordance with the procedures of Article XIII.

234 **C. Non-traditional Programs and Classes**

235 The University and the Association are committed to providing quality  
educational opportunities to our diverse student population, recognizing that  
in certain cases, delivering programs and classes in non-traditional ways may be  
necessary. Some examples include classes taught in a compressed format  
(classes less than 3 weeks), classes taught during inter-sessions or University  
breaks, and classes taught overseas (study abroad).

236 To this end, Colleges shall work with the academic departments through the  
input procedures set forth in Article XIII to determine need and develop and  
offer their non-traditional classes and programs that best serve our students, and  
to ensure academic integrity and accountability.

237 Typically, Faculty members will teach these non-traditional classes as a  
supplement to their regular pay.

238 The University agrees to give Faculty first opportunity to volunteer for non-  
traditional classes. If there is not a qualified volunteer, the Department Head  
shall have the right to assign a qualified lecturer to the class.

239 A Faculty member may be assigned a non-traditional class as part of  
his/her regular load.

240 The student evaluation process of non-traditional classes shall follow the process  
and instruments for traditional classes, appropriately modified for non-  
traditional classes.

241 **D. Outside Employment**

242 Supplemental employment is permitted providing:

- 243 1. It appears that supplemental employment will not interfere with the  
performance of University duties or impair the effectiveness of the  
individual as a teacher and a scholar.
- 244 2. EMU equipment, supplies, materials, or clerical services are not utilized  
for such outside work.
- 245 3. Prior to undertaking such outside work, the Faculty Member reports to the  
Department Head, the Dean, and the Office of Academic Affairs, on a form  
provided by EMU, the nature, extent, and the expected duration of such  
work, including the number of hours and time during which the  
supplemental employment is to occur.

246 At the beginning of the fall semester, the Administration shall remind Faculty of  
their contractual responsibility regarding the reporting of supplemental  
employment. Such reports shall be updated at the beginning of the fall semester  
or whenever a significant change in outside employment occurs.

247 Should the Provost and Vice President determine that the Faculty Member's  
supplemental employment is not in keeping with the limitations and  
requirements provided above, the Faculty Member may be requested to end or  
modify such supplemental employment as a condition of continued employment  
as a Faculty Member.

248 Termination of a Faculty Member who fails to notify the University of outside  
employment, or fails to end or modify supplemental employment pursuant to this  
section shall be subject to the termination procedure provided for in Article  
XVI.D.

- 249 E. Faculty Members shall not be required to be on campus during official University holidays, the Thanksgiving Recess, Winter  
Recess, Spring Recess, and Christmas/New Year's season days.
- 250 Post-sessions shall not be counted as a part of the Plan C or Plan C1 obligation except when necessary to fulfill an equivalent  
workload requirement for a fall or winter semester as defined in Article VIII.B.

#### ARTICLE X. FACULTY TRANSFERS TO ADMINISTRATIVE APPOINTMENTS

- 251 Administrative/Professional positions (AP), pursuant to the University classification system, are frequently made available to  
qualified Faculty Members. To encourage Faculty participation and to provide uniform institutional policies/practices with  
respect to all persons so appointed, the parties are agreed as follows:
- 252 1. A Faculty Member appointed to an administrative appointment shall be transferred from Bargaining Unit to non-  
Bargaining Unit status for the duration of his/her appointment.
- 253 To clarify, a faculty member released more than fifty-one percent (51%) from teaching in an upcoming academic year  
to do one hundred percent (100%) administrative work is considered to be on an administrative appointment.  
Administrative work includes, but is not limited to, program coordination, directing an institute, work involving the  
supervision of other EMU employees (not students), work outside the Division of Academic and Student Affairs, and  
work typically expected of a Department Head or School Director.
- 254 2. As a non-Bargaining Unit employee the Faculty Member shall be subject to such terms and conditions of employment  
as EMU may establish for the position to which he/she is appointed.
- 255 3. Upon the expiration of his/her appointment to an Administrative position, the Faculty Member shall be returned to  
the Bargaining Unit and his/her former department and position, subject to the limitations set forth in Article VIII,  
Layoff and Recall, and Article XVI, Non-Renewal of Probationary Appointments, Suspensions, Terminations and  
Resignations.
- 256 4. Upon his/her return to the Bargaining Unit, the Faculty Member may elect to be credited with time served on an  
Administrative appointment for the purpose of determining whether he/she possesses the requisite time in rank for  
consideration for tenure, promotion, Sabbatical Leave and Faculty Research/Creative Activity Fellowships. The Faculty  
Member shall be obligated to satisfy all other eligibility criteria and terms and conditions established for the foregoing  
employment status, leaves, and fellowships.
- 257 5. Upon his/her return to the Bargaining Unit, the Faculty Member may elect to be credited for any Scholarly/Creative  
Activity undertaken while on such Administrative appointment for the purposes of reappointment, tenure or  
promotion.
- 258 6. The base salary of a Faculty Member returned to the Bargaining Unit from an Administrative appointment shall be no  
less than if he/she had not held such position.
- 259 7. The EMU-AAUP shall be notified within thirty (30) days of the appointment of a Faculty Member to an Administrative  
position and within thirty (30) days of the return of a Faculty Member to the Bargaining Unit.

#### ARTICLE XI. LEAVES

##### 260 A. Paid Sick Leave Days

- 261 1. Accumulated Paid Sick Leave Days
- 262 Each Faculty Member's accumulated paid sick leave balance as of July 1, 1979, shall continue to carry over from  
calendar year to calendar year, except as reduced in accordance with the terms of this Agreement.
- 263 2. Non-Accumulated Paid Sick Leave Days
- 264 Each Faculty Member on a full-time (100%) academic year appointment shall be granted six (6) paid sick leave days per  
calendar year (e.g. January 1-December 31). In recognition of their differential assignment, each library Faculty  
Member shall be granted one (1) additional paid sick leave day for each summer full-time assignment.
- 265 For the purpose of this provision, any Plan C appointments are equivalent to a full-time academic year appointment.
- 266 Paid sick leave days shall be credited to each Faculty Member on a prorated basis at the time of initial appointment  
and on January 1 thereafter.

- 267 Faculty on less than a full-time academic year appointment shall receive prorated paid sick leave days according to the percentage and the duration of their appointment.
- 268 Unused paid sick leave days do not accumulate from calendar year to calendar year.
- 269 3. Use of Paid Sick Leave Days
- 270 a. Paid sick leave may be used on any day on which a Faculty Member is scheduled to work.
- 271 b. All absences due to illness or injury will be debited against the Faculty Member's paid sick leave credit, regardless of whether or not a substitute is provided. A Faculty Member will be considered absent if he/she fails to appear for his/her regularly scheduled duties because of illness or injury, and his/her paid sick leave credit will be debited.
- 272 c. If a Faculty Member is disabled and absent from work because of a compensable accident or injury (e.g. one covered by Workers' Compensation), he/she may elect to utilize his/her paid sick leave entitlements to cover the monetary difference between his/her full-time salary as of the date of accident or injury, and compensation benefits applicable to the period of disability. The number of hours debited against the Faculty Member's paid sick leave entitlements shall be limited to that number necessary to cover the above difference, or that amount to which the Faculty Member is then entitled, whichever is lesser.
- 273 d. For any absence which is chargeable to paid sick leave benefits, or the Faculty Sick Leave Bank (FSLB), the Faculty Member may be required to file either a physician's statement or a sworn affidavit that the claim of absence for any of the reasons stated above is bona fide. Until such statement is filed, if requested, all absences will be considered as lost time and the Faculty Member's pay will be reduced as provided for in Section L.7. below.
- 274 e. Whenever a Faculty Member has used up all of his/her paid sick leave credits as provided for in Sections A.1. and A.2. above, and continues to be unable to work because of illness or injury, he/she may apply for salary continuation under the FSLB until such time as he/she is eligible for long-term disability as provided in Article XIX.F. The Faculty Member's eligibility to draw upon the FSLB shall be subject to the following conditions and limitations:
- 275 (1) Faculty Members may draw from the FSLB: a) only for periods encompassed by the beginning and ending dates of their regular academic year appointments, and the fall, winter, or summer sessions that they are actually on EMU's active payroll; b) only after the exhaustion of all paid sick leave entitlements accrued or granted in accordance with the provisions of Sections A.1. and A.2. above; and c) only until such time as he/she is eligible for long-term disability as provided in Article XIX.F.
- 276 (2) Maximum withdrawal of disability paid sick leave days from the FSLB for any one (1) period of disability or in any one (1) calendar year shall be based upon each Faculty Member's length of service with EMU as a regular Faculty Member, as follows:
- 277
- | Length of Service         | Maximum Number of Days Available |
|---------------------------|----------------------------------|
| Less than one year        | 20                               |
| Over 1 year, less than 2  | 30                               |
| Over 2 years, less than 3 | 40                               |
| Over 3 years, less than 4 | 50                               |
| Over 4 years              | 65                               |
- 278 (3) Application for use of the FSLB must be in writing and shall include the specific nature and duration, or expected duration, of the disability. A physician's statement confirming the disability may be required by EMU in support of the application. A standard application form is available on the Academic Human Resources (AHR) website or in the Benefits Office.
- 279 Effective January 1 of each year the FSLB shall be reestablished at a level of four hundred and fifty (450) days. Should the FSLB be exhausted during any calendar year, EMU agrees to replenish the bank in the amount of days necessary to meet Faculty Member's needs as described above.
- 280 f. Paid sick leave days as provided in Sections A.1. and A.2. above, may be utilized by a Faculty Member for illness or injury of a member of his/her immediate family, subject to the following limitations:
- 281 (1) Such use shall be limited to three (3) days for any particular incident of illness or injury to a maximum of six (6) days in any calendar year.

- 282 (2) "Immediate family" for the purpose of this provision shall be defined as: spouse, additional eligible adult, biological parent or an individual who stood in loco parentis to a Faculty Member when the Faculty Member was a child, or a biological, adopted or foster child, a stepchild, a legal ward, or a child of a Faculty Member standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of mental or physical disability. Persons who are "in loco parentis" include those with day-to-day responsibilities to care for and financially support a person when the person was a child.
- 283 (3) Where practical, requests for the above shall be made in advance to the Department Head.
- 284 (4) The FSLB shall not be utilized for the foregoing purposes.
- 285 g. Disabilities resulting from pregnancy or childbirth shall be treated the same as other disabilities for purposes of these provisions.
- 286 h. The University shall make available to each Faculty Member, on a monthly basis, a record of his/her accumulated paid sick leave. This information is available in departmental offices.
- 287 i. Paid sick leave days and FSLB days shall be debited in one (1) day increments, except in such cases where the Faculty Member was able to attend his/her scheduled classes, professional committee meetings and/or perform other professional assignments such that the Department Head determines the professional services rendered by the Faculty Member to be equivalent to one-half (1/2) day's work and so approves the debiting of the Faculty Member's paid sick leave account or the FSLB on that basis.
- 288 B. Medical Leave**
- 289 1. Upon proper application, a Faculty Member who has exhausted his/her entitlement to the benefits provided for in Section A. above will, if eligible, be placed on Family and Medical Leave Act (FMLA) leave pursuant to the provisions of Section C. below.
- 290 2. A Faculty Member who is unable to work because of illness or injury and is ineligible for, or has exhausted, his/her FMLA leave entitlements as provided in Section C. below, shall, upon proper application, be placed on unpaid medical leave for a period of up to one (1) semester. A Faculty Member may also request an extension of medical leave. If approved by EMU, said extended medical leave shall be without pay for a period of up to one (1) semester. Said leaves may be further extended at EMU's discretion for additional periods of up to one (1) semester, but the total period of the leave time, including any FMLA leave, shall not exceed two (2) full years.
- 291 3. EMU may require the Faculty Member to submit a statement from his/her physician in support of any request for medical leave, and of any such leave extension or request by the Faculty Member to return to work.
- 292 C. Family and Medical Leave Act (FMLA)**
- 293 1. A Faculty Member who has been employed by EMU for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately preceding his/her request for leave under the FMLA, or the date on which the leave commences, whichever comes first, shall be granted up to six (6) workweeks of paid and six (6) workweeks of unpaid FMLA leave during any calendar year (January 1 through December 31) for any one or more of the following events below. The Faculty Member is first required to exhaust any available paid sick leave under Section A above. Upon exhaustion of the paid sick leave, under Section A, the Faculty Member is eligible for up to six (6) weeks of paid FMLA leave. Any portion of the remaining twelve (12) workweeks of leave shall be unpaid.
- 294 a. For a birth of a child of the Faculty Member and to care for such child.
- 295 b. For the placement of a child with the Faculty Member for adoption or foster care.
- 296 c. To care for a spouse, additional eligible adult, child, or parent of the Faculty Member if the former has a serious health condition, or
- 297 d. If a Faculty Member has a serious health condition which renders him/her unable to perform the functions of his/her position, he/she shall be granted twelve (12) workweeks of FMLA leave for any calendar year (January 1 through December 31).
- 298 2. The taking of a FMLA leave shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced; provided, however, that nothing in this sentence shall be construed to entitle any Faculty Member who returns from Leave to the accrual of any employment benefits during the period of the leave or to any right, benefit, or position other than that to which the Faculty Member would have been entitled had the Faculty Member not taken the leave.

- 299 3. Faculty Members who take a FMLA leave for the intended purpose of the leave shall be entitled, on return from leave, to be restored by EMU to the position of employment held by the Faculty Member when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- 300 4. During the period FMLA leave, EMU shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions coverage would have been provided if the Faculty Member had continued in employment for the duration of the leave. EMU shall have the right to recover the premiums paid for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the Faculty Member fails to return to work for reasons other than the continuation, recovering, or onset of a serious health condition entitling the Faculty Member to leave under Section C.1.c. or C.1.d. above, or other circumstances beyond the Faculty Member's control. In this situation, EMU may require certification of inability to return to work as specified and allowed by the FMLA.
- 301 5. If the requested leave is for the birth/care of a child, the placement of a child in the Faculty Member's home for adoption or foster care, or to care for a spouse, additional eligible adult, child or parent who has a serious health condition, the Faculty Member is first required to exhaust any available paid sick leave under Section A above. Upon exhaustion of the paid sick leave, under Section A., the Faculty Member is eligible for up to six (6) weeks of paid FMLA leave. Any portion of the remaining twelve (12) workweeks of leave shall be unpaid.
- 302 6. Notwithstanding the provisions of Section C.1. above, a family leave of up to twelve (12) workweeks for the birth/care of a child or for the placement of a child in a Faculty Member's home for adoption or foster care may be taken at any time within the twelve (12) month period which starts on the day of such birth or placement for adoption or foster care. However, regardless of when the leave commences, it will expire no later than the end of the twelve (12) month period.
- (For example, a Faculty Member who requests a leave at the start of the twelfth month [of the twelve (12) month period from the date of birth or placement] is entitled to only four (4) workweeks of unpaid leave.)
- 303 7. Spouses, both of whom are employed by EMU, are limited to a combined total of six (6) workweeks of paid and six (6) workweeks of unpaid FMLA leave during any twelve (12) month period for the birth/care of their child, placement of a child in their home for adoption or foster care, or for the care of a parent with a serious health condition. However, each Faculty Member may use up to six (6) workweeks of paid and six (6) workweeks of unpaid leave during any twelve (12) month period to care for his/her child or spouse who is suffering from a serious health condition.
- 304 8. An eligible Faculty Member who foresees that he/she will require a leave for the birth/care of a child or for the placement of a child in his/her home for adoption or foster care, must notify the Department Head, in writing, not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the Faculty Member must provide as much written notice as is practicable under the circumstances.
- 305 9. An eligible Faculty Member who foresees the need for a leave of absence due to planned medical treatment for his/her spouse, additional eligible adult, child or parent should notify the Department Head, in writing, as early as possible so that the absence can be scheduled at a time least disruptive to University operations. Such a Faculty Member must also give at least thirty (30) calendar days written notice, unless it is impractical to do so, in which case the Faculty Member must provide as much written notice as circumstances permit.
- 306 10. A Faculty Member on an approved FMLA leave should keep the Department Head informed regarding his/her status and intent to return to work upon conclusion of the leave.
- 307 11. If a requested leave is because of a serious health condition of the Faculty Member which renders him/her unable to perform the functions of his/her position, or to care for a spouse, additional eligible adult, child or parent who has a serious health condition, the Faculty Member may be required to file with EMU, in a timely manner, a health care provider's certification or such recertifications as may reasonably be required by EMU. Similarly, as a condition of restoring a Faculty Member whose FMLA leave was occasioned by the Faculty Member's own serious health condition, EMU may also require the Faculty Member to obtain and present certification from his/her health care provider that the Faculty Member is able to resume work. All required certifications or recertifications shall conform to the FMLA's certification requirements.
- 308 12. In any case in which EMU has reason to doubt the validity of the health care provider's statement or certification for leaves taken under Sections C.1.c and C.1.d., EMU may, at its expense, require second and third opinions as specified by the FMLA to resolve the issue.
- 309 13. A leave taken under Section C.1.a. or C.1.b. above shall not be taken intermittently or on a reduced leave schedule unless EMU and the Faculty Member agree otherwise. Subject to the limitations and certifications allowed by the FMLA, a leave taken under Section C.1.c above may be taken intermittently or on a reduced leave schedule when medically necessary; provided, however, that where such leave is foreseeable based upon planned medical treatment, EMU may require the Faculty Member to transfer temporarily to an available alternative position offered by EMU for

which the Faculty Member is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the Faculty Member's regular position.

310 14. The provisions of Section C.1-C.13 above are intended to comply with the Family and Medical Leave Act of 1993, and  
any terms used herein will be as defined in the Act. To the extent that these or any other provisions of this Collective  
Bargaining Agreement are in violation of the Act, the language of the Act prevails. The FMLA provisions do not impair  
any rights granted under other provisions of this Agreement.

311 15. A Faculty Member who is ineligible for, or who has exhausted his/her FMLA leave entitlements as provided in Section  
C. above, in cases of family need, including but not limited to the birth of a child, the adoption of a minor child, or the  
long-term illness (physical or mental) of a minor child or other member of the immediate family as defined in Section  
A.3.f.(2) above, a Faculty Member shall not unreasonably be denied a leave without pay for one (1) semester, or a  
reduced appointment for a period of up to two (2) semesters, at a rate of compensation proportional to the rate of  
his/her regular appointment. Such leave may be renewed but the total leave time, including any FMLA leave, shall not  
exceed twelve (12) months.

312 **D. Personal Business Leave**

313 Each Faculty Member shall be granted up to two (2) days each calendar year for the purpose of attending to personal  
business that cannot be attended to at a time not in conflict with his/her professional responsibilities.

314 Personal business days shall be credited to each Faculty Member at the time of his/her initial appointment and on each  
January 1<sup>st</sup> thereafter. Such days shall be non-accumulative and shall be separate from and in addition to the paid sick leave  
days provided for in Section A.2. above.

315 Personal business leaves shall be approved in one (1) day increments, except in cases where the Faculty Member completes  
his/her personal business in less than one (1) day and is able to attend scheduled classes, professional committee meetings  
and/or perform other professional assignments for one-half (1/2) day. In these instances, the Faculty Member's personal  
business leave account will be debited in one-half day increments, as approved by the Department Head.

316 **E. Bereavement Leave**

317 A Faculty Member shall be allowed up to three (3) days, with pay, to attend the funeral of a member of his/her immediate  
family. "Immediate family" for purposes of this provision shall be defined as: husband, wife, additional eligible adult, father,  
mother, child, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step  
child, legal ward, foster child, grandparent, and an individual who stood in loco parentis to a Faculty Member when the  
Faculty Member was a child. Persons who are "in loco parentis" include those with day-to-day responsibilities to care for  
and financially support a person, when the person was a child.

318 In those limited instances where extenuating circumstances associated with the death of a member of the Faculty Member's  
immediate family (e.g. the geographic location of the funeral and/or legal obligations that must be assumed by a Faculty  
Member), necessitate an extended leave of absence on the part of the Faculty Member, the Faculty Member may request  
approval of up to two (2) additional days of Bereavement Leave, which requests shall not be unreasonably denied by the  
University.

319 A Faculty Member who wishes to attend the funeral of someone outside of his/her immediate family may take one-half  
(1/2) day with pay, with the permission of the Department Head. In any case, time taken beyond these specified amounts  
will be charged against the Faculty Member's paid sick leave.

320 **F. Jury Duty**

321 Faculty Members shall suffer no loss in compensation when called to perform jury duty service.

322 EMU shall pay the difference between jury compensation and the Faculty Member's regular EMU compensation. When a  
Faculty Member is temporarily excused from jury duty service, he/she is expected to return to work.

323 **G. Professional Leave**

324 1. A professional leave without pay may be granted under appropriate circumstances. While such leaves will ordinarily  
involve the Faculty Member's pursuit of an activity or activities related to his/her discipline and/or area of  
specialization, professional leaves may also be granted for purposes adjudged by EMU to be mutually beneficial to the  
Faculty Member and the University.

325 2. To be eligible for a professional leave without pay, a Faculty Member shall have two (2) years of continuous full-time  
service at EMU since a previous leave. Under unusual circumstances, the requirement of two (2) years continuous full-  
time service may be waived by the Provost and Vice President or his/her designee. The Faculty Member shall submit a



written application to his/her Department Head stating the reasons for the leave, the period of absence, and the date of return.

326 3. A Professional leave without pay may be granted for a period of time not to exceed twelve (12) months.

327 **H. Exchange Professorship Leave**

328 1. Definition

329 Two (2) Faculty Members, one from EMU and the other from a school system, two-year or four-year institution, may agree to exchange teaching and learning environments for not less than one (1) semester and not more than twelve (12) months.

330 2. Title

331 The Faculty Member from the other location and the Faculty Member from EMU shall be referred to as "Exchange Professors" for the duration of the exchange.

332 3. Requirements

333 Each Exchange Professor must meet the minimum requirements of employment at the institution to which he/she is going. Both the institutions and the Exchange Professors must agree in writing to the exchange and its conditions. The EMU Exchange Professor must be tenured. EMU may withhold its consent if it believes such an exchange is not in the best interest of EMU.

334 4. Duties

335 The Exchange Professors shall be expected to complete all conditions agreed to at the time of the formal exchange agreement, unless prevented by accident or other unforeseeable circumstances, and to abide by the specific duties, regulations and policies appertaining to the exchange roles at the respective institutions.

336 5. Remuneration

337 The Exchange Professor from EMU shall be paid by EMU during the exchange the same compensation as if he/she were performing his/her normal duties at EMU. While on an Exchange Professorship, the EMU Faculty Member shall be covered by all of the terms of the current Agreement between the Association and EMU. The Exchange Professor coming to EMU from another location shall receive no additional compensation from EMU for performing the work normally done by the incumbent, except for additional work such as extension teaching, conducting workshops, etc.

338 6. Return After Exchange

339 A Faculty Member on an Exchange Professorship shall agree to return to service with EMU for two (2) semesters in the year immediately following expiration of his/her leave, unless the President specifically waives or defers this obligation.

340 7. Expenses

341 The Exchange Professors shall assume full responsibility for all expenses incurred either during their relocations or their stays at the respective institutions.

342 8. Conditions

343 Time spent as an Exchange Professor shall count toward meeting the time limits for promotion and eligibility for Faculty Research/Creative Activity Fellowships and Sabbatical Leaves.

344 **I. Military Leave**

345 1. A military leave without pay shall be granted upon request of any Faculty Member who enters active military service of the United States, or civilian services of the United States which are an essential part of the national defense program. Upon conclusion of the leave the Faculty Member shall be subject to reinstatement in accordance with the provisions of applicable federal or state law.

346 2. A Faculty Member who is ordered to active duty during an academic period in which he/she is scheduled to work shall, at his/her request, be granted military leave to engage in a temporary tour of duty with the National Guard or any recognized branch of the United States Military Service. If the Faculty Member's military pay is less than his/her

regular EMU salary, EMU will pay the Faculty Member the difference for a maximum of fifteen (15) working days in any tour of duty or calendar year, whichever is the longer period. Such leave shall be credited as continuing service.

**347 J. Political Leave**

348 A political leave without pay may be granted upon request of any Faculty Member who has been nominated, elected or appointed to a local, state, or national office, for a period not to exceed twelve (12) months. A Faculty Member may request an extension of such leave for the term of office.

**349 K. Exceptional Need Leaves**

- 350 1. A leave without pay may be granted a Faculty Member for valid personal reasons of an exceptional nature.
- 351 2. Such leaves may be for periods of up to one (1) semester and may be extended for periods not to exceed twelve (12) months.

**352 L. Leave Conditions**

- 353 1. Approval of Leaves
- 354 a. To the extent permitted by applicable state and federal law paid sick leave, personal business leave, FMLA leave, bereavement leave, jury duty leave and military leave, require administrative approval, which approval shall be given in all instances where the terms and conditions of this Agreement have been satisfied. Where practicable, the Faculty Member shall provide his/her Department Head with advance notice of the need to utilize said leaves. Said notice shall be framed with sufficient particularity to advise the Department Head as to the length of time the Faculty Member is expected to be off work and allow planning for appointment of a replacement. If advance notice is not practicable, the Faculty Member shall provide as much notice as circumstances permit. The Department Head may require said notice to be in writing.
- 355 If a Faculty Member's absence is determined to be not compensable under the terms of this provision, it shall be regarded as lost time and the Faculty Member's pay reduced as provided for in Section L.7. below.
- 356 In those instances where the Department Head decides that the Faculty Member's absence is to be regarded as lost time, he/she shall advise the Faculty Member of same in writing within twenty-four (24) hours of his/her decision. The Department Head's notice to the Faculty Member shall be framed with sufficient particularity to advise the Faculty Member of the reasons for said decision.
- 357 Within five (5) working days of the filing of any grievance alleging a violation of the provisions of this Article XI, a Step II grievance hearing shall be held in accordance with the provisions of Article VII. If the grievance cannot be resolved at Step II, the grievance may be appealed to Step III in which case a hearing shall be convened within five (5) working days of filing notice of appeal.
- 358 b. Except as otherwise provided hereinabove, leaves shall be subject to advance approval of the University, which, in its sole and exclusive discretion, may approve or deny said leaves.
- 359 2. Time Limits
- 360 a. Where practicable, applications for Family Care, Professional, Exchange Professorship, Political, Exceptional Need, and Military Leaves, or extensions thereof, shall be submitted at least ninety (90) calendar days before the beginning of the semester the leave, or extension thereof, is desired to commence.
- 361 b. Where practicable, the Faculty Member shall be notified in writing within forty-five (45) calendar days of submitting an application for a leave, or extension thereof, of the approval or denial of his/her application.
- 362 3. Effect of Leaves on Applications for Tenure, Promotion, Sabbatical Leaves and Faculty Research/Creative Activity Fellowships
- 363 Time spent on leave without pay will not be counted in determining whether the Faculty Member meets the time limits for promotion and tenure, or eligibility for Sabbatical Leaves or Faculty Research/Creative Activity Fellowships, except in the case of a Faculty Member who has received a professional or military leave. A Faculty Member who receives a professional or military leave may have such time counted for the foregoing purposes, if within thirty (30) days of a Faculty Member's return from a professional or military leave, the Faculty Member provides written notice to the Assistant Vice President for Academic Affairs that he/she has elected to have his/her leave time credited for the foregoing purposes. The Faculty Member shall be obligated to satisfy all other eligibility criteria and terms and conditions established for the foregoing employment status, leaves and fellow-ships.

- 364 Faculty Members who meet the qualifications for FMLA leave during their probationary period will be granted upon request, prior to submission of application for tenure, an extension or extensions of the time periods for application for tenure, up to a maximum of 1 year.
- 365 4. Return from Leave
- 366 In those cases where a Faculty Member's leave expires during a semester in which he/she is scheduled to work, and the Faculty Member does not return by the date his/her leave expires, the Faculty Member shall be considered to have voluntarily resigned, except as otherwise provided by state or federal law or in those verifiable limited situations where a Faculty Member was prevented from returning by circumstances (e.g. Acts of God, emergency hospitalization, etc.) beyond his/her control. Except as otherwise provided by state or federal law, in those cases where a Faculty Member's leave expires at the end of a semester, and the Faculty Member does not return by the beginning of the semester he/she is next scheduled to work, he/she shall be considered to have voluntarily resigned. Other exceptions may be made by EMU.
- 367 5. Fringe Benefits
- 368 a. The group medical benefits for a Faculty Member who is off the payroll and absent because of an unpaid medical leave due to injury or illness shall be continued by EMU for twelve (12) months. If the Faculty Member is still on unpaid medical leave when EMU's provision of group medical benefits terminates, the Faculty Member may continue those benefits at his/her own expense at the full group rate for the longer of: (1) an additional twelve (12) months or (2) the period mandated in the Faculty Member's circumstances by COBRA, which is usually eighteen (18) months from the beginning of the unpaid leave. Pursuant to FMLA, EMU shall continue the dental benefits of a Faculty Member on unpaid medical leave for the period of the leave or for twelve (12) weeks, whichever is shorter. If the Faculty Member is still on unpaid medical leave when EMU's provision of FMLA-mandated dental benefits terminates, the Faculty Member may continue those benefits at his/her own expense at the full group rate for the period mandated in the Faculty Member's circumstances by COBRA, which is usually eighteen (18) months from the date of the Faculty Member's FMLA dental benefit continuation period ends. A Faculty Member who has been granted unpaid leave may request the continuation of life insurance at his/her own expense at the full group rate, for a period not to exceed twelve (12) months or as otherwise provided in the University's group benefit plans.
- 369 b. The group medical and dental benefits for a Faculty Member on FMLA leave shall be continued by EMU for the period of the leave or for twelve (12) weeks, whichever is shorter. If such a Faculty Member remains on family care leave when EMU's provision of FMLA-mandated group medical and dental benefits terminates, the Faculty Member may continue those benefits at his or her own expense at the full group rate for the period mandated in the Faculty Members circumstances by COBRA, which is usually eighteen (18) months from the date a Faculty Member's medical and dental continuation period ends. Such a Faculty Member who has been granted a family care leave may request continuation of life insurance at his/her own expense at the full group rate, for a period not to exceed twelve (12) months or as otherwise provided in the University's group benefit plans.
- 370 c. All other Faculty Members who have been granted an unpaid leave may request the continuation of their medical and dental benefits at their own expense at the full group rate for the period mandated in the Faculty Member's circumstances by COBRA, which is usually eighteen (18) months from the beginning of the unpaid leave. Such Faculty Members may request the continuation of their life insurance and, in the case of Faculty Members on unpaid professional leave who are engaged in full-time study for an advanced degree, long-term disability benefits may be continued at their own expense at the full group rate for a period not to exceed twelve (12) months or as otherwise provided in the University's group benefits plans.
- 371 d. Faculty Members electing to continue benefits at their own expense must make proper application and arrangements for the payment of such continued benefits in the Benefits Office. Elections to continue life insurance and disability benefits must be made by no later than thirty (30) calendar days prior to the commencement date of the leave. Elections to continue medical and dental benefits must be made within sixty (60) days or the later of: (1) the date upon which the Faculty Member's medical and dental coverage terminates due to the commencement of an unpaid leave, or (2) the date upon which the Faculty Member received notice from EMU's Benefits Office that he/she was entitled to continue those benefits under COBRA.
- 372 e. Faculty Members shall pay the full cost of continuing the above-mentioned benefits plans on a calendar year quarterly basis with such liability commencing with the date the Faculty Member is removed from the active payroll and continuing until such time as the Faculty Member returns to the active payroll. The initial payment shall be for the period commencing with the date the Faculty Member is no longer eligible for benefits paid for by EMU, through the end of that calendar year quarter. Payments thereafter shall be remitted in full to EMU's Benefits Office at least fifteen (15) calendar days prior to the beginning of each succeeding calendar year quarter. The final payment shall only cover those days of the quarter when a Faculty Member is not on EMU's active payroll.

- 373           6.    Reinstatement of Benefits
- 374                Upon return from an unpaid leave, Faculty Members who did not continue the plan have thirty (30) days from the date of return to reinstate their fringe benefits. Faculty Members who fail to re-enroll as herein provided are excluded from these benefits until such time as they enroll and make proper application during an open enrollment period.
- 375           7.    Compensation Deductions for Absences
- 376                For each day a Faculty Member is absent from work and not otherwise eligible for compensation during the period of said absence, the University shall deduct one-fifth (1/5th) of one (1) week's salary for each day of absence. Prorata adjustments may be made for absences of less than one (1) day as hereinabove provided.
- 377           8.    Status During and After Leave
- 378                The base salary of a Faculty Member on leave shall be adjusted as if he/she is not on leave. All members of the Bargaining Unit who take any leave described in this Article shall continue to be deemed Faculty Members and such leaves shall not cause their employment status to be impaired, except as otherwise provided in this Agreement.

## **ARTICLE XII. SABBATICAL LEAVES, RESEARCH/CREATIVE ACTIVITY FELLOWSHIPS, AND OTHER AWARDS**

### **379           A.    Sabbatical Leaves**

- 380           1.    Sabbatical Leaves are granted to Faculty Members for special study, research and/or writing, or other projects which will enhance the usefulness of the Faculty Member to the institution, perform service on the local, state, national or international level, and/or bring prestige to the University. Endeavors appropriate for consideration as sabbatical leave projects include:
- 381                a.    Professional Development
- 382                b.    Program Development
- 383                c.    Research, Artistic, Scholarly/Creative Activities
- 384                d.    Community Service
- 385           2.    The President, with the authority of the Board of Regents, shall determine the number of Sabbatical Leaves to be granted each year and shall grant such leave to Faculty Members.
- 386           3.    A Faculty Member shall have the choice of applying for a leave of one (1) semester at full salary or two (2) semesters at one-half (1/2) salary plus \$12,000 in Research Support. All applications will be reviewed and ranked by the Screening Committee described in Article XII.D. During a Sabbatical Leave the Faculty Member's contract with EMU shall remain unimpaired.
- 387           4.    Regulations Governing Sabbatical Leave
- 388                a.    A Faculty Member shall have served at least twelve (12) semesters of regular full-time employment with EMU since his/her initial appointment or since a previous Sabbatical Leave. The elapsed semesters need not be consecutive, but no more than two (2) semesters will be counted from any one (1) fiscal year.
- 389                b.    If a Faculty Member's ranked position by the Screening Committee is bypassed by EMU because it is determined that his/her absence cannot be accommodated by the department because of staffing needs, and the Sabbatical Leave is granted in a subsequent year, the minimum twelve (12) semester period required between applications shall be reduced by the number of semesters of postponement.
- 390           5.    Procedures
- 391                Applications for Sabbatical Leaves for either one (1) semester or two (2) semesters shall be submitted to Department Heads not later than November 1<sup>st</sup> of the academic year preceding the anticipated leave in accordance with established University procedures. Applicants for Sabbatical Leaves shall be notified in writing no later than March 15<sup>th</sup> of the academic year preceding the anticipated leave as to the recommended disposition of their applications.

**392 B. Faculty Research/Creative Activity Fellowships**

- 393 1. In addition to the Sabbatical Leaves granted under Section A. above, EMU shall provide Faculty Research/Creative Activity Fellowships in direct support of research and/or creative activities, thereby recognizing that such activities are essential components of academic programs and an important element of professional growth and development affecting the quality and prestige of all programs.
- 394 2. Faculty Research/Creative Activity Fellowships may include partial or full released time at full or partial salary as well as equipment, supplies, and travel allowances for the purpose of encouraging scholarly professional achievement and for the mutual benefit of the University and the Faculty Member. Faculty Research/Creative Activity Fellowships may require sustained off-campus work which may require released time from other normal Faculty duties and responsibilities (e.g. advising, service responsibilities, etc.). In these cases, an explicit rationale must be provided, in writing, as part of the application, as to how the research proposal to be executed requires a complete release from all departmental, college and University responsibilities. In granting a Faculty Research/Creative Activity Fellowship, the Provost and Vice President will specify whether and to what extent the Faculty Member is receiving released time.
- 395 3. The funding for Faculty Research/Creative Activity Fellowships shall be established by the President with the authority of the Board of Regents. Funds will be administered by the Provost and Vice President.
- 396 4. Contingent on funding, the Provost shall approve either a minimum of eighty percent (80%) of the Faculty Research/Creative Activity Fellowships applications recommended by the Screening Committee described in Article XII.D, or fifty-five (55) awards per year, whichever is less. EMU may, at its discretion, fund more than fifty-five (55) Faculty Research/Creative Activity Fellowships per year.
- 397 5. Departments in which Faculty Research/Creative Activity Fellowships have been received may replace with temporary help that portion of Faculty released time covered by fellowship grants.
- 398 6. Faculty Members whose applications for Faculty/Research/Creative Activity Fellowships are not approved and who desire a semester's leave of absence for study or professional activities may request temporary use of Plan C, provided EMU determines such arrangement can be accommodated within scheduling and program limitations.

**399 C. Applications**

- 400 Applicants will be required to submit only one (1) copy of their application. Applications for Sabbatical Leave and Faculty Research/Creative Activity Fellowships shall include:
- 401 1. The presentation of a definite plan for the scholarly use of the Sabbatical Leave or Faculty Research/Creative Activity Fellowship.
- 402 2. An indication of the specific semester(s) for which the leave or fellowship is requested.
- 403 3. A description of any fellowship and/or grant pending or secured at the time of application.
- 404 4. The applicant's agreement to return to service with EMU for two (2) semesters in the year immediately following or to reimburse to EMU an amount equal to the cost of the salary and fringe benefits paid by EMU during the applicant's leave or fellowship, unless this obligation is specifically waived or deferred by the President. In cases of death, accident or illness causing the Faculty Member to be unable to return, this obligation shall be waived.
- 405 5. An authorization for EMU to withhold the Faculty Member's pay in accordance with the provisions of XII.E. below.

**406 D. Screening Committee**

- 407 A broadly representative screening committee, shall be constituted and organized by the EMU-AAUP, consisting of ten (10) Faculty Members appointed by the respective College Councils and the Library, in the following way: four (4) members shall represent the College of Arts and Sciences and two (2) from the College of Health and Human Services, with all other colleges and the Library having one (1) representative each. The screening committee shall have the following duties:
- 408 1. Represent the faculty as a whole in their deliberations: review and rank all applications for Sabbatical Leaves, Faculty Research/Creative Activity Fellowships and other awards established in Article XII.G.; and provide their recommendations to the Provost and Vice President by the dates indicated in the award guidelines in order to meet notification deadlines. The Provost and Vice President shall review the recommendations and make his/her recommendation to the President.
- 409 2. Make recommendations concerning any matter relevant to the program, a copy of which shall be made available to the Association.

410        **E.    Report of Project Activities and Results**

411        By the end of the semester in which a Faculty Member returns from Sabbatical Leave or a Research/Creative Activity Fellowship the Faculty Member shall submit a report to the Screening Committee detailing his/her project activities and results. In the event the Faculty Member fails to submit the aforementioned report his/her pay shall be withheld until such time as the Sabbatical Leave or Research/Creative Activity Fellowship report is filed. It shall be the responsibility of the Chairperson of the Screening Committee to report a Faculty Member's failure to submit the required report to the Provost and Vice President for appropriate action. Exceptions to this provision may be made by EMU.

412        **F.    Reimbursements**

413        Reimbursements to EMU as hereinabove provided shall be made on or before the date on which the Faculty Member was previously scheduled to return and/or reassume his/her employment. Reimbursements not remitted to EMU in full by said date shall be considered to be in default and EMU may enforce the obligations specified herein by a civil action for damages or such other remedies as may be available to it at equity or law.

414        **G.    Other Awards**

415        The University may establish other programs in support of instructional, research, and/or creative activity. Guidelines for application (including the criteria for evaluation and identification of the individual and/or committee that will evaluate the applications) will be developed and circulated in advance of the application date for any such award. Faculty who will be on leave during the duration of the award period, as stated in the published guidelines, will not be eligible to participate in the award program for the period of their leave.

416        In addition to the Sabbatical and Faculty Research/Creative Activity Fellowships granted under Section A. and B. above, EMU shall provide Summer Research/Creative Activity Awards, in the form of compensation, in the amount of \$12,000. Faculty receiving a Summer Research/Creative Activity Award will not be eligible to teach during the Summer semesters. Contingent on funding, the Provost shall approve either eighty percent (80%) of the Summer Research/Creative Activity Award applications recommended by the Screening Committee described in Article XII.D, or forty (40) awards per year, whichever is less. EMU may, at its discretion, fund more than forty (40) Summer Research/Creative Activity Awards per year.

**ARTICLE XIII: FACULTY PARTICIPATION IN GOVERNANCE**

417        **A.**    Recognizing the necessity for meaningful Faculty involvement in the areas of selection and evaluation of Faculty Members, curriculum development, and utilization of financial resources, the following procedures for the involvement of Faculty shall be used. Fundamentally, what is desirable and intended by the sections that follow is to ensure mindful participation by the Faculty with the ultimate decision-making resting in Eastern Michigan University management, but with an assurance of procedural regularity and fair play. Furthermore, as Faculty Members provide input to those responsible for managing the University, likewise, decisions shall be communicated in a timely manner to the Faculty input bodies that provided input. Faculty input bodies may request a written response to their input. Such response shall be provided within fifteen (15) days. Any dissenting decision to input shall be supported by reasoning and evidence.

418        **B.    Department and College Committees**

419        1.    There shall be in each department, college or division, including University Library, a system providing for Faculty input in the areas of personnel, instruction, and finance. By way of illustration, Faculty may utilize the input system to provide their recommendations to the University on matters pertaining to the academic credentials and professional qualifications of instructional staff, Faculty teaching assignments, teaching overload policies, class size, override policies, teaching load equivalencies and departmental budget development.

420        2.    While in office, the Chairs of each College Council shall be granted one-quarter (1/4) release time during the Fall and Winter semesters.

421        3.    Departmental and College Input Documents shall include the following information:

422            a. identification of those committees and faculty assignments created for the purpose of providing input in the areas set forth in XIII.B. above:

423            b. the election process and criteria for determining Faculty eligibility for department/college committee service;

424            c. the size, composition and operational guidelines of each committee and the term of office its members;

425            d. the process for replacement or recall of Faculty elected to committee service;

- 426 e. the process for searching for, screening and recommending Department Head candidates to the Dean.
- 427 f. the process for carrying out the Department Head evaluation as provided for in Article XV.
- 428 g. the manner in which Faculty Members serving as coordinators/directors will provide appropriate faculty input in making recommendations to the Department Head.
- 429 h. process for review of the Input Document every five (5) years.
- 430 i. process for Faculty input on new Faculty hires, including the prioritization of requests for new Faculty hires, the selection of Faculty members to serve on search committees for hiring new Faculty, and evaluation of candidates for new Faculty positions.
- 431 j. process for Faculty Summer teaching assignments.
- 432 Departmental and College input bodies may request a written response to their input. Such response shall be provided within fifteen (15) days. Any dissenting decision to input shall be supported by a rationale.
- 433 It is understood that existing structures established under prior Agreements are acceptable insofar as they are consistent with the terms of the present Agreement.
- 434 3. Existing departmental and college structures may be reviewed and changes made subject to approval on a secret ballot by a majority of the Bargaining Unit Members in the department or college concerned, subject to Section B.5. below.
- 435 4. Changes at the department or college level must be submitted through the appropriate college level structure and approved by both the Dean or equivalent administrative agent and the Provost and Vice President. Prior to proposed changes being approved at either level, departmental and college recommendations shall be reviewed by the Association and the Assistant Vice President for Academic Human Resources, for the purpose of determining whether such recommendations are in compliance with the terms and conditions of the parties' Master Agreement. After the Dean or the Provost and Vice President receives a proposed change, a statement of approval or reasons for disapproval will be returned within thirty (30) days of receipt of the proposed change.
- 436 5. Faculty Members in each academic department who chair their department curriculum and finance committees shall be made aware of their department's budgetary and FTEF allocations by September 15 or ten (10) days following the date that the Department Head receives the information, whichever is later.
- 437 6. Faculty shall be involved in any and all future reviews of summer course offerings, including the determination of the best method of undertaking such reviews and the evaluation of the results thereof.
- 438 **C. Faculty Senate**
- 439 The Faculty Senate shall consist of the Provost, or his/her designated representative, as a non-voting member and one (1) Faculty Member from each department, and the University Library, each of whom shall be elected in accordance with the ByLaws of the Faculty Senate. The President of the Faculty Senate shall be elected by a majority vote of those bargaining unit members voting. A new Faculty Senate President will be elected every two (2) years. The first election will be held on April 1, 2016. The election will be run by the EMU-AAUP.
- 440 While in office, the President of the Faculty Senate shall be granted one-half (1/2) release time during the Fall and Winter semesters.
- 441 The Faculty Senate shall provide recommendations to the Provost, with copies to the EMU-AAUP on all credit producing areas, scholarly/creative activity, and instructional matters including but not limited to admissions, advising, withdrawals and incompletes, grading, attendance, assessment, General Education, Extended Programs and Educational Outreach, research, graduate programs, the distribution of new faculty hires across colleges and the library, and other instructional matters affecting more than one (1) college. The Provost or designee shall respond in writing to written recommendations in a timely manner.
- 442 The Faculty Senate and the Provost shall mutually agree to any modification of the established system for providing recommendations and operational guidelines. The Association reserves the right to object to any modification(s) on the grounds that such modification(s) violate this Agreement or the Association's rights and obligations as the sole bargaining representative.

- 443 It is understood by the parties that when Faculty input is sought, Faculty Senate shall have the right to select or appoint Faculty representatives on all university-wide committees, commissions, councils, or task forces. Should Faculty Senate choose not to appoint a representative, they will notify the Provost and Vice President in writing in a timely manner. If minutes are taken, chairs of these university-wide bodies shall distribute minutes of their meetings to the Faculty Senate President in a timely manner. This does not limit the University's right to invite Faculty to serve on any committee, commission, council or task force; however, these Faculty Members are not to be construed as providing Faculty input under Article XIII of the Agreement.
- 444 **D. Graduate Council**
- 445 As a standing subcommittee of the Faculty Senate, the Graduate Council shall provide recommendations to the Faculty Senate on issues concerning scholarly/creative activities and instructional matters regarding graduate programs. Rules, policies and regulations pertaining to graduate programs are determined by the Graduate School to the extent that no such rule(s), policy(ies) or regulation(s) or modification thereof, shall be contrary to the clear and express terms of this Agreement, nor shall any such rule(s), policy(ies), regulation(s), or rates be administered to detract from rights clearly and expressly given to the Association or its members by the terms of this Agreement. The introduction or modification of rules, policies, or regulations that require Faculty input under the provisions of Article XIII.A. shall be forwarded to the appropriate Faculty body (e.g., departmental committee, college council, Faculty Senate) for consideration and recommendation prior to implementation by the University.
- 446 The Graduate Council shall be comprised of ten (10) Faculty members appointed by the respective College Councils and the Library, in the following way: four (4) members shall represent the College of Arts and Sciences, two (2) members shall represent the College of Health and Human Services, with all other colleges and the Library having one (1) representative each.
- 447 The Graduate Council and the Director of Graduate School shall mutually agree to any modification of the established system for providing input and operational guidelines. The Association reserves the right to object to any modification(s) on the grounds that such modification(s) violate this Agreement or the Association's rights and obligations as the sole bargaining representative.
- 448 **E. Academic Affairs Educational Environment and Facilities Planning Committee.**
- 449 The committee will be composed of eighteen (18) members including ten (10) representatives appointed by the Faculty Senate; four (4) members shall represent the College of Arts and Sciences and two (2) from the College of Health and Human Services with all other colleges and the Library having one (1) representative each. The Faculty Senate shall choose one of the appointed Faculty Members to serve as the committee co-chair. Eight (8) administrative appointees, including an administrator from each college and one from the library will be appointed by the Provost's Office, and the Provost will appoint one of these to co-chair the committee. In addition, the Chief of Operations of Physical Plant shall designate a non-voting representative and alternate to attend meetings of the committee, provide needed information to the committee, request input on academic projects being considered by Physical Plant, and assist in channeling input from the committee back to Physical Plant. The administrative and faculty co-chairs shall coordinate on developing agendas and scheduling meetings.
- 450 The Academic Affairs Educational Environment and Facilities Planning Committee will plan, analyze, make recommendations, and/or facilitate issues related to buildings and instructional facilities that house various colleges and offices within the division. The Committee also serves to provide input when required under the terms of this Agreement to the Provost and Vice President for Academic Affairs regarding facilities.
- 451 The Committee will:
- 452 1. Assist with planning the facilities needs of Academic Affairs such as building new instructional facilities and renovating or upgrading existing instructional facilities.
- 453 2. Assist with evaluating the current physical, climatic, and technology conditions in EMU's classrooms, labs, and faculty offices, and recommend such improvements as may be appropriate.
- 454 3. Assist with setting divisional maintenance and renovation priorities for classrooms such as furniture and instructional equipment needs.
- 455 F. In all sections of this Agreement calling for Faculty Input, it is understood that such input will be through the structures developed in Article XIII above.
- 456 **G. Standing Committee on Departmental Evaluation Documents**
- 457 1. A Standing Committee, consisting of four (4) representatives selected by the Association and four (4) representatives selected by EMU, shall be appointed. The Parties shall each designate a co-chair from among the members of the



committee. The committee shall review all revisions submitted to modify existing documents or recommendations to create new documents. The Standing Committee may serve as a resource for the Department Evaluation Document revision process and make recommendations to the Parties about evaluation criteria and procedures.

- 458           2.   It is understood that the existing format, criteria, and standards of current Departmental Evaluation Documents established under the terms of the 2012 Master Agreement (including its Appendix F) are acceptable insofar as they are consistent with the terms of the current Agreement.
- 459           3.   Revisions
- 460           a.   Revisions in existing Departmental Evaluation Documents that are consistent with the terms and conditions of this Master Agreement may be initiated by the Faculty in a department, the Department Head or the Dean of the College. Faculty Members and Administrators are encouraged to seek the advice of the Office of the Assistant Vice President for Academic Human Resources and the Association prior to proposing revisions. Recommended changes shall be presented to the Faculty in the department, who shall be given an opportunity to vote on any proposed revision(s) and provide a written rationale in support of their position.
- 461           Proposed revisions, the vote of the departmental Faculty and any accompanying written rationale shall be forwarded simultaneously to the Assistant Vice President for Academic Human Resources, the Dean, and the Association, by the Department Head, and shall be reviewed by the Department Head, who shall within thirty (30) calendar days excluding summer term either note concurrence with the recommended changes(s) or, in a written statement, provide a rationale as to why the proposed change should not be approved, and if such statement is not provided within thirty (30) calendar days excluding summer term will be deemed approved by the Department Head. The recommendation for change, the Faculty vote and its written rationale, if provided, and the Department Head's concurrence shall be forwarded to the Dean for consideration. The Dean shall within thirty (30) calendar days excluding summer term either note concurrence with the recommended change(s) or, in a written statement, provide a rationale as to why the proposed changes should not be approved, and if such statement is not provided within thirty (30) calendar days excluding summer term will be deemed approved by the Dean. The recommendation for change, the faculty vote and its written rationale, if provided and the Department Head and Dean's concurrence or written exceptions shall be forwarded by the Dean to the Standing Committee for its consideration. The Standing Committee shall respond, in writing, to the request within thirty (30) calendar days (excluding summer term) either approving the requested change(s) or providing a rationale as to why the proposed changes were not approved.
- 462           b.   Revisions must be submitted to the Standing Committee by no later than January 15 of each academic year and approved by no later than March 15 for such revisions to be applicable in the following year's evaluation process. It is agreed that the Standing Committee will meet twice in each of the fall and winter semesters to consider submitted revisions. A completed and dated signature page must accompany each Departmental Evaluation Document approved. Once approved, copies including the completed signature page, are held by the EMU-AAUP and the Assistant Vice President for Academic Human Resources. Copies are sent to the Department Head for distribution to all Faculty. New Faculty receive the Departmental Evaluation Document from the Department Head.
- 463           c.   In those instances where there is not a majority vote of the Standing Committee to support a recommended change, the Departmental Evaluation Document shall stand as previously written.
- 464           **H.   New Departments and/or College Reorganization**
1.   Tenure-track and Tenured Faculty
- a.   Tenured Faculty shall retain the original date of their Tenure as they are transferred to the new department and said Tenure status shall be recognized thereafter as residing in the new Department.
- b.   Probationary Faculty working towards Tenure shall work towards Tenure in their new Department in accordance with the probationary evaluation schedule in which they were originally hired.
- 465           2.   New Departmental Evaluation Documents
- 466           a.   Departments newly created, split, or merged during the life of this Agreement shall complete the development of a Departmental Evaluation Document and obtain Standing Committee approval by no later than April 30<sup>th</sup> of the first complete academic year following the creation, split, or merger of the department(s).
- 467           b.   Procedural channels identical to those set forth in Article XIII.G. above shall be utilized when submitting proposed documents to the Standing Committee.

- 468 c. In those instances where there is not a majority vote of the Standing Committee to support a newly created  
Evaluation Document by April 30<sup>th</sup> of the first complete academic year following the creation, split, or merger of  
the department(s), applicants from said department shall be evaluated against the standards of performance set  
forth in Article XV of this Agreement.
- 469 d. During the year that a merged, split or newly created department is developing an Evaluation Document, Faculty  
affected by such creation, split, or merger shall be evaluated in accordance with the Departmental Evaluation  
Document that was applicable to their performance prior to said creation, split, or merger.
- 470 3. Evaluations
- 471 a. Until the new Departmental Evaluation Document is approved and takes effect, Faculty shall be evaluated in  
accordance with the performance standards, criteria, and procedures in the Departmental Evaluation Document  
of the original Department. The original department committee, Department Head and Dean shall complete the  
evaluation. In unique circumstances, the College Council will appoint a new department evaluation committee.
- 472 b. Once the new Departmental Evaluation Document is approved and takes effect, Faculty shall be evaluated in  
accordance with the performance standards, criteria, and procedures in the new Departmental Evaluation  
Document. The new department committee, Department Head and Dean shall complete the evaluation.
- 473 4. Departmental Input Document
- a. Newly created or merged departments or colleges, and those departments or colleges that are otherwise absent  
a system for Faculty input as provided in this Agreement, shall develop and submit an Input Document for  
approval by no later than April 30 of the first (1<sup>st</sup>) complete year following the creation, split, or merger of a  
department or college, whichever is applicable. If such are not in place by April 30, as provided herein, the  
generic document developed and approved by EMU and the Association shall be implemented.
- 474 5. Input
- 475 The EMU-AAUP and EMU agree to the following process for any proposed departmental realignment,  
within or across colleges.
- 476 The process will be as follows:
- 477 a. The Dean(s) will ask, in writing, for written input from the affected departments/programs  
on the move of any programs or faculty. The input will be required within thirty (30) working days  
from the day the input is requested.
- 478 Faculty may ask for any information and/or data needed regarding the move from the Dean(s). This  
information and/or data will be provided by the office of the Dean(s) or Academic Human Resources.
- 479 Faculty will vote on whether Faculty members moving from one department to another can be  
appointed based on DED appointment standards.
- 480 A majority of the entire Faculty in the new department must approve giving Tenure and rank to the  
Dean(s) within thirty (30) days of the requested input.
- 481 b. After the Dean(s) receives the input from the affected department faculty, the Dean(s) will decide  
whether or not to move forward with the move.
- 482 If the Dean(s) supports the move, the Dean(s) will ask, in writing, for written input from the appropriate  
College Council(s) on the realignment of any programs or faculty.
- 483 If the Dean(s) does not support the move, the Dean(s) will provide a written response to the faculty in  
the affected Departments regarding the decision to not support the move, as well as respond to specific  
comments, concerns and issues based on the input. The Dean(s) has thirty (30) working days to issue  
the response.
- 484 c. After receiving written input from the College Council(s), the Dean(s) then has thirty (30) working  
days to respond to the input from the College Council(s) and make a decision regarding whether or  
not to allow the move.
- 485 d. If the reorganization is across colleges, the Faculty Senate will provide input to the Provost. The  
Provost will then have thirty (30) working days to respond to the Faculty Senate.

#### ARTICLE XIV. FACULTY APPOINTMENTS, FACULTY PARTICIPATION IN GRADUATE PROGRAMS, REAPPOINTMENTS, TENURE AND PROMOTION

##### 486 A. Appointments and Reappointments: General Provisions

- 487 1. Appointments to the Bargaining Unit shall be probationary (e.g. working toward academic tenure) or tenured (e.g. holding indeterminate academic tenure).
- 488 2. A probationary appointment shall be subject to renewal or non-renewal by EMU at its expiration date, except in those instances in which a Faculty Member is initially appointed in mid-academic year (e.g. at the beginning of the winter term).
- 489 Until a Faculty Member is accorded tenure by EMU, he/she shall be employed on the initial probationary appointment of three (3) years followed by a two (2) year appointment (e.g. initial appointment is for three (3) years, commencing from September 1 of the year one (1) to August 31 of the year three (3), subject to renewal after year three (3) at the August 31 expiration date), except in those instances in which an initial appointment is made after September 1 (e.g. at the beginning of the Winter term). In those instances, said initial appointment shall be adjusted accordingly, and shall thereafter be subject to renewal, pursuant to the provisions of Article XIV.A.2.
- 490 a. In those instances in which a Faculty Member is initially appointed in mid-academic year (e.g. at the beginning of the winter term), the duration between such initial appointment and the following September 1, shall be deemed the first (1<sup>st</sup>) year of appointment, unless the Faculty Member decides not to use this initial period as the first (1<sup>st</sup>) year of appointment. The decision not to use this initial period as the first (1<sup>st</sup>) year of appointment shall be made: 1) by the Faculty Member by October 15 of the first (1<sup>st</sup>) calendar year of his/her appointment by Associate Professors and Professors, or 2) by October 15 of the second (2<sup>nd</sup>) calendar year of his/her appointment by Assistant Professors and Instructors. The Faculty Member shall notify the Department Head of his/her decision in writing by October 15.
- 491 b. In those instances in which a Faculty Member is initially appointed and commences his/her employment with the University during a summer term, said summer term appointment shall not be construed as a part of the Faculty Member's initial probationary year and in such instances, the initial probationary year of appointment shall, for purposes of evaluation for reappointment, tenure and promotion, be construed to have begun on September 1 immediately following said summer appointment.
- 492 3. Full-time Bargaining Unit employees whose principal responsibility is teaching and/or professional library service shall be appointed to the rank of Instructor, Assistant Professor, Associate Professor or Professor.
- 493 4. Faculty Members who are selected to participate in the process of hiring Faculty in their department will be provided with materials that give guidance in proper procedure for searching, interviewing and notifying potential candidates for hire. The appropriate Faculty committee shall make recommendations for appointment and service/rank credit, as defined in Article XIV.A.14. to the Department Head. The recommendation will be based upon evaluation of the candidate's qualifications with respect to standards in the Departmental Evaluation Document and the Agreement. Recommendations for appointment, including any service/rank credit shall be forwarded, in order, to the Department Head or the appropriate administrative agent, the Dean of the college, the Provost and Vice President, the President, and the Board of Regents, for approval or disapproval.
- 494 Department Evaluation Document (DED) Tenure and Rank Academic Qualifications/Credentials must be equivalent to Department Evaluation Document (DED) appointment standards.
- 495 5. Any terms and conditions in a letter of appointment to the Faculty beyond those provided by this Agreement shall be approved by the Provost and Vice President or his/her designee in the Office of the Provost and a copy provided to the Faculty Member and the Association. Any extension(s) or modification(s) of any appointments which include terms and conditions beyond those provided by this Agreement, and any special understandings shall also be stated in writing by the Provost or his/her designee and a copy provided to the Faculty Member and the Association.
- 496 6. In the event an appointment shall be made in any department without the consent of a majority of Faculty Members in that department, the action may be the subject of a grievance on the basis that the appointee is not academically qualified, does not meet the published description of the position, or does not meet the appointment criteria set forth in the Departmental Evaluation Document.
- 497 7. Recommendations for appointment shall be made pursuant to the input system as specified in Article XIII, and only after careful professional review.
- 498 8. Faculty rank in any department shall be granted to a non-Bargaining Unit employee only after providing for the input of the Faculty Members of the department in which rank is being considered, consistent with the provisions of the input system established in accordance with Article XIII.

- 499 9. A regular non-Bargaining Unit employee not previously a member of the Bargaining Unit but who has Faculty rank at EMU and is transferred into the Bargaining Unit shall be considered as a probationary employee for a period of time consistent with his/her rank. This requirement may be waived by EMU and by a majority vote of the Faculty Members of the department in which rank is to be held. Said vote may be conducted at the time of initial appointment as a non-Bargaining Unit employee or at some later time.
- 500 10. A regular non-Bargaining Unit employee who was previously a member of the Bargaining Unit and who transferred out of the Unit while a probationary employee shall if returned to the Unit have a probationary period consistent with his/her rank less the period of time previously served as a probationary employee in the Unit, except that such probationary period shall not be less than two (2) years. The probationary period may be waived by EMU and by a majority vote of the Faculty Members of the department in which rank is to be held. Said vote may be conducted at the time of initial appointment as a non-Bargaining Unit employee or at some later time.
- 501 11. Service as a member of the teaching Faculty with a primary appointment as an Instructor, Assistant Professor, Associate Professor, or Professor prior to the certification of the agent shall be considered as previous membership in the Bargaining Unit.
- 502 12. Service as a full-time temporary employee outside the Bargaining Unit (e.g. Lecturers) may be considered as satisfying a portion of the required years of service specified in this Agreement. A Faculty Member who has full-time teaching or related professional experience at an institution of higher education or equivalent may receive credit at the time of his/her initial appointment for a portion of his/her teaching experience for the purpose of tabulating service/rank credit to determine his/her eligibility for consideration for tenure and/or promotion, provided:
- 503 a. only full-time experience shall be considered for credit;
- 504 b. the service/rank credit given the new hire shall be credited on a one year-for-one year basis;
- 505 c. the total years of credit that are accorded the new hire shall not exceed on-half (1/2) of the total probationary years of service or two, years, whichever is less, that are required before the Faculty Member is eligible for tenure consideration;
- 506 d. the number of years that are to be credited toward the Faculty Member's eligibility for consideration for tenure/promotion are stated in writing in an appointment letter, a copy of which shall be provided the Association.
- 507 In the event that credit for prior experience is not set forth in writing and granted prior to the Faculty Member's initial date of appointment, such credit shall be barred from further consideration.
- 508 13. A Faculty Member who applies for a position in a department other than the department in which he/she is currently assigned (e.g. a department other than that in which he/she currently holds rank and tenure or is working toward tenure), is eligible for consideration for employment in such other department the same as applicants from outside the University and shall be subject to the appointment procedures as specified in this Agreement, except in the case of a Faculty Member who is subject to layoff or on layoff status, who shall have preferential status as specified in Article VIII.
- 509 14. Rank and tenure status may be granted consistent with the appointment procedures provided for in this Agreement, subject to the approval by EMU as herein provided, except that any such appointment with a tenure date prior to the date of appointment in the "new" department shall require the specific approval of both a majority of the Faculty Members in the "new" department and approval of EMU at each review level.
- 510 If departmental votes for new academic administrators are requested by EMU, the Association will be notified prior to the request being made to the department. Approval will be granted consistent with the appointment procedures provided for in this Agreement and the relevant evaluation standards for the department/school in which rank and Tenure are sought. In making their determination for rank and Tenure, Faculty Members shall be entitled to the complete curriculum vita of the administrative appointee, as well as other relevant information that EMU shall make available. As part of the on-campus interview, Faculty Members may request an in-person interview with the new administrative employee prior to making their determination.
- 511 15. Criteria to be followed and procedures to be considered in making decisions regarding applications for reappointment are set forth in Article XV.
- 512 **B. Faculty Participation in Graduate Programs**
- 513 Departments shall periodically review criteria for Faculty participation in graduate programs as part of the process of program review.

514 **C. Tenure**

- 515 1. The primary purpose of academic tenure originally and presently is the preservation of academic freedom. That  
freedom, protected by a sufficient degree of economic security to make the profession attractive to men and women  
of ability, is essential if the Professor and thereby the University is to fulfill the function of being that agency in society  
devoted to the search for and exposition of truth. At Eastern Michigan University, academic tenure is awarded to a  
Faculty Member only after he/she has proven himself/herself to be a worthy member of the University community.
- 516 2. The years of a probationary appointment for which a Faculty Member is evaluated and may be granted tenure are  
dependent on the rank at which the initial appointment is made, as follows:

517	<i>Initial Appointment Rank</i>	<i>Evaluation of Tenure</i>
	Professor	Third Probationary Year
	Associate Professor	Fourth Probationary Year
	Assistant Professor	Fifth Probationary Year
	Instructor	Sixth Probationary Year

- 518 3. Faculty members who do not have United States permanent resident status at the time of hire will follow the  
evaluation schedule in Article XV. However, they will not be accorded Tenure until they have attained lawful  
permanent resident status in the United States, or otherwise have the right to reside permanently in the United States  
by April 30, within five (5) years following the year in which final application for Tenure is made. Failure to earn  
Tenure will result in the Faculty Member not being reappointed. Failure to obtain lawful permanent resident status in  
the United States within five (5) years following the year in which final application for Tenure is made, or otherwise  
have the right to reside permanently in the United States will result in the Faculty Member not being reappointed.
- 519 4. When tenure is granted it shall become effective at the beginning of the following academic year.
- 520 5. In those instances in which a Faculty Member's last opportunity for tenure evaluation, as set forth above, results in the  
denial of tenure, or in the instance that a Faculty Member is not reappointed after their pre-Tenure full review, said  
Faculty Member shall be reappointed for one additional year to the Bargaining Unit in the department/area in which  
Tenure/reappointment was denied. Such individuals are not eligible for reconsideration or further evaluation for  
Tenure/reappointment during a terminal year appointment.
- 521 6. Appointments with tenure will be indeterminate and may be terminated only for a reasonable and just cause, except  
in the case of retirement (Article XX), medical disability (Article XI), or layoff (Article VIII).
- 522 7. A non-Bargaining Unit employee who has Faculty rank at EMU and who has been previously granted tenure while a  
member of the Bargaining Unit shall, if returned to the Bargaining Unit, have his/her tenure recognized.
- 523 9. There shall be no arbitrary establishment of a fixed proportion of tenured to non-tenured Faculty Members in the  
University or any division thereof.
- 524 10. Criteria and procedures to be considered in making decisions regarding tenure are set forth in Article XV.

525 **D. Promotion**

- 526 1. It is recognized that in certain academic disciplines attainment of specific degrees may be less directly related to  
professional performance than in others. Academic attainment is stated below in terms of minimum degrees.  
However, departments may establish appropriate professional equivalencies for each of the academic requirements  
indicated below, subject to the approval of the Provost or his/her designee. These established equivalencies shall be  
respected by all persons evaluating an applicant for promotion.

527 **Instructor**

528 Master's degree or equivalent preferred.

529 **Assistant Professor**

530 Two (2) years as an Instructor, Doctor's degree or equivalent preferred.

531 **Associate Professor**

532 Five (5) years as an Assistant Professor, Doctor's degree or equivalent preferred.

533	<b>Professor</b>	
534	Five (5) years as an Associate Professor, Doctor's degree or equivalent preferred.	
535	In each of the above instances, only years in rank at Eastern Michigan University and those years of prior experience credited in accordance with the provisions of XIV.A.14 shall be considered.	
536	<b>Full Professor Salary Adjustment</b>	
537	A tenured faculty member who has held the rank of Professor for ten (10) or more years may apply for a Full Professor Salary adjustment. With the exception of years in rank, the evaluation criteria and procedures for this recognition are identical to those employed for a promotion of Associate Professor to Professor. A faculty member who is awarded this recognition shall have his/her salary increased by the amount specified in Article XVIII.J. at the beginning of the next academic year. For the determination of salary increases in subsequent years, the salary adjustment shall be treated as part of base pay. A Professor may apply and receive this salary adjustment to his/her base every ten (10) years.	
538	2.	There shall be no arbitrary establishment of a fixed proportion of Faculty ranks in the University or any division thereof.
539	3.	Criteria and procedures to be considered in making decisions regarding applications for promotion are set forth in Article XV.
540	<b>E. Tabulation of Duration of Appointments</b>	
541	To earn a full year of service/rank credit for the purposes of tenure, promotion, eligibility for Sabbatical Leave or Faculty Research/Creative Activity Fellowships, etc., a Faculty Member must be on a 100% appointment for a minimum of thirty-two (32) weeks during the regular fall/winter Semesters or while serving on a formal appointment under Plan C or Plan C1. Faculty Members who work less than thirty-two (32) weeks during the regular fall /winter semesters or while serving on a formal appointment under Plan C or Plan C1, or whose appointment is less than 100%, shall have their service/rank credit proportionately reduced. A Faculty Member shall not earn more than one (1) full year's service/rank credit during any twelve (12) month period commencing September 1 through and including August 31.	
	With these general guidelines, Faculty Members shall, except as otherwise provided in this Agreement, be accorded service/rank credit, as follows:	
542	<i>Creditable</i>	<i>Non-Creditable</i>
	Service on Grants directly related to the Faculty Member's discipline	Time spent on unpaid leaves except as provided for in Article XI.
543	Released time as provided for under Article V	Service on grants not directly related to the professional field in which the Faculty Member is employed by the University.
544	Time spent on Sabbatical Leaves or Faculty Research/Creative Activity Fellowship Leaves.	
545	Other time spent on leave where service/rank credit is approved by EMU.	
546	Prior experience at other institutions of higher education or equivalent for which credit is given at the time of hire in accordance with the provisions of XIV.A.14.	

- 547 F. All grants of tenure or promotion shall become effective at the beginning of the academic year following the academic year  
in which application for same is made.

**ARTICLE XV. EVALUATION CRITERIA AND PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, AND PERIODIC REVIEWS OF TENURED FACULTY** (Untenured faculty hired before September 1, 2015 will follow Article XV in the 2012-2015 Collective Bargaining Contract [See Appendix E.]

**548 A. General Provisions**

- 549 1. Each department shall conduct Faculty evaluations using procedures, techniques, and criteria specified in its  
Departmental Evaluation Document developed and/or subsequently modified in accordance with the Faculty input  
system as provided for in Article XIII.
- 550 2. There are two (2) kinds of evaluations of Faculty performance: (1) Full Evaluations of probationary and tenured Faculty  
for reappointment, tenure, promotion and Full Professor Salary Adjustments; and (2) Professional Evaluations of  
tenured Faculty Members.
- 551 3. Evaluations shall be conducted in accordance with the schedules established in this article. Faculty Members have ten  
(10) working days to respond to an evaluation.
- 552 4. Annual Activity Reports
- 553 By no later than October 15 of each year every tenured Faculty Member shall complete and submit, electronically, an  
Annual Activity Report to his/her Department Head unless the Faculty Member is on leave and time is not creditable  
pursuant to Article XIV.E. The information contained in the Annual Activity Report shall provide the basic data for  
professional performance evaluations of tenured Faculty Members. Department Heads may provide additional  
relevant documentation.
- 554 5. Evaluation Dossiers
- 555 a. All Faculty are required to maintain an electronic Evaluation Dossier. The dossier will be  
used by all evaluators in evaluating Faculty, including for reappointment, tenure, promotion, professional  
performance evaluations, and Full Professor Salary Adjustment.
- 556 b. The Evaluation Dossier is to be a 'living' document that can be added to at any time up until  
October 15 of the year the Faculty Member is applying for Tenure, or until February 1 of the year  
the Faculty Member is applying for promotion or for a Full Professor Salary Adjustment. On  
October 15 of the year a Faculty Member will be evaluated for Tenure, the dossier will be closed and  
no information may be added to the dossier after October 15. On February 1 of any year a Faculty  
Member is applying for promotion or for a Full Professor Salary Adjustment, the dossier will be closed  
and no information may be added to the dossier after February 1.
- 557 c. Evaluators will not be given access to a Faculty Member's dossier before October 15 or February 1  
of any year a Faculty Member is up for evaluation.
- 558 d. It is the Faculty Member's responsibility to maintain and add documents to the Evaluation Dossier.  
The Evaluation Dossier must include all documents that a Faculty Member wants evaluated.

**559 B. Evaluation Criteria**

- 560 1. Instructional Effectiveness
- 561 a. The required and most important criterion is Instructional Effectiveness. The teaching Faculty shall give evidence  
of ability and commitment to lead students of varying capabilities into a growing understanding of the subject  
matter, tools, and materials of their disciplines. In the case of Faculty released from teaching, Instructional  
Effectiveness is the equivalent of the activity for which the release was awarded. In the case of library Faculty,  
satisfactory professional performance shall be the equivalent of Instructional Effectiveness.
- 562 b. Evaluation techniques for all Faculty Members shall include at least the following types of evaluation of teaching:  
peer evaluations, Department Head evaluations, student evaluations, and self evaluations. Where appropriate,  
assessment of academic advising of students shall also be included. Departments shall incorporate in their  
Departmental Evaluation Document: 1) a set or sets of approved questions for the student evaluation form  
comprised of the two core items plus no fewer than an additional six items determined by a vote of Faculty  
Members in the Department. An additional set of at least six questions shall be prepared for student evaluation  
of courses that include on-line instruction. 2) approved questions for peer and Department Head classroom  
visitations, and additional approved questions appropriate for evaluation of on-line instruction. 3) a procedure  
for classroom visitations, covering whether and when notice of the visit will be given to the Faculty Member. 4) a

procedure for evaluation of on-line instruction that limits such evaluation to a single lesson or unit of the course, equivalent to one face-to-face course meeting during which the faculty member shall be present. Each individual peer and Department Head classroom visitation or on-line course observation and related evaluative statements shall be in writing, shall name the observer, and shall be provided to the Faculty Member within five (5) working days following the classroom visit. Rationale for evaluative statements must be explained and/or documented. The Faculty Member shall be entitled to up to two additional peer evaluations by faculty chosen by mutual agreement of the Faculty Member and the Department Head. This agreement must be reached by October 15, if the Faculty Member is being evaluated for reappointment or tenure; by February 1, if the Faculty Member is being evaluated for promotion or for a Full Professor Salary Adjustment.

- 563 c. Faculty Members shall be responsible for retaining all original copies of approved student evaluation forms and summary reports, including handwritten comments, for the period under evaluation. During any evaluation of Instructional Effectiveness, the Faculty Member shall provide to evaluators any and all copies of forms and reports, including handwritten comments, for such period.
- 564 d. All Full Evaluations (including Full Professional Performance Evaluations of tenured Faculty) must include classroom visitations by the Department Head and at least two (2) members of the appropriate departmental committee. Responsibility for setting up classroom visitations rests with the parties doing the evaluation of the Faculty Member. Classroom visitations as a part of Full Evaluations occur after October 15, unless mutually agreed to by all parties involved.
- 565 2. Scholarly/Creative Activity
- 566 The manner in which each of the Scholarly/Creative Activities listed below is counted toward fulfilling the evaluation criteria of each department is governed by its Departmental Evaluation Document.
- 567 a. Faculty Member shall give documented evidence of his/her contribution to his/her discipline or area of specialization within the discipline or in an interdisciplinary specialization by scholarly investigation (e.g. research) and/or creative activity, and of its publication or other dissemination in one of the following ways:
- 568 (1) among practitioners in his/her discipline; or
- 569 (2) among a wider community.
- 570 b. It is intended that the Faculty Member shall utilize his/her expertise to address problems in his/her discipline or in an interdisciplinary specialization through scholarly and/or creative activity that clearly contributes to the discipline, specialization, or interdisciplinary area through:
- 571 (1) Scholarly investigation, creative activity and/or research of an original and/or previously unreported nature; or
- 572 (2) applied research, investigation, or scholarly analysis of existing research, information, and creative endeavors resulting in the development of new data, information, applications, and/or interpretations.
- 573 (3) In disciplines where practice and tradition include Faculty involvement in student research which is subsequently published or otherwise disseminated, such research shall not be barred from consideration as appropriate scholarly activity, insofar as said Faculty involvement is shown to fulfill the expectations in Section 2.b.(1) or 2.b.(2) above.
- 574 (4) In recognition of the need to encourage the retraining of Faculty to assume professional responsibilities in areas where available expertise is in short supply, completion by the Faculty Member of a retraining program which brings him/her to a specified level of skill in such area of need may be applied toward satisfaction of the Scholarly/Creative Activity criterion for such purposes and for such period of time only as expressly approved in writing by the appropriate departmental committee, the Department Head, the college Dean and the Provost and Vice President. In those instances where written approval of a retraining program is not obtained in advance, retraining shall be barred from consideration when the Faculty Member's Scholarly/Creative Activity is evaluated.
- 575 c. Each of the three (3) activities below may, under the conditions specified, be considered as partially fulfilling the Scholarly/Creative Activity criterion. The Scholarly/Creative Activity criterion cannot be satisfied by any of these alone, or solely in combination with each other.
- 576 (1) Professional Development



- 577 Professional development shall be an acceptable substitute for Scholarly/Creative Activity, only as specifically  
allowed in Departmental Evaluation Documents amended after September 1, 1993.
- 578 EMU and the Association recognize the value of substantive professional development activities that may be  
undertaken by Faculty to enhance their delivery of classroom instruction and/or expand their professional  
knowledge base. In order to encourage Faculty to engage in such endeavors, professional development  
activities may be applied toward satisfaction of the Scholarly/Creative Activity criterion insofar as these  
activities are clearly in addition to those necessary to maintain the level of knowledge and/or expertise in the  
Faculty Member's discipline or area of specialization required to fulfill the Instructional Effectiveness  
standards (Article XV.B.1.) of this Agreement, subject to the following conditions:
- 579 Prior to undertaking any professional activity for which credit may be sought, a Faculty Member shall submit  
a written proposal for pre-approval to his/her department. The proposal shall outline the professional  
activity, its duration and the projected benefits of the activity. If approved by the Department Head and the  
appropriate departmental committee, the professional development, when completed, shall be evaluated to  
determine if it fulfills the criteria for such professional development contained in the Departmental  
Evaluation Document.
- 580 (2) Grant Development/Administration
- 581 EMU and the Association recognize the need to encourage Faculty to engage in the vital process of seeking,  
obtaining and administering grants from outside agencies. The preparation of grant proposals for outside  
agencies, whether funded or not, and/or the administration of a grant project, shall be considered as  
Scholarly/Creative Activity (unless preparation is done during release time from instruction; it would then be  
considered Instructional Effectiveness) if said preparation involves scholarly activity (e.g. research or  
teaching projects) of a substantial nature. The applicant must document such activity and the importance of  
the endeavor to the discipline or interdisciplinary area, the department, the college or University, as set forth  
in Article XV.B.2.b. above.
- 582 (3) Doctoral Dissertation Research
- 583 Doctoral dissertation research undertaken by Faculty in those departments where the doctorate is not  
recognized as the terminal degree or required for the purpose of achieving tenure shall be considered as  
Scholarly/Creative Activity in the year(s) in which such research is undertaken, provided the applicant  
furnishes documentary evidence of the nature of the research and provides an abstract documenting the  
importance of the endeavor to the discipline and the appropriate departmental committee and Department  
Head provide a qualitative statement supporting the importance of the doctoral research.
- 584 3. Service
- 585 The Faculty Member must:
- 586 a. Give evidence of service in the department.
- 587 Further, the Faculty Member must:
- 588 b. Give evidence of interest and activity that extends beyond the department into areas such as University and  
college-wide committees, student activities, professionally related community affairs, and grant activities, either  
disciplinary or interdisciplinary if not counted as Scholarly/Creative Activity. If activity is counted as  
Scholarly/Creative Activity, it cannot be counted as service.
- 589 **C. Departmental Evaluation Documents**
- 590 1. The foregoing criteria must be applied to applicants engaged in disciplines as varied as dance, literature  
marketing, physics, and mathematics. To guide applicants within the various disciplines concerning  
activities which might be considered appropriate as counting toward fulfillment of these criteria, EMU and  
the Association have recognized the need for evaluation documents within each department, as provided in  
Article XIII.
- 591 2. To clarify the role of Departmental Evaluation Documents in specifying the ways in which contract  
requirements may be met, EMU and the Association hereby reaffirm and make clear their intent that, in  
addition to satisfying the conditions set forth in the applicable Departmental Evaluation Documents, all  
candidates for reappointment, tenure, and promotion must satisfy without exception and irrespective of the  
terms of any Departmental Evaluation Document, application form, or other document to the contrary, all  
elements of the evaluation criteria provided herein, and all other terms and conditions of this Agreement.

592 3. In those instances where a requirement set forth in this Agreement diverges from a requirement set forth in the  
 Departmental Evaluation Document, the more stringent requirement shall apply, except as modified by this  
 Agreement. For purposes of further clarification, each Departmental Evaluation Document contains listings of  
 activities that might be considered appropriate as counting toward fulfilling obligations in the areas of Instructional  
 Effectiveness, Scholarly/Creative Activity, and Service. However, the fact that an applicant may cite an activity which is  
 included in a Departmental Evaluation Document does not mean that it will automatically count toward fulfilling an  
 evaluation criterion. Each Faculty Member must provide qualitative documented evidence that establishes that  
 he/she has, in fact, satisfied the appropriate evaluation criteria. No activity shall count towards fulfilling an evaluation  
 criterion without such qualitative documentation unless otherwise provided herein.

593 **D. Service Rank Credit**

594 Only work completed while a Faculty Member is in rank at EMU may be counted for purposes of reappointment,  
 tenure, and promotion decisions, unless, in accordance with Article XIV.A., partial service/rank credit is  
 granted for experience prior to joining the Faculty at EMU. The partial service/rank credit which a Faculty  
 Member receives at the date of hire, and the Instructional Effectiveness, Scholarly/Creative Activity, and Service  
 documented during the period of time for which he/she is given credit at the initial date of hire shall be creditable  
 for reappointment, tenure, and/or promotion, insofar as: (a) the activities are consistent with the definitions set  
 forth in the Agreement; (b) the activities fulfill the standards of the Faculty Member's Departmental Evaluation  
 Document; and (c) the Faculty Member's application for reappointment, tenure, and/or promotion is in compliance  
 with the terms and conditions of this Agreement.

595 **E. Procedures for Faculty Evaluation**

- 596 1. Evaluations shall be initiated in order that all reappointment, tenure, promotion, Professional Performance Evaluations  
 of tenured Faculty, and termination decisions may be made in accordance with the time schedules provided in this  
 Agreement.
- 597 2. It is recognized that the evaluation process is a continuing one, intended for constructive purposes. The Department  
 Head shall provide regular opportunity to discuss professional evaluation and to offer assistance to the Faculty  
 Member in the improvement of his/her professional performance.
- 598 3. Evaluations shall not be conducted during a term that a Faculty Member is on leave (as provided for in Article XI  
 and/or XII).

599 **F. Schedule of Evaluations for Probationary Appointments: Reappointment/Tenure for Faculty**

- 600 1. Evaluations of probationary Faculty Members shall be conducted consistent with the following schedule:

601

INITIAL APPOINTMENT RANK	EVALUATION SCHEDULE					
	YEAR					
	1	2	3	4	5	6
PROFESSOR		F	T			
ASSOCIATE		F	I	T		
ASSISTANT		I	F	I	T	
INSTRUCTOR		I	F	I	I	T

F = Full Evaluation  
 T = Tenure Evaluation  
 I = Interim Meeting

602 In a Faculty Member's first year of employment with EMU, no evaluation is required.

603 A Faculty Member's rank at initial appointment shall determine the evaluation schedule for Full Evaluation and Interim  
 Meetings.

604 2. Interim Meetings

605 Interim Meetings provide a review of a Faculty Member's professional activities in the years prior to Faculty  
 Member's Full Evaluation and Tenure.

606 Faculty performance is reviewed in the department without formal written evaluation.

- 607 Interim Meetings must consist of a meeting with the Department Head and the appropriate departmental committee and will focus primarily on a Faculty Member's meeting expectations for tenure. This meeting needs to be completed by February 15. The discussion shall include both the positive elements seen as well as those elements of the Faculty Member's performance where improvement might reasonably be expected by the time the Faculty Member applies for Tenure. The evaluators shall give some indication as to whether or not the Faculty will meet the appropriate department standards.
- 608 By October 15 of a Faculty Member's second year of appointment, he/she must submit his/her Student Evaluations from year one (1) to the Department Head. The Department Head and the appropriate departmental committee will review the Student Evaluations and will meet with the Faculty Member. This meeting needs to be completed by February 15 and the Dean and Provost and Assistant Vice President of Academic Affairs need to be informed, in writing, that the Interim Meeting has been completed.
- 609 In the year prior to Tenure, the Department Head and appropriate departmental committee will meet with the Faculty Member and review the Faculty Member's Full Evaluation for reappointment from the previous year. The discussion shall focus on the elements of the Full Evaluation where improvement in the Faculty Member's performance was indicated. The evaluators will give some indication as to whether or not deficits (if any) seen in the Full Evaluation of the Faculty Member's performance are developing in a way that is appropriate for the department's standards for Tenure.
- 610 Evaluations particular to the Interim Meeting process shall not set precedent for the written evaluation or ratings resulting from a Full Evaluation of any Faculty Member.
- 611 **E. Procedures for all Faculty Members Undergoing Full Evaluations**
- 612 1. Full Evaluations of Probationary Faculty Members for Reappointment and/or Tenure
- 613 a. For the purpose of determining whether or not a Faculty Member is eligible for reappointment and/or tenure, periodic Full Evaluations of probationary Faculty Members shall be conducted in accordance with the evaluation schedule as set forth in XV.C. and D. above.
- 614 b. By October 15 of each academic year that a Faculty Member is scheduled for a Full Evaluation, he/she shall submit an application for evaluation to the Department Head wherein he/she provides a complete and documented statement of his/her Instructional, Service, and Scholarly/Creative activities. Scholarly/Creative activities which have been submitted for review, but which have not yet been accepted for publication or other dissemination in a specific form and forum (e.g. a specific journal, conference, or exhibition) may be included in the October 15 application if the Faculty Member has a reasonable expectation that they will be accepted prior to March 1 of the following year. Such Scholarly/Creative activities for which documented acceptance in the originally specified form (including editorially required modifications) and forum of dissemination is received prior to March 1 shall be deemed to satisfy the documentation requirement for the Full Evaluation.
- 615 c. It is not required that a Faculty Member make separate application for reappointment and/or tenure. A determination of a Faculty Member's eligibility for tenure shall be made in any Full Evaluation conducted in a reappointment year in which a Faculty Member has fulfilled the minimum number of years of service required for him/her to be granted tenure as provided in Article XIV.C.2.
- 616 d. Full Evaluations shall take into consideration the record of Instructional Effectiveness, Service and Scholarly/Creative Activity performed since the Faculty Member's initial probationary appointment or last Full Evaluation, whichever is applicable, unless credit is accorded for experience pursuant to Article XIV.A.14. The Faculty Member's first (1<sup>st</sup>) Full Evaluation of Scholarly/Creative Activity for Associate Professor (Year 2), Assistant Professor (Year 3), and Instructor (Year 3) shall serve only to inform the Faculty Member of his/her progress in this area of performance. In all cases, a rating shall be assigned to the Faculty Member's performance in Scholarly/Creative Activity, but this rating shall be advisory only. The recommendation to reappoint or not reappoint during the first (1<sup>st</sup>) Full Evaluation shall be based solely on the Faculty Member's performance in Instructional Effectiveness and Service.
- 617 e. Full Evaluations shall be conducted in accordance with the procedures and techniques in the applicable Departmental Evaluation Document and the provisions of this Agreement, insofar as said procedures and techniques are available (e.g. due to the publication date, University student evaluations' results may not be available). All evaluations shall be based on the standards of performance of said Departmental Evaluation Document and this Agreement.
- 618 f. The Faculty Member's response to his/her evaluation(s) and the evaluation(s) shall be forwarded in turn to the Dean and Provost and Executive Vice President for their review. The Provost and Executive Vice President shall notify the Faculty Member by no later than March 15 of his/her decision.

- 619 g. Faculty Members receiving two (2) years service rank credit at the time of their initial appointment shall submit their application materials for review no later than February 1 of the first (1<sup>st</sup>) year of their appointment. The Provost and Vice President shall notify the Faculty Member by no later than May 31 of his/her decision regarding reappointment.
- 620 2. Full Evaluation of Faculty Members Applying for Promotion
- 621 a. A Faculty Member who is eligible simultaneously for tenure and promotion in the same academic year shall have the option of indicating via a checkbox on the Reappointment/Tenure application form that the application for Full Evaluation submitted on October 15 is also an application for promotion.
- 622 An update covering any activities between October 15 and February 1 may be provided by the applicant on February 1.
- 623 The Faculty Member who is not simultaneously a candidate for tenure shall inform the Department Head in writing of his/her intent to apply for promotion by the previous October 15.
- 624 Applications for promotion must be submitted by February 1.
- 625 Scholarly/Creative activities which have been submitted for review, but which have not yet been accepted for publication or other dissemination in a specific form and forum (e.g. a specific journal, a conference, or exhibition) may be included in the February 1 application, if the Faculty Member has a reasonable expectation that they will be accepted prior to May 15.
- 626 Such Scholarly/Creative activities for which documented acceptance in the originally specified form (including editorially required modifications) and forum of dissemination is received prior to May 15 shall be deemed to satisfy the documentation requirement for the promotion application.
- 627 b. Application forms shall be consistent with the criteria and terms of this Agreement and shall be made available to Faculty Members by the Provost through their departmental offices. The Faculty Member eligible simultaneously for tenure and promotion in the same academic year shall have the option of indicating via a check box on the application form that the application for Full Evaluation submitted on October 15 is also an application for Promotion.
- 628 c. Evidence of the Faculty Member's Instructional Effectiveness, Scholarly/Creative Activity and Service since his/her last promotion, or, if applicable, initial appointment, shall be included in the application for promotion which shall be evaluated in accordance with the standards of performance, procedures and techniques as provided in the applicable Departmental Evaluation Documents and this Agreement, insofar as said procedures and techniques are available (e.g., due to the publication date, University student evaluation results may not be available).
- 629 d. The Faculty Member's response to his/her evaluation(s) and the evaluation(s) shall be forwarded in turn to the Dean and the Provost and Vice President for their review. The Provost and Vice President shall advise the applicant of the results of his/her review by no later than May 31.
- 630 3. Applicant Responsibility-Full Evaluation for Reappointment, Tenure and Promotion
- 631 It is the responsibility of each Faculty Member to document in clear and explicit terms both the quantity and quality of his/her activities. An Application for Full Evaluation shall include a brief narrative statement for each evaluation criterion explaining how and to what extent the activities claimed have met the standards set forth in the Departmental Evaluation Document and the terms of this Agreement, or where, if applicable, they have exceeded those requirements.
- 632 For example, a given Departmental Evaluation Document may specify that a Faculty Member's participation in meetings of professional societies, or regional or local sub-groups of such societies, will serve as a valid category/type of activity which may be cited in support of the Faculty Member's application for promotion. Such participation alone, however, does not relieve the Faculty Member of the burden of providing documented evidence detailing in clear and explicit terms in what specific respects his/her participation in such activity contributed to his/her discipline or area of specialization, or satisfies such other criteria for which it is offered. EMU and the Association intend to stress particularly the requirement that each evaluation candidate must, in his/her narrative statement submitted in support of his/her claims of Scholarly/Creative Activity, explain in clear and explicit terms precisely how, why, and to what extent each of the cited activities has contributed to the discipline or area of specialization and otherwise fulfills the Scholarly/Creative Activity criterion of his/her evaluation document and the terms of this Agreement, or where, if applicable, they have exceeded those requirements.

- 633 In those instances where a Faculty Member has cited activities which appear in refereed journals or are published by  
634 reputable sources, or are presented in a clearly refereed format, reference to these activities and inclusion of copies of  
these materials (where feasible) shall be deemed to satisfy the documentation requirements.
- 634 4. Departmental Committee and Department Head Responsibilities – Full Evaluation
- 635 a. The Department Head shall provide each Faculty Member with the opportunity to bring his/her record of  
professional preparation and achievements (e.g. degrees, publications, etc.) up to date annually and shall deposit  
these additional records in his/her official personnel file and/or departmental file. It shall be the Department  
Head's responsibility to:
- 636 (1) Secure and maintain the results of all evaluations undertaken for the assessment of the Faculty Member's  
performance and make them available to the appropriate departmental committee at the time of the  
evaluation.
- 637 (2) Make available to the departmental committee, the application and all supporting documentation  
submitted by the Faculty Member.
- 638 b. The appropriate departmental committee shall review the application, all supporting data, and the evaluations  
conducted pursuant to this Article. Upon completion of the review, the committee shall prepare an evaluation  
report on the applicant.
- 639 The evaluation report shall be supported by narrative statements which explain in clear and explicit terms  
how/why the applicant's activities do or do not satisfy the standards of performance in the Departmental  
Evaluation Document and the terms of this Agreement. Specifically, the departmental committee shall explain:
- 640 (1) The evaluation efforts which were conducted and their individual results.
- 641 (2) The qualitative and, where applicable, quantitative basis for all ratings which were assigned.
- 642 (3) Precisely how and to what extent the activities claimed do or do not satisfy the standards of performance  
of the Faculty Member's Departmental Evaluation Document and the criteria of Article XV.B. above, and, in  
particular, how those activities claimed as Scholarly/Creative Activity have contributed to the discipline or  
area of specialization.
- 643 The departmental committee shall submit a copy of its evaluation to the Faculty Member, who shall have  
ten (10) working days to respond. (Copies of all letters of denial shall be forwarded to the Association and  
the Assistant VP for Academic Human Resources at the same time that they are submitted to the applicant.)  
The departmental committee shall forward to the Department Head the following:
- 644 (a) The Faculty Member's application and supporting materials.
- 645 (b) The departmental committee's evaluation.
- 646 (c) All other supporting documentation, evaluation results, etc.
- 647 (d) Any response(s) from the Faculty Member.
- 648 c. The Department Head shall prepare his/her evaluation report taking into consideration:
- 649 (1) The Faculty Member's application and supporting materials.
- 650 (2) The departmental committee's evaluation.
- 651 (3) The results of all evaluations undertaken for the assessment of criteria in XV.B., and other supporting  
documentation.
- 652 (4) Any response(s) of the Faculty Member to the departmental committee's evaluation.
- 653 The Department Head shall include in his/her evaluation, narrative statements which explain in clear and  
explicit terms how/why the applicant's activities do or do not satisfy the standards of performance in the  
Departmental Evaluation Document and the terms of this Agreement. Specifically the Department Head  
shall explain:
- 654 (a) The evaluation efforts which were conducted and their individual results.

- 655 (b) The qualitative and, where applicable, quantitative basis for all ratings which were assigned.
- 656 (c) Precisely how and to what extent the activities claimed do or do not satisfy the standards of performance of the Faculty Member's Departmental Evaluation Document and the criteria of Article XV.B. above, and in particular, how those activities claimed as Scholarly/Creative Activity contributed to the discipline or area of specialization.
- 657 The Department Head shall submit a copy of his/her evaluation to the Faculty Member, who shall have ten (10) working days to respond.
- 658 Copies of all letters of denial shall be forwarded to the Association and the Assistant VP of Academic Human Resources at the same time they are sent to the applicant.
- 659 d. The Department Head shall forward to the Dean the following:
- 660 (1) The Faculty Member's application and supporting materials.
- 661 (2) The departmental committee's evaluation.
- 662 (3) The Department Head's evaluation.
- 663 (4) The results of all evaluations undertaken for the assessment of the criteria in XV.B. and all other supporting documentation.
- 664 (5) Any response(s) of the Faculty Member to the departmental committee's or Department Head's Evaluation.
- 665 Any and all of the items (1), (2), (3), (4), or (5) shall be placed in the Faculty Member's personnel file, with the exception that should an application be supported by documentation in the form of original works, publications (e.g. books and magazines), or other items too costly to copy, said documentation shall be forwarded in accordance with this Article through the review process and, upon completion of all reviews, returned to the Faculty Member.
- 666 5. Dean's Responsibility – Full Evaluation
- 667 Full Evaluations shall be reviewed by the Dean in accordance with the standards of performance in the Departmental Evaluation Document and the terms of this Agreement. The Dean shall submit a copy of his/her evaluation to the Faculty Member explaining why the particular judgment has been made. The Faculty Member shall have ten (10) working days to respond. The recommendation at this level, together with any response from the Faculty Member, together with all prior recommendations and other materials previously forwarded by the Department Head shall be forwarded to the Provost and Executive Vice President.
- 668 a. Copies of all letters of denial shall be forwarded to the Association and the Assistant VP of Academic Human Resources at the same time they are sent to the applicant.
- 669 6. Provost's Responsibility – Full Evaluation
- 670 a. Applications for Reappointment/Tenure
- 671 The Provost and Vice President shall review the Full Evaluations for reappointment and tenure and on or before March 15, advise the applicant of the results of his/her review and forward his/her recommendations to the President for his/her approval of reappointments and recommendation to the Board of Regents for granting of tenure. If notice of non-reappointment or of final denial of tenure is not given by March 15, a Faculty Member's appointment shall be extended for an additional year, during which time a decision to reappoint or to grant or deny tenure, whichever, is applicable, shall be made.
- 672 b. Applications for Promotion
- 673 The Provost and Vice President shall review the Full Evaluations for promotion on or before May 31, advise each applicant of the results of his/her review and forward his/her recommendations to the President for his/her approval.
- 674 7. Reappointment and promotion shall be deemed granted upon approval of the President. Tenure shall be deemed granted upon the Board of Regents' approval. Tenure, promotion and promotional salary adjustments provided in Article XVIII of this Agreement shall become effective at the beginning of the next academic year.

- 675 8. Faculty Members may withdraw their applications for promotion at any time upon written request at the appropriate level without prejudice. All materials specifically submitted by the applicant shall be returned to the Faculty Member; other materials shall be returned to the departmental personnel file.
- 676 9. The parties recognize that decisions with respect to the reappointment, tenure, and promotion of a Faculty Member result from critical professional evaluations and judgments. All individuals evaluating applications for reappointment, tenure, and promotion shall apply the standards of performance in the Departmental Evaluation Documents insofar as they are consistent with the terms of this Agreement, and they shall rate the applicant in accordance with the criteria and standards of performance therein. The requirements specified and provided in Article XIV, in addition to the result of evaluations as herein provided, shall be considered in making reappointment, tenure, and promotion decisions.
- 677 10. Negative Review
- 678 a. Applications for reappointment, final evaluation for tenure, and promotion which receive negative recommendations shall be forwarded through administrative review channels in the same manner as those which receive positive recommendations, after the committee or person recommending the rejection has written a letter to the Faculty Member clearly stating the criteria and relevant data upon which the rejection is based, subject to the provision of Article XV.E.10.d. below.
- 679 b. In the event that the Provost and Vice President disapproves of any recommendation for reappointment or a final tenure recommendation by the departmental committee or the Department Head, the recommendation shall be returned with a statement of reasons to the department for reconsideration and further recommendations. A copy of any such statement of reasons and request for reconsideration and further recommendations shall be sent to the Faculty Member at the same time as the statement is sent to the department. When a response to the Provost's request is provided by the department, a copy shall at the same time be provided to the Faculty Member.
- 680 c. Further, should an application be returned to the department it shall be returned to the person(s) who made the original recommendation with which the Provost and Vice President takes issue and shall be returned within five (5) days of receipt thereof to the Provost and Vice President.
- 681 d. To deny a Faculty Member's application for re-appointment, tenure, or promotion, the Department Head, the Dean, or the Provost and Vice President must base such denial upon justifiable factors relative to the Faculty Member's failure to meet the standards of performance or other conditions set forth in this Agreement and/or the Departmental Evaluation Document. All letters of denial must clearly and concisely state the reasons for the denial and address themselves to how the applicant has been judged to have failed to satisfy the terms of this Agreement and/or the Departmental Evaluation Document.
- 682 e. Copies of all letters of denial shall be forwarded to the Association at the same time that they are sent to the applicant.
- 683 F. For purposes of this Article, denial shall be construed to have occurred when the Provost and Vice President denies a reappointment, award of tenure, or promotion, or supports such denial from an earlier review and recommendation level. However, grievances of procedural violations in the evaluation process must be filed at the appropriate Step of the grievance procedure (Step 1, 2 or 3) as provided in Article VII, subject to the time limits provided therein.
- 684 Denial of reappointment, tenure, or promotion of a Faculty Member shall be subject to review under the grievance procedure provided for in Article VII, commencing at Step 3.
- 685 G. **Professional Performance Evaluations of Tenured Faculty**
- 686 1. Standards of Performance
- 687 It is required that all tenured Faculty Members meet the criteria set forth in Article XV.B. above at a satisfactory level. In accordance with the rating scale provided in all Departmental Evaluation Documents, a rating of Average denotes performance commensurate with the expectations for the Faculty Member's rank; therefore, in order for a tenured Faculty Member to be deemed satisfactory in a professional performance evaluation he/she must perform his/her professional responsibilities at a level required to receive a rating of at least Average in each of the three (3) evaluation areas in accordance with the standards if his/her Departmental Evaluation Document and the Master Agreement.
- 688 A tenured Faculty Member's performance during each four-year period that he/she holds tenure at Eastern Michigan University shall be evaluated. During the professional performance evaluation of a tenured Faculty Member not seeking promotion, the Department Head shall review the annual activity reports applicable to the five (5) year evaluation period (e.g. the last five (5) years' performance of a tenured Faculty Member) to determine whether the Faculty Member's performance is satisfactory. (If the Department Head has information which indicates a significant

problem in Instructional Effectiveness or if the Faculty Member has no record of Service, the Department Head may conduct a review more frequently).

- 689 If, upon completing a five (5) year review of the Annual Activity Reports and available relevant material, the Department Head (guided by the Departmental Evaluation Document) determines that a Faculty Member's performance meets or exceeds the department's standards for Average, he/she shall so state in writing and place a copy of this statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the college Dean, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 690 If, upon completing any review of the Annual Activity reports, the Department Head determines that a Faculty Member's performance does not rise to the level of Average in the Departmental Evaluation Document, he/she shall bring his/her concerns to the attention of the department's Personnel Committee. Together the Department Head and the committee shall review the Annual Activity Reports and any relevant information/documents (e.g. student evaluations, letters received, etc.) available to them.
- 691 If their joint review concludes that there appear to be no deficits in the Faculty Member's performance, they shall say so in writing and place a copy of this statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the college Dean, and the office of the Provost and Vice President for inclusion in the University personnel file.
- 692 If the joint review confirms that there appear to be deficits in the Faculty Member's performance, he/she shall be given the opportunity to discuss his/her situation with the committee and the Department Head in order to determine if such deficits exist, the severity of the deficits and how they might be corrected.
- 693 If after meeting with the faculty member, the department personnel committee, and the Department Head agree that deficits in the Faculty Member's performance are minor in nature and appear to be correctable within a period of one (1) academic year or less, no performance improvement plan is required. The Department Head shall inform the Dean in writing of the department's concern, with a copy to the Faculty Member, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 694 The following year the Department Head and the department personnel committee shall meet with the Faculty Member and review that year's Annual Activity Report to determine if the minor deficit(s) in performance has been corrected. If the minor deficit(s) has been corrected, they shall say so in writing and place a copy of the statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the Dean, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 695 If after the meeting with the faculty member to review the most recent Annual Activity report, the Faculty Member's record over the period specified for correcting the minor deficit(s) indicates that performance problems remain, the department personnel committee and the Department Head shall initiate a Full Professional Performance Evaluation. This Full Professional Performance Evaluation is to be conducted according to the standards, processes, and possible sanctions outlined in Article XV.G.
- 696 If the Department Head and personnel committee disagree concerning the severity of the deficits (one part believes the deficits are more than minor), the Department Head may call for a Full Professional Performance Evaluation in the area (s) of faculty responsibility for which the deficits have been identified.
- 697 If, after the meeting with the faculty member, the department personnel committee and Department Head both agree that deficits in the Faculty Member's performance are so serious as to take more than one year to correct, the department personnel committee and Department Head shall initiate a Full Professional Performance Evaluation. This Full Professional Performance Evaluation is to be conducted according to the standards, processes, and possible sanctions outlined in Article XV.G.
- 698 2. Full Professional Performance Evaluation Process
- 699 The parties agree that a Full Professional Performance Evaluation can be conducted as a result of a review that occurs in less than a five (5) year cycle, and a plan for improvement can likewise be established, if applicable, provided the procedures in Article XV.G.1 are implemented prior to the initiation of the Full Professional Performance Evaluation. It is expressly agreed that Full Professional Performance Evaluations are not to be substituted for routine professional performance evaluations, but only implemented where serious or long-term problems exist.
- 700 During the Full Professional Performance Evaluation of a Faculty Member not seeking promotion, the personnel committee and Department Head shall meet with the tenured Faculty Member to review only the area, or areas, of faculty responsibility (Instructional Effectiveness, Scholarly/Creative Activity, or Service) for which serious deficits are determined to exist. The Annual Activity Reports applicable to the period under review, the results of the required evaluation techniques set forth in Article XV.B.1. and any documentation the Faculty Member wishes to provide, are used to determine whether the Faculty Member's performance is satisfactory. If the Faculty Member's performance is



determined to be satisfactory, the Department Head shall provide a written report that shall detail the evaluation and the basis for the determination that the Faculty Member is performing at a satisfactory level, which shall include appropriate reference to department standards set forth in the Departmental Evaluation Document and specific accomplishments of the Faculty Member in each of the three (3) areas of evaluation.

- 701 In those instances where the evaluators conclude that a Faculty Member has not performed at a satisfactory level, in one or more of the three (3) areas of faculty responsibility, the Department Head shall reduce the evaluation to writing, clearly stating the basis for the determination. The personnel committee members shall signify their concurrence or non-concurrence and sign the evaluation, which shall then be given to the Faculty Member who may respond within five (5) working days of his/her receipt of the evaluation. The Faculty Member may include in his/her response any and all evidence/documentation in support of his/her performance that he/she deems appropriate.
- 702 Upon completion of any Full Professional Performance Evaluation the Department Head shall meet with the college Dean to review the results of the evaluation(s).
- 703 In those instances where the Dean concurs with the department's evaluation(s) of satisfactory performance, the written report shall be forwarded to the Office of the Provost and Vice President for inclusion in the Faculty Member's personnel file and a copy provided to the Faculty Member.
- 704 In those instances where the Dean does not concur with the department's evaluation(s) of satisfactory or unsatisfactory performance, the Dean shall reduce his/her objections to writing, and shall return the evaluation to the department for further consideration. The department and/or the Faculty Member may respond to the Dean within five (5) working days of receipt of the Dean's objection and may include in the response any and all evidence/documentation in support of the evaluation of a Faculty Member's performance.
- 705 If, after this further consideration, the Dean concurs with the department's evaluation of satisfactory, he/she shall say so in a letter to be placed in the departmental personnel file, with a copy to the Faculty Member, the Department Head, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 706 3. Unsatisfactory Performance-Programs for Improvement
- 707 In the event there is final determination by the Dean of the college that the Faculty Member's performance for the period covered by the Full Professional Performance Evaluation is unsatisfactory, the Dean shall schedule a meeting to consult with the Department Head, the personnel committee, the Faculty Member, the Assistant Vice President for Academic Affairs, and representative of the EMU-AAUP to explore the structure for a program to assist the Faculty Member in correcting his/her unsatisfactory performance, which shall be set forth in a program and timetable for improvement of not less than one year's duration. The Program for Improvement shall set out expectations and assessment procedures based on the criteria in the Departmental Evaluation Document and this Master Agreement. If there is disagreement between any of the aforementioned parties as to: a) whether a Program for Improvement should be written; b) the contents of the Program for Improvement; or c) the assessment of the Faculty Member's performance, the college Dean shall have the final responsibility for developing the Program for Improvement.
- 708 When the Program for Improvement is finalized, it shall be presented to the affected Faculty Member. Copies shall be forwarded to the Office of the Provost and Vice President and the Association.
- 709 Extensions of Programs for Improvement beyond the timelines originally established shall be possible, under the following conditions:
- 710 A meeting of the Dean of the College, Department Head, personnel committee, the Faculty Member, the Assistant Vice President for Academic Affairs, and representative of the EMU-AAUP shall be convened to discuss a proposed extension.
- 711 Specific reasons for the desirability of an extension shall be presented by the Department Head.
- 712 An extension proposal must be finalized by the Dean of the college and presented to the Faculty Member no later than thirty (30) days prior to the expiration of the original Program for Improvement.
- 713 In the event there is a dispute pertaining to the appropriateness of a particular Program for Improvement, a Grievance may be filed commencing at Step Three of the Grievance Procedure set forth in Article VII. However, grievances of procedural violations in the Full Professional Performance Evaluation process must be filed at the appropriate step of the Grievance Procedure (Step One, Two) as provided for in Article VII, subject to the time-lines provided therein. For purposes of determining the time-lines for filing grievances at a Step Three of the Grievance Procedure, University actions in the Full Professional Performance Evaluation process shall be construed to have occurred when the Association receives copies of Programs for Improvement (originals or extensions) from the Dean.

- 714 Once a Program for Improvement has been established, time-lines in the program shall govern any further evaluation of areas of deficiency or extensions of the program. The Faculty Member's progress shall be assessed by the Department Head in consultation with the department Personnel Committee at assessment points specified in the Program for Improvement.
- 715 The Department Head shall report the results of evaluations conducted at any interim assessment points provided in a Program for Improvement, and the final results of the assessment of a Faculty Member's compliance with a Program for Improvement to the Dean of the college who shall determine if the Faculty Member has satisfactorily completed the Program for Improvement. If he/she so concludes, he/she shall inform the Faculty Member in writing and provide a copy to the Provost, the Faculty Member, and the Association.
- 716 4. Sanctions
- 717 In the event it is determined that the Faculty Member has not complied with the Program for Improvement, sanctions may be initiated by EMU. Any sanction contemplated by EMU should be discussed with the department Personnel Committee prior to any action(s) being taken.
- 718 Professional Performance Evaluations shall not be conducted during a term that a Faculty Member is on Plan C or C1 (as provided for in Article VIII) or is not teaching.
- 719 **H. Evaluation of Department Heads**
- 720 Faculty Members in a department shall be given the opportunity to present to the Dean of the college their evaluation of the Department Head using the form and procedures agreed upon by EMU and EMU-AAUP. Such evaluations shall be conducted for the purpose of improvement of the performance of the Department Head and should review the Department Head's strengths and weaknesses in meeting his/her obligations for department leadership and management. Departments may append any additional evaluation materials deemed appropriate by the Faculty in the department, with prior notification of the Dean. Such evaluations shall be given triennially in the fall term or more frequently as requested by the Dean. Evaluations will be required in the fall term after a Department Head has been in his/her position for three years, or it has been three full years since the last department head evaluation by the Faculty. The Department Head will be allowed until November 15<sup>th</sup> of an evaluation year to submit a portfolio of materials that he/she wishes to be considered during the review process to his/her department's personnel committee. Within forty-five (45) working days of the receipt of the results of these evaluations the Dean shall communicate with the Faculty in the department regarding the effect that these evaluations shall have.
- 721 Department Head Evaluation Procedures
- 722 The evaluation should be conducted by the department Personnel Committee which will:
- 723 1. schedule the evaluation
- 724 2. be responsible for distributing and collecting the evaluation forms
- 725 3. provide each Faculty Member with the Department Head Evaluation Form (as agreed to by the parties on November 1, 2011) and any documentation the Department Head has furnished
- 726 4. tabulate the results and provide a statistical analysis to the department Faculty
- 727 5. type any Faculty comments to protect confidentiality
- 728 6. give the Department Head its statistical analysis and the typed comments and offer to meet with the Department Head to discuss the results. Upon receipt of the statistical analysis and the typed comments, the Department Head shall have ten (10) working days to respond in writing to the evaluation, if he/she desires.
- 729 7. provide the Dean with the statistical analysis, the typed comments, and the original evaluation forms and any written response from the Department Head.
- 730 **I. Evaluation of Deans and the Provost**
- 731 The College Advisory Councils shall conduct periodic evaluations of the academic Deans, Graduate Council shall conduct a periodic evaluation of the Graduate School Dean, and the Faculty Senate shall conduct a periodic evaluation of the Provost. As part of the evaluation, administrator will provide a self-assessment and documentation to the evaluating faculty. Results will be communicated to the person being evaluated and his/her respective supervisor. The supervisor of the person being evaluated will communicate the results of the submitted evaluation to the appropriate faculty together with any additional comments he/she wishes to make within thirty (30) working days.

## **ARTICLE XVI. NON-RENEWAL OF PROBATIONARY APPOINTMENTS, SUSPENSIONS, TERMINATIONS AND RESIGNATIONS**

### **732 A. Non-Renewal of Probationary Appointments**

733 The parties recognize EMU's right not to renew a probationary appointment beyond its specified term, or extended term, for performance, academic or financially related reasons. Such reasons shall include, but are not limited to, failure to meet the requirements for reappointment set forth in the Faculty Member's Departmental Evaluation Document or letter of appointment or reappointment, programmatic changes, or the reduction, reallocation, or elimination of financial resources within a department, college, or the University. To clarify the parties' intent, if non-renewal is based on reasons other than those stated above, the provisions of Article VIII shall apply.

734 In those instances in which a Faculty Member is initially appointed and commences his/her employment with the University during a summer term, said summer term appointment shall not be construed as a part of the Faculty Member's initial probationary year; in such instances, the initial probationary year of appointment shall, for purposes of evaluation for reappointment, tenure, and promotion, be construed to have begun on September 1 immediately following said summer appointment.

### **735 B. Notice of Non-Renewal of Probationary Appointments**

736 Written notice of non-renewal shall be given to the probationary Faculty Member by no later than March 15 of the academic year immediately preceding the academic year for which the Faculty Member seeks reappointment.

737 To clarify the parties' intent, notwithstanding references throughout this Agreement to academic year appointments, all Faculty Members are considered to be in the employment of the University on a twelve (12) month basis; tenured Faculty Members by virtue of continuous appointment, as provided for in Article XIV.A.2. and XIV.C.5., respectively, for which Faculty Members receive a base salary as compensation for their regularly scheduled teaching assignments during the eight (8) month academic year or its equivalent (e.g. Plan C or Plan C1). Compensation beyond the academic year base salary shall be at the sole discretion of EMU and shall be for additional services rendered in accordance with the provisions of Article XVIII., Compensation.

### **738 C. Suspension for Reasonable and Just Cause**

739 A tenured or probationary Faculty Member may be suspended for reasonable and just cause. A Faculty Member shall only be suspended by the President, or his/her designee. The issue of with or without pay shall be determined by the circumstances of the suspension.

740 Prior to the imposition of a suspension with pay the Assistant Vice President for Academic Affairs shall meet with the Faculty Member, and if desired his/her Association representative, to discuss the basis for the contemplated action; provided the Faculty Member makes himself/herself immediately available and circumstances otherwise permit.

741 Prior to the imposition of an unpaid suspension, the Assistant Vice President for Academic Affairs, shall request a meeting of the Review Board (see Article VII.) to discuss the basis for the contemplated action and to permit the Association's Grievance Officer, the Faculty Member and other Association representatives serving on the Review Board, to provide information which they believe may merit consideration by EMU. The Review Board shall meet and conclude its discussion of the matter within five (5) working days of the Assistant Vice President's request for a meeting.

### **742 D. Termination for Reasonable and Just Cause**

743 1. A tenured Faculty Member may be terminated for reasonable and just cause. A probationary Faculty Member may be terminated prior to the end of the specified term of his/her appointment for reasonable and just cause.

744 Reasonable and just cause for termination will be related directly and substantially to the fitness of the Faculty Member in his/her professional capacity and limited to serious professional misconduct, failure to meet professional responsibilities as set forth in Article IX, or incompetence as determined through the evaluation procedure in Article XV.

745 Intentionally causing injury to persons and/or damage to property, forcibly interrupting the normal daily teaching, research or administrative operation of the University or directly inciting others to engage in such actions shall also constitute reasonable and just cause.

746 2. A Faculty Member shall only be terminated by the President, or his/her designee. Prior to termination, the Faculty Member shall:

747 a. Be provided with a written statement of reasons for the contemplated action, a copy of which shall also be provided to the Association. Said statement shall be framed with reasonable particularity.

- 748                    b.    Prior to the imposition of a termination, the Assistant Vice President for Academic Affairs shall request a meeting of the Review Board (see Article VII.) to discuss the basis for the contemplated action and to permit the Association's Grievance Officer, the Faculty Member and other Association representatives serving on the Review Board, to provide information which they believe may merit consideration by EMU. The Review Board shall meet and conclude its discussion of the matter within five (5) work days of the Assistant Vice President for Academic Affairs request for a meeting.
- 749                    c.    Be given an opportunity to discuss the contemplated action with the President, or his/her designee, looking for mutual settlement.
- 750                    3.    If there is no mutual settlement under Section D.2.c. above, the Faculty Member's termination shall be confirmed to him/her in writing, a copy of which shall be provided to the Association.
- 751                    **E.    Termination for Medical Reasons**
- 752                    Termination of a tenured Faculty Member, or termination of a probationary Faculty Member prior to the end of the specified term of his/her appointment, or extended appointment, for medical reasons, will be based upon clear and convincing medical evidence that the Faculty Member cannot perform his/her professional responsibilities.
- 753                    F.    Decisions to suspend or to terminate a tenured Faculty Member, or to suspend or to terminate a probationary Faculty Member as provided above, shall be subject to the grievance procedure provided for under Article VII of this Agreement, commencing at Step Three.
- 754                    **G.    Resignations**
- 755                    In the interest of providing EMU with adequate time to secure replacements, Faculty Members are expected to give the maximum possible notice of impending resignation.
- 756                    A notice of resignation shall be submitted in writing to the Department Head and shall specify the date on which the resignation is to take effect.

#### **ARTICLE XVII. FACULTY PERSONNEL FILES**

- 757                    A.    An individual personnel file shall be maintained for each Faculty Member. Except as specified by Article XVII.C. below, only materials from a source identified by name shall be included in the file.
- 758                    **B.    Administration**
- 759                    1.    The Office of the Provost and Vice President, or such other office as may be designated by EMU and announced to the Faculty, shall have custody and control of Faculty Members' personnel files. Departmental or college files shall not include pre-employment information, except those data reflecting academic records, vitae supplied by the Faculty Member and correspondence between the Department Head or Dean and the Faculty Member.
- 760                    2.    Information relating to payroll, fringe benefits, and other specialized type functions may be maintained in other departments to which such functions have been assigned.
- 761                    3.    Each Faculty Member has the right to know of each and every personnel file maintained on him/her as specified in B.1. and B.2. above.
- 762                    The Association shall, upon request, be informed of the kind of information contained in such files provided for in B.2. above.
- 763                    **C.    Contents**
- 764                    Personnel files may contain the following items (either originals or copies) and shall not include items excluded under Michigan Public Act 397 of 1978 (Bullard-Plawecki).
- 765                    1.    Signed application form.
- 766                    2.    Transcripts supporting claim to academic training.
- 767                    3.    Documents supporting claim to professional training.
- 768                    4.    Letters and records describing work experience.

- 769 5. Copies of all statements of employment.
- 770 6. All documents relating to professional growth or performance.
- 771 7. All documents pertinent to resignation.
- 772 8. All documents pertinent to actions taken pursuant to the provisions of Article XVI.
- 773 9. Documents indicating special competencies, achievements, scholarly research, academic, professional, or other contributions.
- 774 10. Any statements that the Faculty Member wishes to have entered in response to or in elaboration of any other item in his/her file.
- 775 11. Medical records, except as excluded from the definition of "personnel record" in Public Act 397 of 1978, as amended, or other applicable State or Federal law.
- 776 The above items may be presented by the Faculty Member with a written request for inclusion in his/her file and shall be included as a matter of right.
- 777 **D. Access**
- 778 1. On the written request of a Faculty Member, the Office of the Provost and Vice President, or such other office as may be designated by EMU and announced to the Faculty, will make available the personnel file of the Faculty Member for examination by a designated representative of the Faculty Member. Such examinations shall be made in the presence of a designated representative of EMU.
- 779 2. Materials in the personnel files may be copied for use at formal hearings in the University.
- 780 3. The individual Faculty Member, on giving reasonable notice, shall have access to his/her own personnel files, excluding confidential letters of recommendation, during normal business hours under conditions which protect the integrity of the files. The Faculty Member shall have the right to copies of materials in his/her file at his/her own expense. The Faculty Member may be accompanied by a representative of his/her own choice at the time the file is examined.
- 781 4. The President and his/her designated representative shall have access to the personnel file for official University purposes, including, but not limited to, the following:
- 782 a. Maintenance of the files.
- 783 b. Use at official University hearings.
- 784 c. Use in court proceedings.
- 785 d. Evaluations.
- 786 e. Gathering of statistical information.
- 787 f. Responding to inquiries from prospective employers for information and/or recommendations.
- 788 g. Responding to requests for information from state or federal authorities charged with enforcement of civil rights, tax, or other statutes.
- 789 5. Personnel files maintained at college and departmental levels shall be open to appropriate administrative officers and their designated representatives, and duly constituted Faculty Committees, for official University business.
- 790 6. Faculty Members have a right of inspection during normal business hours of information relating to payroll, fringe benefits and other similar specialized items of information which apply to the particular Faculty Member making the request.
- 791 7. EMU will not divulge any data or information from its files relating to any identified Faculty Member without the express written consent of the Faculty Member, except as evidence in University hearings, as evidence in legal disputes or in response to a compulsory legal process and except as provided in Article XVII.D.4.f. and g. This provision shall not prohibit publication of statistical information or other use of data in which no individual is particularly identified.

**792 E. Correction of Factually Erroneous Information**

793 If a Faculty Member should become aware of information included in his/her personnel file that is factually in error, the Faculty Member may petition, in writing, the Assistant Vice President for Academic Human Resources, or his/her authorized designee, to remove said information from the file. The Faculty Member shall bear the burden of proof of establishing that the information is factually in error. If the Assistant Vice President for Academic Affairs, or his/her authorized designee, concludes that the information is in error, such information shall either be excised from the document in which it is located, or the document removed from the Faculty Member's personnel file, whichever the Assistant Vice President for Academic Affairs, or his/her authorized designee, in his/her sole discretion, shall determine to be appropriate. The decision of the Assistant Vice President for Academic Affairs, or his/her authorized designee, pursuant to this Article XVII.E., shall be final and binding on the Faculty Member and the Association, and is hereby expressly excluded from the grievance and arbitration provisions of this Agreement. Further, discussions and/or decisions made pursuant to this Article XVII.E. shall not be introduced as evidence or otherwise considered in any grievance, arbitration, or other proceeding against EMU pertaining to the appointment, reappointment, tenure or promotion of a Faculty Member, or any other matter.

**ARTICLE XVIII. COMPENSATION**

**794 A. Salary Period**

795 All salaries of Faculty Members shall be determined in accordance with the terms of this Agreement.

**796 B. 2015-16 Salary Adjustment**

797 1. Effective with the beginning of academic year 2015-16 each Faculty Member appointed prior to September 1, 2014, shall receive a two and a half percent (2.5%) increase in his/her academic year base salary.

798 2. Following the salary adjustment hereinabove provided for academic year 2015-16, those Faculty Members granted promotions, which are effective with the beginning of the 2015-16 academic year, shall receive those promotional increments provided in Article XVIII.I. below.

**799 C. 2016-17 Salary Adjustment**

800 1. Effective with the beginning of the academic year 2016-17, each Faculty Member appointed prior to September 1, 2015, shall receive an increase of two and a half percent (2.5%) added to his/her academic year base salary.

801 2. Following the salary adjustment hereinabove provided for academic year 2016-17, those Faculty Members granted promotions which are effective with the beginning of the 2016-17 academic year shall receive those promotional increments provided in Article XVIII.I. below.

**802 D. 2017-18 Salary Adjustment**

803 1. Effective with the beginning of the academic year 2017-18, each Faculty Member appointed prior to September 1, 2016 shall receive an increase of two and a half percent (2.5%) added to his/her academic year base salary.

804 2. Following the salary adjustment hereinabove provided for academic year 2017-18, those Faculty Members granted promotions which are effective with the beginning of the 2017-18 academic year shall receive those promotional increments provided in Article XVIII.I. below.

**805 E. 2018-19 Salary Adjustment**

806 1. Effective with the beginning of the academic year 2018-19, each Faculty Member appointed prior to September 1, 2017 shall receive an increase of two and a half percent (2.5%) added to his/her academic year base salary

807 2. Following the salary adjustment hereinabove provided for academic year 2018-19, those Faculty Members granted promotions which are effective with the beginning of the 2018-19 academic year shall receive those promotional increments provided in Article XVIII.I. below.

**808 F. Supplemental Salary Adjustments**

809 In addition to the increases provided herein, EMU retains the right to further increase the salary of any Faculty Member. EMU's granting or failure to grant any additional salary increase to any Faculty Member shall not be construed to be a violation of the Agreement and is not subject to the grievance procedure.

810 EMU shall notify the Association within thirty (30) days of the decision to grant or deny any additional salary increases approved pursuant to this provision.

**811 G. Faculty Pay Options**

- 812 1. Except as limited herein, Faculty Members have the option of receiving their academic year salary under the following pay plans. When they have chosen the option they wish to exercise, the option will remain in full force and effect for the duration of the period covered by the option selected. If a Faculty Member wishes to change his/her pay plan for the following academic year, he/she may do so by submitting a pay plan election form to EMU's AHR Office, on forms available in AHR, by no later than August 1<sup>st</sup> of any given year. Changes shall not be permitted after August 1.
- 813 Option 1 – Total academic year salary to be paid over an eight (8) month period in sixteen (16) consecutive semi-monthly payments.
- 814 Option 2 – Total academic year salary to be paid over a twelve (12) month period in twenty-four (24) consecutive semi-monthly payments.
- 815 Semi-monthly pay dates will fall on the last workday that the University is officially open for business on or before the 15<sup>th</sup> of each month and last workday that the University is officially open for business on or before the last calendar day of each month (e.g. the last paycheck for each term will be paid on the last workday the University is officially open for business on or before the 15<sup>th</sup> of the month or the workday that the University is officially open for business on or before the last calendar day of each month.)
- 816 Faculty Members who fail to advise the AHR Office of their election as herein provided shall continue to be compensated in accordance with the pay plan under which they were compensated during the preceding academic year. Newly-hired Faculty Members who fail to make an election shall be compensated in accordance with Option 2.
- 817 All Faculty Members on Plan C or Plan C1 as provided for in Article VIII., Layoff and Recall shall receive their total academic year salary paid over a twelve (12) month period, paid in accordance with Option 2.

**818 H. The Base Academic Year**

- 819 1. The base contract year shall consist of two (2) semesters for a total of thirty-two (32) weeks. Further, Faculty Members will make themselves available for advising and department and/or college meetings, the week prior to the beginning of each semester except in those cases where Faculty Members are not required to be on campus as specified in Article IX.E.
- 820 2. When necessary and appropriate for a Faculty Member to teach on a continuing bases (year round), appointment may be one (1) of two (2) types:
- 821 a. Salary shall be determined at one hundred and thirty-three percent (133%) of base contract salary and the appointment shall be considered as a twelve (12) month teaching appointment.
- 822 b. Salary shall be annualized at one hundred and twenty-five percent (125%) of base contract salary and the Faculty Member shall teach five (5) out of (6) semesters during a two (2) year period.
- 823 c. For those Faculty Members whose base contract year includes summer session as a semester, the contract period for the combined terms shall be sixteen (16) weeks. Further, Faculty Members will make themselves available for advising and department and/or college meetings the week prior to the beginning of such a semester.

**824 I. Salaries for Summer, Pre and Post sessions, On-Campus Workshops and Colloquia**

- 825 1. Compensation for in-load three (3) credit hour summer courses taught in any summer sub-term of three (3) weeks or more shall be ten (10) percent of base salary.
- 826 Notwithstanding the conversion of compensation for summer teaching to a uniform twenty percent (20%) of base salary for Faculty, Library Faculty will continue to be paid twenty-two percent (22%) of base salary for full-time seven and one half (7 1/2 ) week assignments. The determination of Faculty appointments in the Library will continue to be subject to input procedures as provided for in Article XIII of the parties' Master Agreement.
- 827 Compensation for short-term workshops for which semester hour credits are granted and which are offered by an academic department shall be in the amount of three percent (3%) of the Faculty Member's base salary per week (e.g. seven (7) calendar days).
- 828 An additional one percent (1%) of base salary per week may be offered to Faculty Members who supervise workshops which require a twenty-four (24) hour commitment each day.

829 Departments may offer summer courses in a compressed format of three weeks or longer. Appropriate Faculty input shall  
be provided prior to making a decision to offer compressed format courses. A compressed format course shall have the  
same number of contact hours as the same course offered in the fall or winter semesters. Faculty Members shall meet their  
Professional Responsibilities (as specified in Article IX.D.) for the period during which the compressed course is offered.  
830 Compensation for a summer three (3) credit compressed format course shall be at ten percent (10%) of base salary.

**830 J. Salary Adjustment for Promotion**

831 A Faculty Member who is promoted during the stated term of this Agreement shall have his/her salary increased as listed  
below:

832 For promotion effective September 1, 2015 and after:

833	Type of Promotion	Salary Adjustment
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834	Instructor to Assistant Professor	\$3,000
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835	Assistant Professor to Associate Professor	\$6,000
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836	Associate Professor to Professor	\$7,750
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837	Full Professor Salary Adjustment	\$7,750
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838 For the determination of salary increases in subsequent years, the salary adjustment for the promotion shall be treated as  
part of base pay.

**839 K. Salary Adjustment for Completion of Earned Doctorate**

840 A Faculty Member who meets the requirement for the earned doctorate (e.g. Ph.D., Ed.D.) certified by the granting  
institution, and who has not previously held such a degree, shall have his/her regular annual base salary increased by  
\$2,500. If the degree is received after the beginning of the fall semester, the Faculty Member shall be paid a prorated  
portion of the \$2,500 adjustment based upon the time remaining on his/her current academic year appointment.

841 Irrespective of any equivalency established by any Departmental Evaluation Document, letter of agreement, or any other  
document or provision of this Collective Bargaining Agreement, the \$2,500 provided herein shall be granted only for an  
earned doctoral degree.

**842 L. Salaries for Teaching Overload Courses**

843 1. The minimum salaries for teaching overload courses shall be \$1,700 per credit hour.

844 2. The maximum number of overload courses in the Fall and Winter semesters is three (3) credit hours per  
semester. Non-traditional courses (Article IX.C.) do not count against this maximum. In extraordinary  
circumstances, one (1) additional overload course may be allowed with approval of the Dean.

845 3. With exception of non-traditional courses (Article IX.C.), there is no overload in the Summer. In extraordinary  
circumstances, overload may be allowed with approval of the Dean.

846 4. Faculty may be paid at rates in excess of those set forth in K.1. above in those instances where market factors require  
higher rates of pay, which shall be determined by EMU in its sole discretion. Additionally, the  
foregoing compensation schedule may be increased at the discretion of EMU.

**847 M. Grant Compensation**

848 1. A Faculty Member shall be eligible for grant compensation specifically provided for in an approved grant, subject to  
any limitations imposed by the granting agency's guidelines and regulations.

849 For the sole purpose of reporting effort on grants and contracts (concurrent with an academic year appointment), time  
spent on Instructional, Scholarly/Creative Activity, and Service may be adjusted proportionately to the level of effort  
expended on the grant or contract. The Faculty member's effort on these activities may be adjusted to meet  
responsibilities on grants or contracts at the request of the grant administrator and with the approval of the Faculty  
Member and Department Head. Before final approval, the Director of the Office of Research and Development will  
review the adjustment to ensure compliance with funding agency guidelines and regulations.



- 850 The faculty member who is recognized as the “principal investigator” of an externally-funded grant shall receive ten percent (10%) of the grant’s indirect costs payable to the University. In the case of more than one principal investigator, the principal investigators shall equally share the ten percent (10%). The faculty member(s) receiving these funds must spend these funds on research-related items within two years of the completion of the grant. After two years any remaining funds will be moved to the Provost’s indirect cost fund.
- 851 As recognition for successful research efforts, the faculty member who is recognized as the principal investigator of an externally-funded grant that includes indirect costs payable to the University will receive a stipend in the form of a one-time, not-to-base, payment based on the value of the external funds awarded to EMU (excluding indirect costs, matching funds, and amounts awarded to other agencies or universities). In the case of more than one principal investigator, the principal investigators will equally share the stipend. The stipend is awarded at the conclusion of the grant after the successful acceptance of the final report by the funding agency. The stipend amount shall be determined once per year at the end of the fiscal year in which the grant or grants concluded as follows:
- 852 a. If the total value of the external funds (all concluding grants as described above) was between \$50,000 and \$99,999, the stipend amount is \$1,000.
- 853 b. If the total value of the external funds (all concluding grants as described above) was between \$100,000 and \$299,999, the stipend amount is \$2,000.
- 854 c. If the total value of the external funds (all concluding grants as described above) was between \$300,000 and \$499,000, the stipend amount is \$4,000.
- 855 d. If the total value of the external funds (all concluding grants as described above) was more than \$500,000, the stipend amount is \$6,000.
- 856 When a Faculty Member is appointed to a grant concurrent with a regular appointment for the academic year or summer term, additional compensation (unless specifically permitted by the granting agency) is not allowed, but released time from other activities may be allowed subject to administrative approval and subject to funding provided by the grant.
- 857 In the case of short-term grant activity concurrent with a regular appointment and constituting less than one-quarter (1/4) released time, a Faculty Member may, at the request of the grant administrator and with the approval of the Director of the Office of Research and Development, be compensated. This paragraph serves to limit the number of days that a Faculty Member may work on grants on an overload basis, e.g. up to 24% time (when the time commitment is 25% or more, the Faculty person must take release time). The rate of compensation will be at a daily rate of six tenths of one (1) percent (.006) of base pay, or the specific amount allowed by the grant. This paragraph shall not serve to limit a Faculty Member’s total compensation provided additional compensation meets the approval of the granting agency’s guidelines and regulations.
- 858 2. Faculty Members assigned to grants on an annualized appointment shall have an annualized salary equal of base salary of base x 1.44 and shall not be required to be actively at work during the periods specified in Article IX.E.
- 859 3. For Faculty Members assigned to grants between the winter and fall semesters or for periods in which they hold no regular appointment, compensation shall be as follows:
- 860 a. Weekly - 3% of base salary per week. Faculty Members assigned to grants on this basis shall be required to be actively at work during each week for which compensation is received including those periods specified in Article IX.E., and other break periods in the academic calendar.
- 861 b. Daily - .006 (6/10<sup>th</sup> of one percent) of base salary.
- 862 c. An amount allowable under the terms of the grant.
- 863 N. Substitution Pay**
- 864 A Faculty Member who agrees to substitute for an absent Faculty Member whose paid sick leave is being debited shall be compensated as provided below:
- 865 1. For each course taught, the Faculty Member shall be compensated from the first (1<sup>st</sup>) one (1) hour of substitution at the rate of \$60.00 per contact hour class met or per two (2) lab contact hours met.
- 866 2. In those limited instances where it is apparent that a Faculty Member’s period of absence due to illness or injury will be of extended duration, the Dean may authorize the Department Head to engage the services of a Faculty Member and compensate him/her at the foregoing rates commencing with the first hour of substitution.

## ARTICLE XIX. FRINGE BENEFITS

### 867 A. Description and Listing

868 EMU shall provide each Faculty Member a summary description of his/her fringe benefits within sixty (60) calendar days of the commencement of his/her regular employment with EMU. Updates will be provided as revisions occur. In addition, EMU shall notify and provide each Faculty Member, by April 30 of each year, a listing of his/her fringe benefits outline, including amounts contributed toward the cost of each benefit by EMU and the Faculty Member.

### 869 B. Eligibility

870 Faculty Members must be on at least a fifty percent (50%) appointment to be eligible for fringe benefits, except as otherwise provided in this Agreement. Faculty Members who are otherwise eligible to participate in the University's Group Medical Benefits Plan may elect to waive such coverage, provided he/she makes proper application to the Benefits Office, showing evidence of coverage through a plan other than one provided by the University. Faculty Members waiving coverage may re-enroll in the Employer's health plans upon showing proof that health care coverage on which they relied is no longer available, or during the open enrollment period. No contributions will be made to TIAA-CREF based on this \$2,000 waiver payment.

### 871 C. Group Medical Benefits Plan

872 Commencing with their actual first day of work, Faculty Members shall be provided one of the following benefit plan options.

873 Comparable group medical benefits and plans may be substituted for the options listed below, subject to the Association' approval, whose approval shall not be unreasonably withheld.

#### 874 1. Benefit Plan Options

875 a. Blue Cross and Blue Shield Community Blue Preferred Provider Organization (PPO) Plan

876 b. Blue Cross and Blue Shield Health Maintenance Organization (HMO)

877 c. Blue Cross and Blue Shield Health Savings Account (HSA)

878 Participants in the Blue Cross and Blue Shield Community Blue PPO plan shall be required to make the following contribution through automatic payroll withholding to the cost of such coverage:

879 Yearly Premiums for Healthcare Plans  
(CY refers to calendar year beginning January 1)

	CY 2016	CY 2017	CY2018	CY 2019
Single	\$770	\$836	\$907	\$984
Two-person	\$1,542	\$1,673	\$1,815	\$1,970
Family w/ 3-4 individuals	\$1,850	\$2,007	\$2,178	\$2,363
Family Plus (> individuals)	\$2,158	\$2,341	\$2,540	\$2,756

880 Participants in the Blue Cross and Blue Shield HMO plan shall be required to make the following contributions through automatic payroll withholding to the cost of such coverage:

881 Yearly Premiums for Healthcare Plans  
(CY refers to calendar year beginning January 1)

	CY 2016	CY 2017	CY2018	CY 2019
Single	\$172	\$196	\$223	\$255
Two-person	\$343	\$391	\$445	\$507
Family w/ 3-4 individuals	\$428	\$488	\$556	\$633
Family Plus (> individuals)	\$515	\$587	\$669	\$762

882 Participants in the Blue Cross and Blue Shield HSA Plan shall be required to make the following contributions through  
automatic payroll withholding to the cost of such coverage:

883                               Yearly Premiums for Healthcare Plan  
(CY refers to calendar year beginning January 1)

	CY 2016	CY 2017	CY2018	CY 2019
Single	\$515	\$587	\$669	\$762
Two-person	\$1,029	\$1,173	\$1,336	\$1,523
Family w/ 3-4 individuals	\$1,286	\$1,465	\$1,669	\$1,903
Family Plus (> individuals)	\$1,544	\$1,759	\$2,005	\$2,285

884 Participants in the HSA plan will receive \$500 (single) or \$1,000 (two-person or family) deposited in their HSA account.

885 Spouses who have access to employer subsidized medical and dental coverage will enroll with their employer's plan  
for primary coverage. Spouses may remain on the University's plan, but as secondary insurance only.

886 EMU shall provide the Association with a copy of certificates and riders for all plans ten (10) working days prior to the  
open enrollment period.

887                               2. Faculty who obtain age sixty-five (65) are eligible for Medicare benefits. With the passage of the Tax Equity and Fiscal  
Responsibility Act (TEFRA), the University provided health insurance plan becomes the primary health insurance  
carrier. Medicare becomes the secondary health carrier for active Faculty who are age sixty-five (65) or over.

888                               3. Additions and changes to a Faculty Member's health care coverage must be made within thirty (30) calendar days of  
the event (marriage, birth, adoption) by contacting the Benefits Office and completing the appropriate change form.  
Failure to make these changes as herein provided will result in any additions and/or changes being excluded from such  
benefits plan until such time as the Faculty Member enrolls and makes proper application during an open enrollment  
period.

889                               4. To qualify for the medical benefits as above described, each Faculty Member must individually enroll and make proper  
application for such benefits at the Benefits Office, within thirty (30) calendar days of the commencement of his/her  
regular employment with the University. A Faculty Member who fails to enroll and make proper application as herein  
provided is specifically and expressly excluded from such benefits plan until such time as he/she enrolls and makes  
proper application during the annual open enrollment period.

890                               5.   a. Provided proper application, enrollment and, where applicable, all required payroll contributions are made by a  
Faculty Member, the University agrees to continue this coverage and pay its share of the cost for maintaining the  
medical benefits plans described in this Section C., for the Faculty Member, his/her spouse, additional eligible  
adult and eligible dependent children under twenty-six (26) years of age, subject to the terms and conditions  
applicable to each of the respective plans. If the employee elects to add an Additional Eligible Adult to their health  
care plan that has a cost share the employee must pay the difference in the cost share coverage as post-tax (single  
to two person, two person to family) unless the AEA qualifies as a dependent under IRS regulations and provides  
proof of such by January 1.

891                               b. In the event that either federal or state health care reform legislation cause a substantial increase in the cost to  
the University of providing the medical benefits described in this Section C., the parties agree to meet promptly  
and to negotiate in good faith measures for containing and reducing that cost.

892                               6. The University shall pay its share of the aforementioned cost for the period that the Faculty Member is on the active  
payroll and while a Faculty Member is off the payroll and absent because of medical leave due to injury or illness as  
provided for in Article XI.L.5.

893                               7. Faculty Members laid off or on unpaid leave shall have their group medical benefits continued, or shall be eligible to  
continue their benefits, as provided for in Articles VIII.E.3. and XI.L.5.

894 Further, Faculty Members who are disabled and receiving long-term disability benefits may likewise continue their  
group medical benefits plan in accordance with the terms and conditions set forth in Article XI.L.5., except that the  
twelve (12) months or maximum COBRA period limitation on continuation of group medical benefits is not applicable.  
Faculty Members participating in continuation of their group medical benefits plan pursuant to this provision may  
continue to do so for as long as they are eligible to receive long-term disability benefits.

- 895 8. The cost of medical benefits for eligible dependents in the following category shall be paid in full by the Faculty  
Member:
- 896 a. Eligible sponsored dependents other than a spouse, additional eligible adult or children less than twenty-six (26)  
years of age, related to the Faculty Member by blood or marriage or who reside in the Faculty Member's  
household. Such sponsored dependents must depend on the Faculty Member for more than one-half (1/2) of their  
support and must have been reported on the Faculty Member's most recent income tax return.
- 897 9. A Faculty Member's medical benefits plan shall terminate effective at the end of the month in which the Faculty  
Member is terminated, is laid off, the group medical benefits plan terminates, or the Faculty Member goes on unpaid  
leave, resigns, or retires, except as otherwise provided in this Agreement.
- 898 10. In many cases COBRA requires that the opportunity to continue medical and dental benefits be extended:
- 899 a. to Faculty Members who voluntarily or involuntarily have terminated employment (except in cases of gross  
misconduct) or who have reduced their hours or had their hours reduced to such extent that they are ineligible for  
coverage;
- 900 b. to surviving spouses, additional eligible adults and dependents upon the death of a Faculty Member;
- 901 c. to spouses and dependent children in the event of a divorce or additional eligible adult on termination of eligibility  
for AEA benefits.
- 902 d. to dependent children who exceed the plan's age limitations;
- 903 e. to spouses, additional eligible adults and dependents of Faculty Members who become entitled to Medicare  
coverage.
- 904 11. Faculty Members and the spouses or additional eligible adults and dependents of Faculty Members who are eligible to  
continue medical and dental coverage under COBRA may do so for the period mandated in the individual's  
circumstances by COBRA. For benefits lost by Faculty Members and their spouses or additional eligible adults and  
dependents due to a Faculty Member's termination of employment or reduction in hours, that period is determined by  
the U.S. Department of Labor. For benefits lost by spouses or additional eligible adults and dependents of a Faculty  
Member due to the occurrence of other events that trigger COBRA coverage. In accordance with COBRA, EMU shall  
require payment of a premium for the period of coverage continuation and shall charge up to the maximum premium  
allowed by COBRA.

905 **D. Group Life and Accidental Death and Dismemberment Benefits**

- 906 1. EMU shall pay the cost of maintaining life insurance in an amount equal to the Faculty Member's annual salary,  
rounded up to the nearest \$1,000 and accidental death and dismemberment insurance benefits in an equal amount  
for a period of one (1) year from a Faculty Member's first (1<sup>st</sup>) day of actual work. Commencing with the month  
following completion of one (1) year of coverage as provided above, EMU shall pay the cost for maintaining life  
insurance benefits in an amount equal to the Faculty Member's annual salary (rounded up to the nearest \$1,000)  
times two (2), and accidental death and dismemberment benefits in an equal amount, up to a maximum coverage  
level of \$275,000. When a Faculty Member reaches age sixty-five (65) and continues working his/her insurance  
coverage is decreased by thirty-five percent (35%) with no further reduction based on age thereafter.

907 The following table illustrates examples of the insurance coverage levels described above:

Examples of Salary Levels	Less than one (1) Years of Service	Over one (1) Years of Service	Age Sixty-Five (65) and over
\$25,001	\$26,000	\$52,000	\$33,800
\$25,950	\$26,000	\$52,000	\$33,800
\$30,300	\$31,000	\$62,000	\$40,300
\$40,000	\$40,000	\$80,000	\$52,000
\$46,100	\$47,000	\$94,000	\$61,100
\$50,500	\$51,000	\$102,000	\$66,300

Maximum Coverage level is \$275,000.

- 908 2. To qualify for the life and accidental death and dismemberment insurance benefits as described above, each Faculty  
Member must individually enroll and make proper application for such coverage at the Benefits Office within thirty  
(30) calendar days of the commencement of his/her regular employment with EMU. Faculty Members who fail to  
enroll and make proper application as herein provided are specifically and expressly excluded from such benefits plan  
until such time as he or she enrolls and makes proper application with the Benefits Office.

- 909 3. Provided proper application and enrollment is made by a Faculty Member, EMU shall pay the cost for maintaining the benefits plan described above, subject to the same rules set forth in Section C.5. above for the payment of group medical benefit cost.
- 910 4. Changes in benefit amounts based on changes in annual base salary occur with the effective date of the change in annual base salary. Base salary excludes supplemental appointments and any other extra compensation.
- 911 5. The group life and accidental death and dismemberment insurance benefits plan shall terminate on the date that a Faculty Member is laid off, the life and accidental death and dismemberment insurance benefits plan terminates, or the Faculty Member goes on an unpaid leave. However, when a Faculty Member terminates his/her employment with EMU, he/she is covered for a grace period of thirty-one (31) calendar days. During such thirty-one (31) day period, the Faculty Member may convert his/her group life insurance, without medical examination, to an individual benefits plan. The Faculty Member shall pay the full cost of such individual benefits. Plan options and availability shall be determined by the insurer.
- 912 6. Faculty Members laid off or on unpaid leave shall be eligible to continue their group life and accidental death and dismemberment insurance benefits as provided for in Articles VIII.E.3. and XI.L.5., respectively.

**913 E. Dental Care Benefits**

- 914 1. EMU shall provide and maintain dental care benefits for Faculty Members commencing on the first day of the month following their first day of actual work.

915 These benefits shall be subject to reasonable and customary charge determination as follows:

Dental Care Benefits	Dental Care Plan Pays	Faculty Member Pays
Diagnostic <sup>1</sup>	100%	0%
Preventive <sup>1</sup>	100%	0%
Emergency Palliative <sup>1</sup>	100%	0%
Radiographs <sup>1</sup>	100%	0%
Oral Surgery <sup>1</sup>	80%	20%
Restorative <sup>1</sup>	80%	20%
Periodontics <sup>1</sup>	80%	20%
Endodontics <sup>1</sup>	80%	20%
Prosthetic Appliances <sup>1</sup>	50%	50%
Orthodontics <sup>2</sup>	50%	50%

- 917 Maximum Contract Benefit  
<sup>1</sup> \$1,000 per person total per contract year.  
<sup>2</sup> Lifetime maximum benefit of \$1,500 per person.

- 918 2. To qualify for dental care benefits as described above, each Faculty Member must individually enroll and make proper application for such benefits at the Benefits Office within thirty (30) calendar days of the commencement of his/her regular employment with EMU. A Faculty Member who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan until such time he/she enrolls and makes proper application with the Benefits Office.
- 919 3. Provided proper application and enrollment is made by a Faculty Member, EMU agrees to pay the cost for maintaining the benefits plan described above for the Faculty Member, his/her spouse or additional eligible adult and eligible dependent children under twenty-five (25) years of age, at a cost not to exceed the applicable cost for full family, two (2) persons, or single person benefits, subject to the same rules set forth in paragraph C.5. above for the payment of group medical benefit costs. If the employee elects to add an Additional Eligible Adult to their health care plan that has a cost share the employee must pay the difference in the cost share coverage as post-tax (single to two person, two person to family) unless the additional eligible adult qualifies as a dependent under IRS regulations and provides proof of such by January 1.
- 920 4. Except as otherwise provided in this Agreement, a Faculty Member's dental care benefits plan shall terminate on the date that the Faculty Member is terminated, is laid off, the dental care benefits plan terminates, or the Faculty Member goes on an unpaid leave, resigns, or retires except as otherwise provided in this Agreement. However, a Faculty Member may continue his/her dental care benefits at his/her own expense for the period mandated in the Faculty Member's circumstances by COBRA and as provided in Section C.10. and 11. of this Article, and in Articles VIII.E.3. and XI.L.5.

**921 F. Long-Term Disability Benefits**

- 922 1. EMU agrees to provide and maintain group long-term disability benefits for Faculty Members commencing on the first day of the month after ninety (90) days of regular employment. Such benefits shall be equal to sixty-five percent (65%) of the Faculty Member's regular monthly earnings, up to a maximum benefit of \$7,000 per month, and shall begin on the ninety-first (91<sup>st</sup>) day of disability. Such benefits shall also provide for eligible Faculty Members whose total disability commences at or prior to age sixty (60) to receive benefits up to age sixty-five (65). Eligible Faculty Members whose total disability commences after age sixty (60) will receive benefits for five (5) years after the commencement of total disability or until age seventy (70), whichever is sooner.
- 923 2. To qualify for long-term disability benefits as described above, each Faculty Member must individually enroll and make proper application for such benefits at the Benefits Office within thirty (30) calendar days of the commencement of his/her regular employment with EMU. A Faculty Member who fails to enroll and make proper application as herein provided is specifically and expressly excluded from such benefits plan, until such time as he/she enrolls and makes proper application with the Benefits Office.
- 924 3. Provided proper application and enrollment is made by a Faculty Member, EMU agrees to pay the premium for maintaining the above described benefits subject to the same rules set forth in Section C.5. above for the payment of group medical benefit costs.
- 925 4. Changes in benefits amounts based on changes in annual base salary occur effective with the effective date of the change in annual base salary. Base salary excludes supplemental appointments and any other extra compensation.
- 926 5. Except as otherwise provided in this Agreement, a Faculty Member's long-term disability benefits plan shall terminate on the date that the Faculty Member is terminated, is laid off, the disability benefits plan terminates, or the Faculty Member goes on an unpaid leave. However, a Faculty Member on an unpaid leave who is engaged in full-time study for an advanced degree shall be eligible to continue his/her long-term disability benefits as provided for in Article XI.L.5.

**927 G. Workers' Compensation Benefits**

- 928 EMU shall insure all Faculty Members for on-the-job injuries in accordance with the Michigan Workers' Compensation statutes.

**929 H. University Business Travel Insurance Coverage**

- 930 1. EMU shall provide and maintain for all full-time Faculty Members traveling on official University business, anywhere in the world, travel accident insurance benefits in an amount up to a maximum of \$100,000 for loss of life and dismemberment. This insurance shall be subject to an aggregate limitation of \$500,000 as a result of any one (1) accident. If the total of all insurance claims for any one (1) accident does exceed \$500,000, the amount applicable to any one (1) Faculty Member shall be proportionately reduced based on the number of individuals making claim.
- 931 2. All other specific terms, conditions, limits of liability and exclusions applicable to said insurance shall be provided for in EMU's policy with its carrier.

**932 I. University Business Travel Automobile Insurance Coverage**

- 933 1. EMU agrees to include Faculty Members as additional insureds under its automobile insurance coverage. Such coverage shall provide bodily injury and property damage liability protection up to \$6,000,000 per occurrence. This coverage shall apply on a first dollar basis (no deductible) for Faculty Members operating a University-provided automobile.
- 934 2. This coverage shall also apply for Faculty Members operating a vehicle not provided by EMU while on University business. However, this coverage shall be secondary to (in excess of) any other coverage provided on behalf of the Faculty Member, such as a personal automobile policy. Where other coverage is not provided the Faculty Member, EMU's automobile policy shall apply with a deductible. The deductible shall be equivalent to the limits of mandatory automobile coverage required by the state of Michigan (\$20,000 per person/bodily injury; \$40,000 per occurrence/bodily injury; \$10,000 property damage).
- 935 3. All other specific terms, conditions, limits of liability, and exclusions applicable to this insurance shall be as provided for in EMU's policy with its carrier.

**936 J. Parking**

- 937 EMU shall provide parking at no charge for all Faculty Members.

938	<b>K. Banking</b>		
939	1. Credit Union		
940		EMU shall provide Faculty Members with optional payroll deductions for the EMU Credit Union.	
941	2. Direct Deposits		
942		EMU shall provide for direct deposit of a Faculty Member's paycheck into one (1) account at any one (1) of the member banks of the Federal Reserve System.	
943		Applications for direct deposit are available in EMU's Payroll Office.	
944	<b>L. Business Travel at EMU Expense</b>		
945	1. Policies		
946	a.	Travel at EMU expense shall be subject to the advance approval of the appropriate account executive (usually the Department Head).	
947	b.	Applications for overnight travel at EMU expense shall be submitted on an appropriate form. Completed applications should be made to the appropriate account executive at least ten (10) working days before a trip is taken or sixty (60) calendar days in the case of international travel. If approved, the account executive shall notify the Faculty Member and, if responsible for the expenses, report the forthcoming trip on behalf of the Faculty member.	
948	c.	Costs of travel are charged to the departmental account of the authorizing office.	
949	d.	Reservations, schedules, and all arrangements for travel and lodging are the responsibility of the traveler.	
950	2. Travel Allowances		
951		Reimbursement for ordinary expenses incurred in travel for EMU is made according to the following schedule of approved travel and subsistence allowances:	
952	a.	Commercial Transportation: Economy Fare	
953	b.	Personal Motor Vehicle: IRS Rates	
954		Reimbursement for use of personal motor vehicles shall not exceed the equivalent of economy airfare.	
955	c.	When teaching off campus, reimbursement for the use of personal cars will be made at the rates set forth by the Internal Revenue Service.	
956	d.	Lodging and Meals	
		Lodging	Actual/Reasonable supported by receipts
		Breakfast	Actual/Reasonable supported by receipts
		Lunch	Actual/Reasonable supported by receipts
		Dinner	Actual/Reasonable supported by receipts
		Note:	Tips are included in the above meal allowances.
957	e.	Miscellaneous	
		(1) Conference registration Fees	Actual Cost
		(2) Tips (hotel only)	\$1.00
		(3) Parking	Actual Cost
		(4) Telephone call/Telegraph, EMU business only	Actual Cost
		(5) Toll roads and bridges	Actual Cost
		(6) Area Travel, such as limo to and from terminals	Actual Cost
958	f.	Receipts are required for:	

- (1) Lodging
- (2) Toll roads and bridges
- (3) Commercial transportation (plane tickets, etc.)
- (4) Conference registration fee
- (5) Parking over \$1.00

959 g. Actual subsistence expenses are allowed for an official University delegate in attendance at a convention or other formal gathering over which the University has no control, if approved by the Dean or Department Head. An explanation is required on the Travel Voucher, including the name of the convention. Membership dues to any organization are not reimbursable.

960 h. The travel and subsistence reimbursement rates established herein above shall be increased or decreased consistent with such rates as may be established in the future by EMU as general policy for EMU employees.

961 i. Within ten (10) business days of returning from an EMU-sponsored travel activity for which any financial reimbursement is requested, a Faculty Member shall submit all expense receipts and other documentation (e.g., conference schedule) necessary for reimbursement to the account executive.

If the Faculty Member is responsible for entering those expenses, the Faculty Member shall then submit an expense report with all required documentation to Business & Finance within ten (10) business days.

If the account executive is responsible for entering those expenses, upon receiving the receipts and documentation from the Faculty member, the account executive shall then submit an expense report with all required documentation to Business & Finance on behalf of the Faculty Member within ten (10) business days.

Business & Finance shall only communicate with the person submitting the expense report for any/all errors within the submitted report.

Once a complete and accurate expense report is submitted, Business & Finance shall reimburse the Faculty Member by the end of the next payroll period.

Academic Human Resources and the EMU-AAUP will be notified by Business and Finance of any reimbursement delays.

#### 962 **M. Tuition Waiver Program for Faculty**

963 1. A tuition waiver program providing for a waiver of the full cost of tuition fees for up to six (6) semester hours of credit per semester at Eastern Michigan University, shall be available to eligible Faculty Members. This program applies to tuition only; registration and other incidental fees which may be charged shall be borne by the Faculty Member.

964 2. A Faculty Member shall be eligible for a tuition waiver if he/she satisfies the following terms and conditions:

965 a. The Faculty Member must have completed one (1) year of service prior to the first (1<sup>st</sup>) day of classes of the term or semester for which he/she plans to register.

966 b. A completed application for tuition waiver must be approved by the Benefits Office according to these timelines:

967 A completed application for tuition waiver must be submitted to the Benefits Office for approval no later than the payment deadline for 100% drop announced in the Class Schedule Book for the applicable semester.

968 c. Failure to submit an application for approval within the required timelines may forfeit the employee's eligibility for that term. Upon approval by the Benefits Office, the application will be mailed to the Faculty Member.

969 d. The Faculty Member must agree to reimburse EMU for the cost of all tuition waiver benefits forfeited under the terms and conditions hereinafter provided. To assure prompt reimbursement of all amounts paid by EMU for tuition waiver benefits forfeited by the Faculty Member, the Faculty Member shall authorize EMU to collect such amounts through deductions from his/her pay in amounts not to exceed twenty-five percent (25%) of the gross amount of the regular paycheck every pay period (unless the Faculty Member is terminating, in which case the entire amount may be deducted) or other appropriate means.

970 3. Faculty Members on full-time (100%) appointments for the term or semester for which application is made shall be entitled to full benefits. Faculty Members on at least a fifty percent (50%) appointment but less than a one hundred percent (100%) appointment shall be entitled to one-half (1/2) the benefits outlined above. Faculty Members on less than a fifty percent (50%) appointment shall be ineligible for tuition waiver benefits.

971 4. The Faculty member must take courses during non-working hours.



- 972 5. A Faculty Member shall forfeit tuition waiver benefits and must reimburse the full cost of such benefits to EMU if:
- 973 a. A grade of “pass”, or “C” or above (“B” for graduate courses), is not achieved in any course for which tuition waiver is obtained. (Grades of “C-” in undergraduate courses and “B-” in graduate courses are unacceptable.)
- 974 b. A mark of “Incomplete” (I) is received and not converted to a passing grade within one (1) year following termination of the semester in which the course was taken, or the date the Faculty Member’s employment terminates, whichever is earlier.
- 975 c. The Faculty Member withdraws from a course after the date specified in the course bulletin for one hundred percent (100%) tuition refund. Exceptions may be made upon a showing of appropriate cause by the Faculty Member (e.g. prolonged incapacitating illness, unanticipated conflict between a course in which the Faculty Member is required to teach and the one in which he/she is enrolled, etc.). Appeals for exception shall be made through the regularly established appeal process in the Student Business Services Office.

**976 N. Tuition Waiver Program for Employee Spouses or Additional Eligible Adult and Dependent Children**

- 977 1. A tuition waiver program providing a waiver of one-half (1/2) the cost of undergraduate tuition fees at Eastern Michigan University shall be available to eligible spouses or additional eligible adults and/or dependent children of Faculty Members. This program applies to tuition only; registration and other incidental fees which may be charged shall be borne by the spouse or additional eligible adult, and/or dependent child. It is the intent of the University to provide only a fifty percent (50%) tuition waiver to any individual dependent regardless of the fact that both parents may work for the University.
- 978 2. A Faculty Member’s spouse or additional eligible adult, and/or dependent child shall be eligible for a tuition waiver if he/she presents evidence to the EMU Benefits Office confirming that:
- 979 a. He/she is the spouse or additional eligible adult, or dependent child of a Bargaining Unit member. Dependent children shall be defined as: (a) legally dependent children of eligible staff; and (b) children who have eligible staff as their legal guardian.
- 980 b. He/she has satisfied all admission requirements and is eligible to enroll for courses.
- 981 3. A completed application for tuition waiver must be approved by the Benefits Office during the timelines outlined below:
- 982 a. A completed application for tuition waiver must be submitted to the Benefits Office for approval no later than the payment deadline for 100% drop announced in the Class Schedule Book for the applicable semester.
- 983 4. Failure to submit an application for approval within the required timelines may forfeit the spouse or additional eligible adult, and/or dependent’s eligibility for that term. Upon approval by the Benefits Office, the application will be mailed to the Faculty Member.
- 984 5. A Faculty Member’s spouse or additional eligible adult, and/or dependent child shall be subject to all University Academic standards, policies and practices and may be refused admission to the University, enrollment in courses, or continued enrollment at Eastern Michigan University the same as any other student of the University.
- 985 6. Tuition waiver benefits eligibility for a spouse or additional eligible adult, and/or dependent child shall cease at the end of the semester in which the Faculty Member terminates his/her employment with the University. If the spouse or additional eligible adult, and/or dependent child drops or withdraws from courses during the one hundred percent (100%) drop period, any refund applicable to the tuition waiver shall revert to the University. If the student drops classes after the one hundred percent (100%) drop, he or she shall reimburse the University in full for all tuition previously waived by the University.
- 986 7. A Faculty Member’s spouse or additional eligible adult and/or dependent child shall forfeit tuition waiver benefits and must reimburse the full cost of such benefits to EMU if:
- 987 a. A grade of “pass”, or “C” or above is not achieved in any course for which tuition waiver is obtained. (Grades of “C-” are unacceptable.)
- 988 b. A mark of “Incomplete” (I) is received and not converted to a passing grade within one (1) year following termination of the semester in which the course was taken, or the date the Faculty Member’s employment terminates, whichever is earlier.

989 c. The Faculty Member's spouse or additional eligible adult and/or child withdraws from a course after the date specified in the course bulletin for one hundred percent (100%) tuition refund. Exceptions may be made upon a showing of appropriate cause by the Faculty Member (e.g. prolonged incapacitating illness, etc.). Appeals for exception shall be made through the regularly established appeal process in the Student Accounting and Benefits Offices.

990 **O. Payment of Unused Accumulated Paid Sick Leave Benefits**

991 1. A Faculty Member hired prior to July 1, 1979, who satisfies the minimum age and service requirements hereinafter provided and separates from employment with EMU for retirement purposes, shall be paid fifty percent (50%) of his/her Unused Accumulated Paid Sick Leave, as provided for in Article XI.A.1., effective the date of his/her termination. Such payments shall be made at the Faculty Member's regular base rate of pay as of the date of termination.

992 2. Age and Service Requirements

993 To be eligible to receive payment for fifty percent (50%) of his/her Unused Accumulated Paid Sick Leave, the Faculty Member shall satisfy the following minimum requirements:

994 a. The Faculty Member shall be at least fifty-five (55) years of age and must have completed fifteen (15) years of regular full-time service at EMU as of the date of separation; or

995 b. The Faculty Member shall be at least sixty (60) years of age and must have completed ten (10) years of regular full-time service at EMU as of the date of separation.

996 For purposes of this provision, to accumulate one (1) year's service credit the Faculty Member must have worked at least one hundred and seventy (170) days for a minimum of six (6) hours per day in a fiscal year, beginning July 1 and ending June 30.

997 Proportionate service credit may be granted for less than full-time employment [e.g. 170 days at three (3) hours per day equals 5/10 of a year of credit]. No more than one (1) year's service credit may be earned in any one (1) fiscal year.

998 **P. Flexible Spending Account**

999 EMU has implemented a Flexible Spending Account (FSA) program for dependent care and contributions to the cost of health care. This program shall comply with IRS permissible guidelines as they determine the latest deadline date for use of funds in the FSA before they are forfeited by the Faculty Member. This FSA program will be expanded to include other reimbursable expenses negotiated by the parties, and a debit card option. Vendor guidelines for program participation must be observed. The debit card option shall be implemented as soon as practical following ratification of this Agreement by both parties. Faculty shall be notified of the annual enrollment deadline not less than ten (10) working days prior to the deadline.

1000 To further facilitate each member's utilization of the above FSA, EMU will pay the monthly administrative fee for this program and the debit card option. The FSA provider will be jointly selected by EMU-AAUP and EMU.

**ARTICLE XX. RETIREMENT OPTIONS AND BENEFITS**

1001 **A. Phased Retirement**

1002 1. Eligibility

1003 Faculty members who are at least fifty-five (55) years of age and who have at least fifteen (15) years of full-time service as EMU Faculty or who are at least sixty (60) years of age and who have at least ten (10) years of full-time service as EMU Faculty have the option to enter into a Voluntary Phased Retirement (VPR) agreement with EMU.

1004 2. Notice and Approval

1005 The Faculty Member must sign such an agreement by March 15 of the academic year preceding participation in VPR. By signing this agreement, the Faculty Member agrees to retire at the end of the VPR agreement under the provisions of the contract. The agreement to retire by the end date of the agreement is binding; however, a Faculty Member can decide to retire earlier than the end date of the agreement through the standards procedure described in Article XX.C.

- 1006 The Department Head or School Director shall approve a requested VPR by March 31 prior to the Fall semester in which VPR will be effective. However, the Department Head or School Director may defer the start of a VPR by one calendar year due to core programmatic requirements.
- 1007 If approval is not granted in the first year, the requested VPR will commence the following academic year. The Faculty Member will be given the opportunity to withdraw the agreement or amend the appointment terms of the requested VPR by March 15 prior to the revised academic year in which the agreement begins.
- 1008 3. VPR Options
- 1009 The VPR agreement creates an irrevocable intent to retire at the end of a period not to exceed three academic years from the Fall semester in which the VPR commences. (for example, Faculty signing an agreement by March 15, agree to retire by no later than the last day of the first, second, or third academic year following the initial notification of intent).
- 1010 Participation in the VPR means that a Faculty Member's workload will be reduced to fifty percent (50%), which can be configured as:
- A. 50% in both Fall and Winter semesters, or
  - B. 100% in the Fall semester and 0% in the Winter semester, or
  - C. 100% in the Winter semester and 0% in the Fall semester

	Year 1		Year 2		Year 3		Year 4	
Option	Fall	Winter	Fall	Winter	Fall	Winter	Fall	Winter
A	50%	50%	50%	50%	50%	50%	Retired	
B	100%	0%	100%	0%	100%	0%	Retired	
C	100%*	100%	0%	100%	0%	100%	0%	Retired

\*Option c – Faculty must teach 100% in the Fall semester immediately prior to the start of their VPR.

- 1011 Faculty choosing Option A or B will retire on August 31 of the last year of their VPR. Faculty choosing Option C will retire on December 31 of the last year of their VPR.
- 1012 The division of the appointment may be different in each year of the VPR agreement, but must be set by the Faculty Member at the time the agreement is signed.
- 1013 If the Faculty Member chooses Option C (100% in Winter and 0% in Fall), the VPR agreement will be based on the calendar year. Thus, the Faculty Member will teach a regular course load during the Fall semester immediately preceding the start of the VPR agreement.
- 1014 Faculty Members under a VPR agreement remain eligible for teaching in any Summer semester.
- 1015 The Faculty Member's pay is fifty percent (50%) of their annual base salary and is paid as allowed by the contract either over 24 pays or 16 pays as elected by the Faculty Member. The employer retirement contribution is based on the Faculty Member's earning for the academic year.
- 1016 Faculty Members on VPR retain all Faculty rights and benefits as allowed under the EMU/EMU-AAUP Master Agreement, except eligibility for sabbaticals or FRFs.
- 1017 **B. Types of Retirement Programs**
- 1018 During the term of this Agreement, Faculty Members may retire under one (1) of the University's regular retirement plans, subject to the terms, conditions, exclusions, and limitations herein below set forth. Under no circumstances may a Faculty Member exercise more than one (1) option.
- 1019 **C. Retirement**
- 1020 1. Eligibility and Notice
- 1021 If possible, a Faculty Member planning to retire should inform his/her Department Head one (1) year in advance of his/her anticipated date of retirement. Upon request, a retiring Faculty Member shall be provided a review and other considerations of retirement benefits (e.g., library, parking, Rec/IM, etc.) through EMU's Benefits Office.
- 1022 2. Retirement Programs
- 1023 a. Faculty Members may participate in one (1) of the following retirement Programs:

1024	(1) Michigan Public School Employees Retirement System (MPERS); (available only to Faculty Members hired after January 1, 1996 who have prior MPERS service at one of the following Michigan Universities: Central Michigan University, Eastern Michigan University, Ferris State University, Lake Superior State University, Michigan Technological University, Northern Michigan University and Western Michigan University.) Faculty who were enrolled in the plan as of December 31, 1995 are permitted to remain in the plan.
1025	(2) Teachers Insurance and Annuities Association-College Retirement Equities Fund (TIAA-CREF).
1026	(3) At least one additional defined contribution plan.
1027	b. Each Faculty Member must elect to participate in one (1) of these retirement programs within ninety (90) calendar days of the commencement of his/her regular employment with EMU. A Faculty Member who does not make such an election within this time period shall automatically be enrolled in the TIAA-CREF Defined Contribution Plan. Once a Faculty Member has been so enrolled such enrollment is final and cannot be changed.
1028	c. EMU Contributions
1029	(1) EMU shall contribute the amount specified annually by the state of Michigan for each Faculty Member participating in the Michigan Public School Employees Retirement System.
1030	(2) For Faculty Members who participate in one of the defined contribution plans, EMU shall contribute to the retirement plan eleven percent (11%) of the Faculty Member's earnings for the academic year.
1031	(3) Tax Deferred Annuities
1032	EMU agrees to continue to provide Tax Deferred Annuity Programs for Faculty Members.
1033	3. Death Benefits
1034	Faculty Members who terminate their employment with EMU for retirement purposes, and who, as of the date of separation, are at least fifty-five (55) years of age with fifteen (15) years of full time service at EMU, or are at least sixty (60) years of age with ten (10) years of full time service at EMU, shall be provided a death benefit in the amount of seven thousand dollars (\$7,000) which shall be payable by EMU upon the Faculty Member's death to his/her designated beneficiary.
1035	4. Group Medical Benefits
1036	EMU's contribution to medical benefits, dental benefits, long-term disability benefits and all other fringe benefits shall terminate effective the day following the Faculty Member's last day of active employment with EMU [coverage for medical and dental shall continue until the end of the current calendar year quarter (e.g. if a Faculty Member retires in April, his/her coverage will continue until June 30 unless otherwise provided in this Agreement. If a Faculty Member retires in December, his/her coverage will continue until December 31)]. EMU's contribution to the retirement plan will also terminate effective the day following the Faculty Member's last date of active employment with EMU.
1037	Faculty Members who terminate their employment with EMU for retirement purposes and who, as of the date of separation, are at least fifty-five (55) years of age with fifteen (15) years of full-time service to EMU, or are at least sixty (60) years of age with ten (10) years of full-time service at EMU, shall be eligible, until age sixty-five (65), to continue, at their own expense, group medical benefits if enrolled at the time of retirement, consistent with the terms of EMU's master plan document unless otherwise provided in this Agreement. Faculty Members electing to continue their group medical benefits shall pay the full cost of such continued benefits. Proper application and arrangements for payment of continued benefits must be made in the Benefits Office by no later than thirty (30) calendar days prior to the effective date of the Faculty Member's retirement. The Faculty Member shall pay the full cost of such benefits on a calendar year quarterly basis commencing with the date he/she is removed from the active payroll. The initial payment shall be for the period commencing with the date the Faculty Member is no longer eligible for benefits paid for by EMU, through the end of that calendar year quarter. Payments shall thereafter be remitted in full to EMU's Benefits Office at least fifteen (15) days prior to the beginning of each calendar year quarter.
1038	5. Medical Benefits for Defined Contribution Plan Retirees
1039	a. Faculty Members enrolled in a defined contribution plan who retire prior to age 65 have one (1) of two (2) insurance options available to them:
1040	(1) Blue Cross/Blue Shield Option

- 1041 Faculty Members who terminate their employment with EMU for retirement purposes and who, as of the date of separation, are at least fifty-five (55) years of age with fifteen (15) years of full-time service at EMU, or are at least sixty (60) years of age with ten (10) years of full-time service at EMU, shall be eligible,, until age sixty-five (65), to continue, at their own expense, group medical benefits if enrolled at the time of retirement, consistent with the terms of EMU's master plan document unless otherwise provided in this Agreement. Faculty Members electing to continue their group medical benefits shall pay the full cost of such continued benefits. Proper application and arrangements for payment of continued benefits must be made in the Benefits Office by no later than thirty (30) calendar days prior to the effective date of the Faculty Member's retirement. The Faculty Member shall pay the full cost of such benefits on a calendar year quarterly basis commencing with the date he/she is removed from the active payroll. The initial payment shall be for the period commencing with the date the Faculty Member is no longer eligible for benefits paid for by EMU, through the end of that calendar year quarter. Payments shall thereafter be remitted in full to EMU's Benefits Office at least fifteen (15) days prior to the beginning of each calendar year quarter.
- 1042 EMU shall supplement the cost of such coverage up to but not to exceed one hundred thirty dollars (\$130) per month. The remainder of any cost for such coverage is to be borne by the retiree.
- 1043 b. Medical Benefits for Defined Contribution Plan Retirees at Age 65
- 1044 The University shall reimburse Bargaining Unit members enrolled in a defined contribution plan who separate from employment with EMU for retirement purposes for costs associated with medical insurance that supplements Medicare Part A, and Part B, provides for prescription drug benefits under Part D, or replaces traditional Medicare coverage with a federally-approved Medicare Advantage Plan subject to the following limitations:
- 1045 (1) The Bargaining Unit member shall have attained at least sixty-five (65) years of age and shall have completed at least ten (10) years of regular full-time service at EMU.
- 1046 (2) EMU shall supplement the cost of such coverage up to but not to exceed one hundred sixty dollars (\$160) per month. for all eligible retired faculty. The remainder of any cost for such coverage is to be borne by the retiree.
- 1047 (3) In the event that the retiree becomes eligible for or is covered by any other medical benefits plan after having attained age sixty-five (65), he/she shall forfeit all rights to said EMU provided reimbursement for supplement insurance for the period of time that he/she is eligible for, or is covered by, any other medical benefits plan.
- 1048 (4) The retiree must pay for the coverage and provide the Benefits Office with proof of payment for said supplemental insurance on a calendar year quarterly basis to be eligible for reimbursement.
- 1049 (5) Retirees shall receive reimbursement for the above provided supplemental insurance within thirty (30) days following each calendar year quarter that proof of payment is submitted to EMU's Benefits Office.
- 1050 6. A retiree who meets the age and service requirements described in Section C.4. and 5. above, and who is eligible to continue his/her group medical benefits under COBRA will be offered the opportunity to continue those benefits at his/her own expense at a premium permitted by COBRA (see Article XIX.C.11., above), for the period mandated in the retiree's circumstances by COBRA (which will usually be the shorter period of: (1) eighteen (18) months from the period between the last date of employment, or (2) the retiree's last date of employment and the date upon which the retiree becomes entitled to Medicare), as an alternative to the contractual retirement benefits described in Section C.4. and 5., above. Such retirees who are eligible to continue dental benefits under COBRA will be offered the opportunity to continue those benefits at their own expense at a premium permitted by COBRA for the period mandated in the retiree's circumstances by COBRA.
- 1051 The election to continue medical and/or dental benefits under COBRA must be made within sixty (60) days from the later of: (1) the date upon which the retiree's medical and/or dental benefits terminate due to his/her retirement, or (2) the date upon which the retiree receives a notice from EMU's Benefits Office that he/she is entitled to continue coverage under COBRA.
- 1052 7. A retiree who does not meet the age and service requirements described in Section C.4. and 5., above, and who is eligible to continue his/her group medical benefits under COBRA will be offered the opportunity to continue those benefits at his/her own expense at a premium permitted by COBRA (See Article XIX.C.11., above) for the period mandated in the retiree's circumstances by COBRA (which will usually be the shorter period of: (1) eighteen (18) months from the retiree's last date of employment or (2) the period between the last date of employment and the date upon which the retiree becomes entitled to Medicare).
- 1053 The election to continue medical and/or dental benefits under COBRA must be made within the period described in Section C.5.b.5., above.

1054	8. Dental Benefits for Defined Contribution Plan Retirees
1055	a. Faculty Members enrolled in a defined contribution plan who retire on or after the date of the contract ratification shall have one dental plan available to them:
1056	(1) Delta Dental Plan
1057	Faculty Members who terminate their employment with EMU for retirement purposes and who, as of the date of separation, are at least fifty-five (55) years of age with fifteen (15) years of full-time service at EMU, or are at least sixty (60) years of age with ten (10) years of full-time service at EMU, shall be eligible to continue dental benefits if enrolled at the time of retirement, consistent with the terms of EMU's master plan document. Faculty Members electing to continue their dental benefits shall be placed in a separate group for rating purposes comprised of retirees only. The retiree shall pay the full cost of such continued dental benefits. Proper application and arrangements for payment of continued benefits must be made in the Benefits Office by no later than thirty (30) calendar days prior to the effective date of the Faculty Member's retirement. The Faculty Member shall pay the full cost of such benefits on a calendar year quarterly basis commencing with the date he/she is removed from the active payroll. The initial payment shall be for the period commencing with the date the Faculty Member is no longer eligible for benefits paid for by EMU, through the end of that calendar year quarter. Payments shall thereafter be remitted in full to EMU's benefits Office at least fifteen (15) days prior to the beginning of each calendar year quarter.
1058	9. Emeritus Status
1059	Any member of the department, including the Department Head, may nominate for emeritus status a retiring colleague who has served the University for at least fifteen (15) years. The Department Head shall forward the nomination with his/her recommendation to the Dean of the appropriate college. The Dean shall forward the nomination with his/her recommendation to the Provost and Executive Vice President. If the Provost supports the nomination, he/she shall forward it to the EMU Board of Regents. Once the Regents have acted on the nomination, the Provost will notify the retiring Faculty Member of the Regents' decision.
1060	The University will encourage Emeritus Faculty to remain a part of the academic community through a variety of benefits:
1061	a. An Emeritus Faculty Photo ID Card
1062	b. An annual parking permit
1063	c. A campus mailbox in his/her former department upon written request to the Department Head
1064	d. A retiree life insurance benefit pursuant to Article XX, Section C.3.
1065	e. Complimentary Rec IM membership
1066	f. Two complimentary tickets to each sporting event
1067	g. Two complimentary tickets to each EMU production (plays, concerts, etc.). Campus Life, Guest Artists and Speakers series are excluded
1068	h. A subscription to Focus EMU and other institutional publications including the annual University Directory
1069	i. A campus e-mail address
1070	j. The right to participate in academic processions and convocations
1071	k. Use of the Library
1072	l. The opportunity to audit classes without credit, tuition, or the need to follow regular enrollment procedures. However, approval to audit must be granted by the instructor and program fees may be assessed.
1073	10. Waiver of Employment Rights
1074	On the effective date of retirement, the Faculty Member shall waive any and all claims of whatever nature, whether under state or federal laws, this Collective Bargaining Agreement, or EMU policies, which arise out of his/her employment with EMU except as otherwise enumerated in the Agreement. By way of illustration and not by way of limitation, Faculty Members shall waive any and all retention of priority and tenure rights, all entitlements to future

wage and benefit increases, all rights to participate in any and all group benefits plans other than group medical benefits as hereinabove provided, and any and all rights he/she may have to continued employment or reemployment with EMU.

1075 11. Irrevocability

1076 Once an individual's notice of retirement has been tendered to and is accepted by EMU, it shall be irrevocable.

#### **ARTICLE XXI. DEATH BENEFITS**

##### **1077 A. Accrued Wages**

1078 All accrued wages earned and unpaid as of the date of a Faculty Member's death shall be paid pursuant to applicable Michigan law.

##### **1079 B. Payment of Unused Accumulated Paid Sick Leave Benefits**

1080 A Faculty Member hired prior to July 1, 1979, who dies during the course of his/her employment with EMU, and who otherwise satisfies the eligibility criteria set forth in Article XIX.O.2. of this Agreement for a retirement benefit in the amount of fifty percent (50%) of his/her accumulated paid sick leave, if any, shall be entitled to have said amount paid as a death benefit pursuant to applicable Michigan law to his/her designated beneficiary or estate. Such payment will be made at the Faculty Member's regular rate of pay as of the date of death.

#### **ARTICLE XXII. HEALTH AND SAFETY COMMITTEE**

1081 Pursuant to the General Duty Clause (Section 5 (a) (1) of the Occupational Safety and Health Act of 1970 as amended, Eastern Michigan University recognizes its obligation to provide a safe and healthful working environment for employees. EMU and the Association recognize their obligation to cooperate in maintaining and improving a safe and healthful working environment, including buildings and grounds that are safe, well lit and maintained and facilities that are clean and well equipped. The parties agree to use their best efforts jointly to achieve these objectives.

1082 To this end, the Association President or his/her designee shall be permitted to serve on the University's Health and Safety Committee. The Association's University Health and Safety Committee Representative will be provided regular and timely access to all information and data necessary to carry out his/her duties.

1083 The Association and EMU recognize that the Health and Safety Committee has established procedures for receiving and handling health and safety related issues and recommending the elimination and/or controlling of unsafe conditions liable to cause injury or illness to employees.

1084 It is specifically agreed and understood that any recommendations made by the Association on health and safety issues shall be considered as purely advisory in their nature. The Association may forward health and safety concerns to the Health and Safety Committee for its consideration and agrees that it will first attempt to resolve problems through this channel, whenever possible. In making a request to the Health and Safety Committee, the Association will include as complete an identification of the unsafe condition as possible and may make recommendations for addressing said condition, supported by cost projections for implementation if reasonably ascertainable, and such other documentation as may be appropriate for a complete and thorough understanding of the problem and the accompanying recommendations for resolution.

1085 The Association agrees to seek remedies through the Health and Safety Committee whenever practicable. Nothing, however, shall preclude the Association from seeking remedies on its own when, in its opinion, the Committee is unavailable or unwilling to assist or when the Committee has been unable to achieve a satisfactory resolution. If EMU's failure to correct the unsafe condition liable to cause injury or illness to Faculty Members is in violation of the parties' Master Agreement, the issue shall then be subject to Article VII.

1086 EMU will provide, at its expense, all required training and vaccinations for Faculty Members.

#### **ARTICLE XXIII. SPECIAL CONFERENCES**

1087 At the request of the Association or EMU, the parties shall confer at such reasonable times as both parties shall agree to consider problems in implementing this Agreement and matters of mutual concern. Any agreements reached in such conferences shall be reduced to writing and signed by the parties.

1088 All such conferences shall be arranged through the President of the Association or his/her designated representative and the Assistant Vice President for Academic Affairs, or his/her designated representative.

#### **ARTICLE XXIV. STRIKES AND LOCKOUTS**

- 1089 It is agreed that on the part of the Association there shall, during the term of this Agreement, be no strike, stoppage of work or slowdown, and on the part of EMU, no lockout.
- 1090 In the case of any strike, slowdown, or other suspension of work not authorized by the Association, its officers or agents, and not called in compliance with the terms and provisions of this Agreement, EMU agrees that such violation of this Agreement shall not cause the Association, its officers or agents to be liable for damages provided that the Association complies fully with the following:
- 1091 1. The Association's obligation to take action shall commence immediately upon receipt of notice from EMU that a violation has occurred.
- 1092 2. Immediately upon receipt of such notice the responsible Association representative shall immediately talk with those Faculty Members responsible for or participating in such violation, stating to them that:
- 1093 a. Their action is in violation of the Agreement, subjecting them to discharge or discipline.
- 1094 b. The Association has not authorized the strike, slowdown, or suspension of work and does not approve or condone it.
- 1095 c. The Association instructs the Faculty Members to immediately return to their respective jobs, and submit any grievances they may have through the grievance procedure provided for in the Agreement.

#### **ARTICLE XXV. BOARD POLICIES**

- 1096 General personnel policies, applicable to Faculty Members and formally approved by the Board of Regents prior to the date of this Agreement and not otherwise modified or referenced herein, shall only be changed after notification to the Association of intent to change and negotiation to agreement or to impasse relative to the proposed change.

#### **ARTICLE XXVI. COMPUTATION OF WORK TIME**

- 1097 In those instances in which the computation of the number of hours in a regular Faculty Member's workday, workweek or academic work year is necessary, the following formula shall apply:
- 1098 One (1) full-time academic year or its equivalent = 34 weeks
- 1099 One (1) full-time academic year or its equivalent = 1,360 hours
- 1100 Faculty appointments of less than full-time shall be prorated in accordance with the above formula.

#### **ARTICLE XXVII. NOTIFICATION**

- 1101 The following procedures shall satisfy notification requirements in this Agreement:
- 1102 A. Delivery to a Faculty Member
- 1103 Delivery of written notice to a Faculty Member means: (1) handing it to the Faculty Member personally; or (2) leaving it at his/her office with his/her departmental secretary; or (3) leaving it at his/her last known residence with some person of suitable age and discretion residing therein.
- 1104 B. Mailing
- 1105 Notification by mail shall be deemed to have occurred as of the date posted at a bona fide off-campus United States Postal Service Office and addressed to the Faculty Member's last known residence.
- 1106 C. Email
- 1107 Unless notification is specifically required in writing by terms in this Agreement, notification may be sent by email to the Faculty Member's official university email address.

#### **ARTICLE XXVIII. OTHER PROVISIONS**

- 1108 A. Agreement Construction
- 1109 The paragraph titles throughout this Agreement are merely editorial identifications of their related text and do not limit or control that text.



1110 B. Saving Clause

1111 If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request of either party thereto, EMU and the Association shall immediately enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

1112 C. Graduate School

1113 Rules, policies and regulations pertaining to graduate programs are determined by the Graduate School to the extent that no such rule(s), policy(ies) or regulation(s) or modification thereof shall be contrary to the clear and express terms of this Agreement, nor shall any such rule(s), policy(ies), regulation(s), or rates be administered to detract from rights clearly and expressly given to the Association or its members by the terms of this Agreement. The introduction or modification of rules, policies, or regulations that require Faculty input under the provisions of Article XIII.A. shall be forwarded to the appropriate Faculty body (e.g., departmental committee, college council, Faculty Senate) for consideration and recommendation prior to implementation by the University.

**ARTICLE XXIX. DURATION AND AMENDMENT**

1114 Agreement shall continue in full force and effect from September 1, 2015 to and including August 31, 2019. The Agreement shall continue in effect from year-to-year thereafter unless either party notifies the other in writing not less than ninety (90) calendar days prior to the expiration date that a modification or termination of the Agreement is desired. Should either party to this Agreement serve such notice upon the other party, EMU and the Association shall meet for the purpose of negotiation and shall commence consideration of proposed changes or modifications in the Agreement not less than sixty (60) calendar days prior to the expiration of the Agreement.

1115 If, pursuant to such negotiation, an Agreement on the renewal or modification of this Agreement is not reached prior to the expiration date, this Agreement shall expire at the expiration date unless it is extended for a specified period by mutual agreement of the parties.

1116 In witness whereof, this Agreement has been executed by the parties by their duly authorized representatives this 7th day of August, 2015.

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CHAPTER OF THE AMERICAN  
ASSOCIATION OF UNIVERSITY  
PROFESSORS

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James Carroll, III  
Chief Negotiator

---

Susan Moeller, Chief Negotiator  
Accounting and Finance

---

Robert Jones, Associate Professor  
Geography and Geology

---

Christine Karshin, Associate Dean  
Health and Human Services

---

Julie Berger, Contract Administrator  
EMU-AAUP

---

Jeannette Kindred, Professor  
CMTA

---

Rhonda Longworth, Assoc. Vice President  
Academic Programming

---

Howard Bunsis, Professor  
Accounting and Finance

---

John Palladino, Professor  
Special Education

---

Todd Ohmer, Executive Director  
Finance

---

Jessica Elton, Associate Professor  
CMTA

---

Mehmet Yaya, Associate Professor  
Economics

---

David Woike, Asst. Vice President  
Academic Affairs

---

Rhonda Fowler, Associate Professor  
Library

**Appendix A                    MFA Equivalency**

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN EASTERN MICHIGAN UNIVERSITY AND THE EASTERN MICHIGAN UNIVERSITY CHAPTER  
OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

It is agreed and understood that the MFA designated as equivalent to the Ph.D. is intended to reflect the decision of Arbitrator William Haber of June 29, 1977. Accordingly, only Faculty Members covered by that decision shall be considered to be automatically entitled to such equivalencies. However, in those cases in other disciplines where the MFA is determined by EMU and AAUP to be the terminal degree and considered equivalent to a Ph.D., Faculty Members with the MFA in such a discipline shall, upon approval of the parties, have such degree equivalency recognized. A request for such a determination may be initiated by a Department to either EMU or the AAUP.

It is further understood that educational equivalencies which have been or may be included in the Departmental Evaluation Documents developed in accordance with the provisions of Article XIII of the Collective Bargaining Agreement, shall not be construed to imply equivalency for the Ph.D. except in those limited instances where the J.D. degree has been determined in the Department Evaluation Documents to be the appropriate terminal degree for Faculty Members specifically assigned specialized courses related to law and/or the legal system.

Faculty Members who attain degrees equivalent to the Ph.D. as provided herein, shall not be eligible for compensation for the attainment of the doctorate as provided in Article XVIII.K.

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CHAPTER OF THE AMERICAN  
ASSOCIATION OF UNIVERSITY  
PROFESSORS

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James Carroll, III  
Chief Negotiator

---

Susan Moeller  
Chief Negotiator

## Appendix B

### MEMORANDUM OF UNDERSTANDING BY AND BETWEEN EASTERN MICHIGAN UNIVERSITY AND THE EASTERN MICHIGAN UNIVERSITY CHAPTER OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

It is hereby understood and agreed between Eastern Michigan University and Eastern Michigan University Chapter of the American Association of University Professors that one Faculty Short-term Service Parking space will be available for Faculty Members to load and unload instructional materials used in their teaching assignments off campus, in each of the following parking lots, Smith, Sill, Mark Jefferson, Pray-Harold, and Roosevelt. In addition EMU agrees to make available parking permits for faculty members to use the referenced parking spaces. The parking permits shall be available in the Office of the Building Administrator of Sill Hall, Rackham, Roosevelt, Pray-Harold, and Mark Jefferson.

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EASTERN MICHIGAN UNIVERSITY  
CHAPTER OF THE AMERICAN  
ASSOCIATION OF UNIVERSITY  
PROFESSORS

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James Carroll, III  
Chief Negotiator

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Susan Moeller, Chief Negotiator

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN EASTERN MICHIGAN UNIVERSITY  
AND THE EASTERN MICHIGAN UNIVERSITY CHAPTER OF  
THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

It is hereby understood and agreed between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors that the Assistant Vice President for Academic Affairs (and their designees) and the President of the EMU-AAUP (and their designees) will form a temporary DID committee to:

- Review and approve the Department Input Document changes based on the addition of equivalencies to Department Input Documents.
- The term of this committee will be effective September 1, 2015 to August 31, 2016.
- This committee will ensure the consistency and fairness of equivalencies across departments and will have final approval.

It is further specifically understood and agreed by the parties to this Agreement that the provisions stated above are consistent with the Collective Bargaining Agreement between EMU and the AAUP, and therefore, that the provisions herein will not alter, modify, or otherwise establish precedent for future interpretation or application of that Agreement.

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**Appendix D**

**Multi-Year Contract Joint Task Force**

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN EASTERN MICHIGAN UNIVERSITY  
AND THE EASTERN MICHIGAN UNIVERSITY CHAPTER OF  
THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

It is hereby understood and agreed between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors agree to participate in a joint task force to develop and test an implementation plan to roll out the new multi-year contract evaluation procedure by September 1, 2016. The plan will include the establishment of an electronic evaluation dossier, including all process features and contractual requirements of the faculty evaluation process. The committee will also choose a new student evaluation system. The committee will include up to four (4) members selected by the EMU-AAUP and up to four (4) members selected by the administration.

It is further specifically understood and agreed by the parties to this Agreement that the provisions stated above are consistent with the Collective Bargaining Agreement between EMU and the AAUP, and therefore, that the provisions herein will not alter, modify, or otherwise establish precedent for future interpretation or application of that Agreement.

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## Appendix E

Faculty Hired Prior to September 1, 2015 will use Article XV (below), from the 2012-2015 Collective Bargaining Agreement for evaluative purposes.

### ARTICLE XV. EVALUATION CRITERIA AND PROCEDURES FOR REAPPOINTMENT, TENURE, PROMOTION, AND PERIODIC REVIEWS OF TENURED FACULTY

- 526           A.    1.    Each department shall conduct Faculty evaluations using procedures, techniques, and criteria specified in its Departmental Evaluation Document developed and/or subsequently modified in accordance with the Faculty input system as provided for in Article XIII.
- 527                   2.    There are three (3) kinds of evaluations of Faculty performance: (1) Interim Evaluations of probationary Faculty; (2) Full Evaluations of probationary and tenured Faculty for reappointment, tenure, and/or promotion; and (3) Professional Evaluations of tenured Faculty Members.
- 528                   3.    Evaluations shall be conducted in accordance with the schedules established in this article. Faculty Members who have five (5) working days to respond to an evaluation shall obtain an extension of five (5) working days upon notifying the evaluator in writing.
- 529                   4.    Annual Activity Reports
- 530                   By no later than October 15 of each year every probationary and tenured Faculty Member shall complete and submit an Annual Activity Report to his/her Department Head unless the Faculty Member is on leave and time is not creditable pursuant to Article XIV.E. The information contained in the Annual Activity Report shall provide the basic data for interim evaluations and professional performance evaluations of tenured Faculty Members. Department Heads may provide additional relevant documentation. In addition Faculty Members undergoing Full Evaluations shall be required to complete additional forms.
- 531           B.    **Evaluation Criteria**
- 532                   1.    Instructional Effectiveness
- 533                   a.    The required and most important criterion is Instructional Effectiveness. The teaching Faculty shall give evidence of ability and commitment to lead students of varying capabilities into a growing understanding of the subject matter, tools, and materials of their disciplines. The Faculty Member shall demonstrate his/her continuing concern for Instructional Effectiveness through methods of presentation and evaluation of students. In support of Instructional Effectiveness, a Faculty Member must maintain a high level of knowledge and expertise in his/her discipline or area of specialization. One of the many ways to demonstrate such knowledge and expertise is the presentation of research and/or creative activities in the classroom by explaining how its results have changed/improved the course content, the instructional methodology and/or the overall teaching-learning process. In the case of non-teaching and library Faculty satisfactory professional performance shall be the equivalent of Instructional Effectiveness.
- 534                   b.    Evaluation techniques for all Faculty Members shall include at least the following types of evaluation of teaching: peer evaluations, Department Head evaluations, student evaluations, and self evaluations. Where appropriate, assessment of academic advising of students shall also be included. Departments shall incorporate in their Departmental Evaluation Document: 1) a set or sets of approved questions for the student evaluation form comprised of the two core items plus no fewer than an additional six items determined by a vote of Faculty Members in the Department. An additional set of at least six questions shall be prepared for student evaluation of courses that include on-line instruction. 2) approved questions for peer and Department Head classroom visitations, and additional approved questions appropriate for evaluation of on-line instruction. 3) a procedure for classroom visitations, covering whether and when notice of the visit will be given to the Faculty Member. 4) a procedure for evaluation of on-line instruction that limits such evaluation to a single lesson or unit of the course, equivalent to one face-to-face course meeting during which the faculty member shall be present. Each individual peer and Department Head classroom visitation or on-line course observation and related evaluative statement shall be in writing, shall name the observer, and shall be provided to the Faculty Member within ten (10) working days following the classroom visit. Rationale for evaluative statements must be explained and/or documented. The Faculty Member shall be entitled to up to two additional peer evaluations by faculty chosen by mutual agreement of the Faculty Member and the Department Head.
- 535                   c.    Faculty Members shall be responsible for retaining all original copies of approved student evaluation forms and summary reports, including handwritten comments, for the period under evaluation. During any evaluation of Instructional Effectiveness, the Faculty Member shall make available to evaluators any and all copies of forms and reports, including handwritten comments, for such period.

- 536 d. All Full Evaluations (including Full Professional Performance Evaluations of tenured Faculty) must include  
classroom visitations by the Department Head and members of the appropriate departmental committee.  
Responsibility for setting up classroom visitations rests with the parties doing the evaluation of the Faculty  
Member. Classroom visitations as a part of Full Evaluations occur after October 15, unless mutually agreed to by  
all parties involved.
- 537 2. Scholarly/Creative Activity
- 538 The manner in which each of the Scholarly/Creative Activities listed below is counted toward fulfilling the evaluation  
criteria of each department is governed by its Departmental Evaluation Document.
- 539 a. Faculty Member shall give documented evidence of his/her contribution to his/her discipline or area of  
specialization within the discipline or in an interdisciplinary specialization by scholarly investigation (e.g.  
research) and/or creative activity, and of its publication or other dissemination in one of the following ways:
- 540 (1) among practitioners in his/her discipline; or
- 541 (2) among a wider community.
- 542 b. It is intended that the Faculty Member shall utilize his/her expertise to address problems in his/her discipline or  
in an interdisciplinary specialization through scholarly and/or creative activity that clearly contributes to the  
discipline, specialization, or interdisciplinary area through:
- 543 (1) Scholarly investigation, creative activity and/or research of an original and/or previously unreported nature;  
or
- 544 (2) applied research, investigation, or scholarly analysis of existing research, information, and creative  
endeavors resulting in the development of new data, information, applications, and/or interpretations.
- 545 (3) In disciplines where practice and tradition include Faculty involvement in student research which is  
subsequently published or otherwise disseminated, such research shall not be barred from consideration as  
appropriate scholarly activity, insofar as said Faculty involvement is shown to fulfill the expectations in  
Section 2.b.(1) or 2.b.(2) above.
- 546 c. Retraining
- 547 In recognition of the need to encourage the retraining of Faculty to assume professional responsibilities in areas  
where available expertise is in short supply, completion by the Faculty Member of a retraining program which  
brings him/her to a specified level of skill in such area of need may be applied toward satisfaction of the  
Scholarly/Creative Activity criterion for such purposes and for such period of time only as expressly approved in  
writing by the appropriate departmental committee, the Department Head, the college Dean and the Provost  
and Vice President. In those instances where written approval of a retraining program is not obtained in  
advance, retraining shall be barred from consideration when the Faculty Member's Scholarly/Creative Activity is  
evaluated.
- 548 d. Each of the three (3) activities below may, under the conditions specified, be considered as partially fulfilling the  
Scholarly/Creative Activity criterion. The Scholarly/Creative Activity criterion cannot be satisfied by any of these  
alone, or solely in combination with each other.
- 549 (1) Professional Development
- 550 Professional development shall be an acceptable substitute for Scholarly/Creative Activity, only as  
specifically allowed in Departmental Evaluation Documents amended after September 1, 1993.
- 551 EMU and the Association recognize the value of substantive professional development activities that may  
be undertaken by Faculty to enhance their delivery of classroom instruction and/or expand their  
professional knowledge base. In order to encourage Faculty to engage in such endeavors, professional  
development activities may be applied toward satisfaction of the Scholarly/Creative Activity criterion  
insofar as these activities are clearly in addition to those necessary to maintain the level of knowledge  
and/or expertise in the Faculty Member's discipline or area of specialization required to fulfill the  
Instructional Effectiveness standards (Article XV.B.1.) of this Agreement, subject to the following conditions:
- 552 Prior to undertaking any professional activity for which credit may be sought, a Faculty Member shall  
submit a written proposal for pre-approval to his/her department. The proposal shall outline the



professional activity, its duration and the projected benefits of the activity. If approved by the Department Head and the appropriate departmental committee, the professional development, when completed, shall be evaluated to determine if it fulfills the criteria for such professional development contained in the Departmental Evaluation Document.

- 553 (2) Grant Development/Administration
- 554 EMU and the Association recognize the need to encourage Faculty to engage in the vital process of seeking, obtaining and administering grants from outside agencies. The preparation of grant proposals for outside agencies, whether funded or not, and/or the administration of a grant project, shall be considered as Scholarly/Creative Activity if said preparation involves scholarly activity (e.g. research or teaching projects) of a substantial nature. The applicant must document such activity and the importance of the endeavor to the discipline or interdisciplinary area, the department, the college or University, as set forth in Article XV.B.2.b. above.
- 555 (3) Doctoral Dissertation Research
- 556 Doctoral dissertation research undertaken by Faculty in those departments where the doctorate is not recognized as the terminal degree or required for the purpose of achieving tenure shall be considered as Scholarly/Creative Activity in the year(s) in which such research is undertaken, provided the applicant furnishes documentary evidence of the nature of the research and provides an abstract documenting the importance of the endeavor to the discipline and the appropriate departmental committee and Department Head provide a qualitative statement supporting the importance of the doctoral research.
- 557 3. Service
- 558 The Faculty Member must satisfy one of the criteria below:
- 559 a. The Faculty Member shall give evidence of identifying new needs in the department and assisting colleagues in departmental activities.
- 560 b. The Faculty Member shall give evidence of interest and activity that extends beyond the department into areas such as University and college-wide committees, student activities, professionally related community affairs, and grant activities, either disciplinary or interdisciplinary if not counted as Scholarly/Creative Activity.
- 561 4. Standards of Performance
- 562 a. The foregoing criteria must be applied to applicants engaged in disciplines as varied as dance, literature, marketing, physics, and mathematics. To guide applicants within the various disciplines concerning activities which might be considered appropriate as counting toward fulfillment of these criteria, EMU and the Association have recognized the need for evaluation documents within each department, as provided in Article XIII.
- 563 b. To clarify the role of Departmental Evaluation Documents in specifying the ways in which contract requirements may be met, EMU and the Association hereby reaffirm and make clear their intent that, in addition to satisfying the conditions set forth in the applicable Departmental Evaluation Documents, all candidates for reappointment, tenure, and promotion must satisfy without exception and irrespective of the terms of any Departmental Evaluation Document, application form, or other document to the contrary, all elements of the evaluation criteria provided herein, and all other terms and conditions of this Agreement.
- 564 In those instances where a requirement set forth in this Agreement diverges from a requirement set forth in the Departmental Evaluation Document, the more stringent requirement shall apply, except as modified by this Agreement. For purposes of further clarification, each Departmental Evaluation Document contains listings of activities that might be considered appropriate as counting toward fulfilling obligations in the areas of Instructional Effectiveness, Scholarly/Creative Activity, and Service. However, the fact that an applicant may cite an activity which is included in a Departmental Evaluation Document does not mean that it will automatically count toward fulfilling an evaluation criterion. Each Faculty Member must provide qualitative documented evidence that establishes that he/she has, in fact, satisfied the appropriate evaluation criteria. No activity shall count towards fulfilling an evaluation criterion without such qualitative documentation unless otherwise provided herein.
- 565 5. Only work completed while a Faculty Member is in rank at EMU may be counted for purposes of reappointment, tenure, and promotion decisions, unless, in accordance with Article XIV.A.14., partial service/rank credit is granted for experience prior to joining the Faculty at EMU. The partial service/rank credit which a Faculty Member receives at the date of hire, and the Instructional Effectiveness, Scholarly/Creative Activity, and Service documented during the period of time for which he/she is given credit at the initial date of hire shall be creditable for reappointment, tenure, and/or promotion, insofar as: (a) the activities are consistent with the definitions set forth in the Agreement; (b) the activities

fulfill the standards of the Faculty Member's Departmental Evaluation Document; and (c) the Faculty Member's application for reappointment, tenure, and/or promotion is in compliance with the terms and conditions of this Agreement.

**566 C. Procedures for Faculty Evaluation**

- 567 1. Evaluations shall be initiated in order that all reappointment, tenure, promotion, Professional Performance Evaluations of tenured Faculty, and termination decisions may be made in accordance with the time schedules provided in this Agreement.
- 568 2. It is recognized that the evaluation process is a continuing one, intended for constructive purposes. The Department Head shall provide regular opportunity to discuss professional evaluation and to offer assistance to the Faculty Member in the improvement of his/her professional performance.
- 569 3. Evaluations shall not be conducted during a term that a Faculty Member is on leave (as provided for in Article XI and/or XII).

**570 D. Schedule of Evaluations for Probationary Appointments: Reappointment/Tenure for Faculty**

571 Evaluations of probationary Faculty Members shall be conducted consistent with the following schedule:

572

INITIAL APPOINTMENT RANK	EVALUATION SCHEDULE					
	YEAR					
	1	2	3	4	5	6
PROFESSOR	II	F	T			
ASSOCIATE	II	F	CI	T		
ASSISTANT	II	II	F	CI	T	
INSTRUCTOR	II	II	F	CI	CI	T

II = Initial Interim Evaluation

F = Full Evaluation

CI = Comprehensive Interim Evaluation

T = Tenure Evaluation

573 A Faculty Member's rank at initial appointment shall determine the evaluation schedule for Full and Interim Evaluations.

574 1. Interim Evaluations

575 There are two types of Interim Evaluations: Initial Interim Evaluations and Comprehensive Interim Evaluations.

576 a. Initial Interim Evaluations

- 577 (1) Initial Interim Evaluations provide an evaluation of a Faculty Member's Instructional Effectiveness and Service activities in the years prior to the faculty Member's first full Evaluation.
- 578 (2) Faculty performance is reviewed in the department without formal written evaluation and Faculty are reappointed in those years designated for Initial Interim Evaluations unless a potential performance problem in Instructional Effectiveness or Service is perceived and the department elects to conduct a formal, written Full Interim Evaluation.
- 579 (3) In a Faculty Member's first year of employment at EMU no Annual Activity Report is required. His/her Initial Interim Evaluation during that year shall be conducted using information obtained through classroom visits, review of instructional materials and discussions with the Department Head and the appropriate departmental committee, and shall focus primarily on Instructional Effectiveness.
- 580 (4) In all other Initial Interim Evaluation years and following receipt of the Faculty Member's Annual Activity Report, the Department Head and appropriate departmental committee shall meet with the Faculty Member to discuss his/her instructional and service activities, and review the results of the required evaluation techniques of Instructional Effectiveness set forth in Article XV.B.1.b. They shall include in their discussion a review of both the positive elements they see as well as those elements of the Faculty Member's performance where improvement might reasonably be expected by the time the Faculty Member undergoes a Full Evaluation. If the Faculty Member requests, the evaluators shall give some indication as to whether or not his/her Scholarly/Creative Activity is developing in a way that is appropriate for the department's standards.

- 581                   b.   Comprehensive Interim Evaluations
- 582                   (1)   Comprehensive Interim Evaluations provide an evaluation of a Faculty Member's Instructional Effectiveness, Scholarly/Creative Activity and Service. Comprehensive Interim Evaluations occur in the year(s) following the Faculty Member's first (1<sup>st</sup>) Full Evaluation, but prior to the Full Evaluation for Tenure.
- 583                   (2)   Faculty performance is reviewed in the department without formal written evaluation and Faculty are reappointed in those years designated for Comprehensive Interim Evaluations unless a potential performance problem in Instructional Effectiveness or Service is perceived and the department elects to conduct a formal, written Full Interim Evaluation.
- 584                   (3)   In all Comprehensive Interim Evaluation years and following receipt of the Faculty Member's Annual Activity Report, the Department Head and appropriate departmental committee shall meet with the Faculty Member to discuss his/her Instructional Effectiveness, Scholarly/Creative, and Service activities, and review the results of the required evaluation techniques of Instructional Effectiveness set forth in Article XV.B.1.b. They shall include in their discussion a review of both the positive elements they see as well as those elements of the Faculty Member's performance where improvement might reasonably be expected by the time the Faculty Member undergoes a Full Evaluation for Tenure.
- 585                   c.   If, in either the Initial Interim Evaluation or the Comprehensive Interim Evaluation, the evaluators conclude that the Faculty Member's Instructional Effectiveness and Service fulfill the standards of performance required for reappointment, as provided in the applicable Departmental Evaluation Document and this Agreement, the committee and the Department Head shall complete and sign an Interim Evaluation/Recommendation for Reappointment form which shall be placed in the Faculty Member's personnel file, with a copy provided the Faculty Member.
- 586                   d.   By February 15 of each year the Department Head shall inform the Dean and Provost and Vice President in writing that the Interim Evaluation has been completed and that the Faculty Member's performance has been deemed appropriate for reappointment for a subsequent probationary year.
- 587                   e.   In those instances where the department personnel committee and/or the Department Head perceive(s) that a performance problem pertaining to a Faculty Member's Instructional Effectiveness or Service may exist, they shall meet with the Faculty Member to discuss the perceived problem. Following said meeting, the Department Head may require the Faculty Member to submit to a Full Interim Evaluation. In the event a Faculty Member is so required, he/she must be informed of such by November 15. The Faculty Member shall have until January 15 to submit an Application for Full Interim Evaluation. The application shall cover the record of Instructional Effectiveness and Service performed prior to the date of the Full Interim application and not included in any prior evaluation.
- 588                   f.   If, following a review of the Faculty Member's Application for Full Interim Evaluation, the evaluators conclude that the Faculty Member's Instructional Effectiveness and/or Service fulfill the standards of performance required for reappointment, as provided in the applicable Departmental Evaluation Document and this Agreement, the evaluation(s) shall be reduced to writing and given to the Faculty Member, with a copy to the Dean and the Provost and Executive Vice President.
- 589                   g.   If, following a review of the Faculty Member's Application for Full Interim Evaluation, the evaluators conclude that the Faculty Member's Instructional Effectiveness and/or Service does not fulfill the standards of performance required for reappointment, as provided in the applicable Departmental Evaluation Document and this Agreement, the evaluation(s) shall be reduced to writing, jointly if there is agreement between the Department Head and the committee, or separately if there is disagreement. The evaluation shall be given to the Faculty Member who may respond within five (5) working days of the receipt of the written results of the evaluation(s). The Faculty Member may include in his/her response any and all evidence/documentation in support of his/her Instructional Effectiveness and/or Service that he/she deems appropriate.
- 590                   h.   The Faculty Member's response to his/her evaluation(s) and the evaluation(s) shall be forwarded in turn to the Dean and Provost and Executive Vice President for their review. If the Provost and Executive Vice President determines, subject to the provisions of Articles XV and XVI that a probationary Faculty Member's appointment shall not be renewed, he/she shall notify the Faculty Member by no later than March 15 of his/her decision.
- 591                   i.   EMU and the Association recognize that Interim Evaluations do not provide the in-depth documentation/evaluation and review afforded through the Full Evaluation process. Therefore, the parties understand and agree that Interim Evaluations shall not provide security that a subsequent Full Evaluation will result in reappointment or tenure. Furthermore, written evaluations or ratings particular to the Interim Evaluation process shall not set precedent for the written evaluation or ratings resulting from a Full Evaluation of any Faculty Member. Likewise, Full Evaluations which result in reappointment shall not be construed as a

guarantee that any Faculty Member shall eventually be granted indeterminate tenure, since award or denial of tenure is based upon a de-novo review of the Faculty Member's entire performance record, which requires that any application for tenure include both narrative statements and supporting documentation that details the Faculty Member's performance in all three (3) areas of evaluation since the date of his/her appointment as a Bargaining Unit member, and, if applicable, performance prior to hire, in accordance with criteria, standards and practices established in this Agreement.

**592 E. Procedures for all Faculty Members Undergoing Full Evaluations**

**593 1. Full Evaluations of Probationary Faculty Members for Reappointment and/or Tenure**

594 a. For the purpose of determining whether or not a Faculty Member is eligible for reappointment and/or tenure, periodic Full Evaluations of probationary Faculty Members shall be conducted in accordance with the evaluation schedule as set forth in XV.C. and D. above.

595 b. By October 15 of each academic year that a Faculty Member is scheduled for a Full Evaluation, he/she shall submit an application for evaluation to the Department Head wherein he/she provides a complete and documented statement of his/her Instructional, Service, and Scholarly/Creative activities. Scholarly/Creative activities which have been submitted for review, but which have not yet been accepted for publication or other dissemination in a specific form and forum (e.g. a specific journal, conference, or exhibition) may be included in the October 15 application if the Faculty Member has a reasonable expectation that they will be accepted prior to March 1 of the following year. Such Scholarly/Creative activities for which documented acceptance in the originally specified form (including editorially required modifications) and forum of dissemination is received prior to March 1 shall be deemed to satisfy the documentation requirement for the Full Evaluation.

596 c. It is not required that a Faculty Member make separate application for reappointment and/or tenure. A determination of a Faculty Member's eligibility for tenure shall be made in any Full Evaluation conducted in a reappointment year in which a Faculty Member has fulfilled the minimum number of years of service required for him/her to be granted tenure as provided in Article XIV.C.2.

597 d. Full Evaluations shall take into consideration the record of Instructional Effectiveness, Service and Scholarly/Creative Activity performed since the Faculty Member's initial probationary appointment or last Full Evaluation, whichever is applicable, unless credit is accorded for experience pursuant to Article XIV.A.14. The Faculty Member's first (1<sup>st</sup>) Full Evaluation of Scholarly/Creative Activity for Associate Professor (Year 2), Assistant Professor (Year 3), and Instructor (Year 3) shall serve only to inform the Faculty Member of his/her progress in this area of performance. In all cases, a rating shall be assigned to the Faculty Member's performance in Scholarly/Creative Activity, but this rating shall be advisory only. The recommendation to reappoint or not reappoint during the first (1<sup>st</sup>) Full Evaluation shall be based solely on the Faculty Member's performance in Instructional Effectiveness and Service.

598 e. Full Evaluations shall be conducted in accordance with the procedures and techniques in the applicable Departmental Evaluation Document and the provisions of this Agreement, insofar as said procedures and techniques are available (e.g. due to the publication date, University student evaluations' results may not be available). All evaluations shall be based on the standards of performance of said Departmental Evaluation Document and this Agreement.

599 f. The Faculty Member's response to his/her evaluation(s) and the evaluation(s) shall be forwarded in turn to the Dean and Provost and Executive Vice President for their review. The Provost and Executive Vice President shall notify the Faculty Member by no later than March 15 of his/her decision.

600 g. Faculty Members receiving two (2) years service rank credit at the time of their initial appointment shall submit their application materials for review no later than February 1 of the first (1<sup>st</sup>) year of their appointment. The Provost and Vice President shall notify the Faculty Member by no later than May 31 of his/her decision regarding reappointment.

**601 2. Full Evaluation of Faculty Members Applying for Promotion**

602 a. A Faculty Member who is eligible simultaneously for tenure and promotion in the same academic year shall have the option of indicating via a checkbox on the Reappointment/Tenure application form that the application for Full Evaluation submitted on October 15 is also an application for promotion.

603 An update covering any activities between October 15 and February 1 may be provided by the applicant on February 1.

The Faculty Member who is not simultaneously a candidate for tenure shall inform the Department Head in writing of his/her intent to apply for promotion by the previous October 15.

- 604 Applications for promotion must be submitted by February 1.
- 605 Scholarly/Creative activities which have been submitted for review, but which have not yet been accepted for publication or other dissemination in a specific form and forum (e.g. a specific journal, a conference, or exhibition) may be included in the February 1 application, if the Faculty Member has a reasonable expectation that they will be accepted prior to May 15.
- 606 Such Scholarly/Creative activities for which documented acceptance in the originally specified form (including editorially required modifications) and forum of dissemination is received prior to May 15 shall be deemed to satisfy the documentation requirement for the promotion application.
- 607 b. Application forms shall be consistent with the criteria and terms of this Agreement and shall be made available to Faculty Members by the Provost through their departmental offices. The Faculty Member eligible simultaneously for tenure and promotion in the same academic year shall have the option of indicating via a check box on the application form that the application for Full Evaluation submitted on October 15 is also an application for Promotion.
- 608 c. Evidence of the Faculty Member's Instructional Effectiveness, Scholarly/Creative Activity and Service since his/her last promotion, or, if applicable, initial appointment, shall be included in the application for promotion which shall be evaluated in accordance with the standards of performance, procedures and techniques as provided in the applicable Departmental Evaluation Documents and this Agreement, insofar as said procedures and techniques are available (e.g., due to the publication date, University student evaluation results may not be available).
- 609 d. The Faculty Member's response to his/her evaluation(s) and the evaluation(s) shall be forwarded in turn to the Dean and the Provost and Vice President for their review. The Provost and Vice President shall advise the applicant of the results of his/her review by no later than May 31.
- 610 3. Applicant Responsibility-Full Evaluation for Reappointment, Tenure and Promotion
- 611 It is the responsibility of each Faculty Member to document in clear and explicit terms both the quantity and quality of his/her activities. An Application for Full Evaluation shall include a narrative statement for each evaluation criterion explaining how and to what extent the activities claimed have met the standards set forth in the Departmental Evaluation Document and the terms of this Agreement, or where, if applicable, they have exceeded those requirements.
- 612 For example, a given Departmental Evaluation Document may specify that a Faculty Member's participation in meetings of professional societies, or regional or local sub-groups of such societies, will serve as a valid category/type of activity which may be cited in support of the Faculty Member's application for promotion. Such participation alone, however, does not relieve the Faculty Member of the burden of providing documented evidence detailing in clear and explicit terms in what specific respects his/her participation in such activity contributed to his/her discipline or area of specialization, or satisfies such other criteria for which it is offered. EMU and the Association intend to stress particularly the requirement that each evaluation candidate must, in his/her narrative statement submitted in support Of his/her claims of Scholarly/Creative Activity, explain in clear and explicit terms precisely how, why, and to what extent each of the cited activities has contributed to the discipline or area of specialization and otherwise fulfills the Scholarly/Creative Activity criterion of his/her evaluation document and the terms of this Agreement, or where, if applicable, they have exceeded those requirements.
- 613 In those instances where a Faculty Member has cited activities which appear in refereed journals or are published by reputable sources, or are presented in a clearly refereed format, reference to these activities and inclusion of copies of these materials (where feasible) shall be deemed to satisfy the documentation requirements.
- 614 4. Departmental Committee and Department Head Responsibilities – Full Evaluation
- 615 a. The Department Head shall provide each Faculty Member with the opportunity to bring his/her record of professional preparation and achievements (e.g. degrees, publications, etc.) up to date annually and shall deposit these additional records in his/her official personnel file and/or departmental file. It shall be the Department Head's responsibility to:
- 616 (1) Secure and maintain the results of all evaluations undertaken for the assessment of the Faculty Member's performance and make them available to the appropriate departmental committee at the time of the evaluation.
- 617 (2) Make available to the departmental committee, the application and all supporting documentation submitted by the Faculty Member.

- 618                   b.   The appropriate departmental committee shall review the application, all supporting data, and the evaluations  
conducted pursuant to this Article. Upon completion of the review, the committee shall prepare an evaluation  
report on the applicant.
- 619                   The evaluation report shall be supported by narrative statements which explain in clear and explicit terms  
how/why the applicant's activities do or do not satisfy the standards of performance in the Departmental  
Evaluation Document and the terms of this Agreement. Specifically, the departmental committee shall explain:
- 620                   (1)   The evaluation efforts which were conducted and their individual results.
- 621                   (2)   The qualitative and, where applicable, quantitative basis for all ratings which were assigned.
- 622                   (3)   Precisely how and to what extent the activities claimed do or do not satisfy the standards of performance  
of the Faculty Member's Departmental Evaluation Document and the criteria of Article XV.B. above, and, in  
particular, how those activities claimed as Scholarly/Creative Activity have contributed to the discipline or  
area of specialization.
- 623                   The departmental committee shall submit a copy of its evaluation to the Faculty Member, who shall have  
five (5) working days to respond. (Copies of all letters of denial shall be forwarded to the Association and  
the Assistant VP for Academic Human Resources at the same time that they are submitted to the applicant.)  
The departmental committee shall forward to the Department Head the following:
- 624                   (a)   The Faculty Member's application and supporting materials.
- 625                   (b)   The departmental committee's evaluation.
- 626                   (c)   All other supporting documentation, evaluation results, etc.
- 627                   (d)   Any response(s) from the Faculty Member.
- 628                   c.   The Department Head shall prepare his/her evaluation report taking into consideration:
- 629                   (1)   The Faculty Member's application and supporting materials.
- 630                   (2)   The departmental committee's evaluation.
- 631                   (3)   The results of all evaluations undertaken for the assessment of criteria in XV.B., and other supporting  
documentation.
- 632                   (4)   Any response(s) of the Faculty Member to the departmental committee's evaluation.
- 633                   The Department Head shall include in his/her evaluation, narrative statements which explain in clear and  
explicit terms how/why the applicant's activities do or do not satisfy the standards of performance in the  
Departmental Evaluation Document and the terms of this Agreement. Specifically the Department Head  
shall explain:
- 634                   (a)   The evaluation efforts which were conducted and their individual results.
- 635                   (b)   The qualitative and, where applicable, quantitative basis for all ratings which were assigned.
- 636                   (c)   Precisely how and to what extent the activities claimed do or do not satisfy the standards of  
performance of the Faculty Member's Departmental Evaluation Document and the criteria of  
Article XV.B. above, and in particular, how those activities claimed as Scholarly/Creative Activity  
contributed to the discipline or area of specialization.
- 637                   The Department Head shall submit a copy of his/her evaluation to the Faculty Member, who shall  
have five (5) working days to respond.
- 638                   Copies of all letters of denial shall be forwarded to the Association and the Assistant VP of  
Academic Human Resources at the same time they are sent to the applicant.
- 639                   d.   The Department Head shall forward to the Dean the following:
- 640                   (1)   The Faculty Member's application and supporting materials.

- 641 (2) The departmental committee's evaluation.
- 642 (3) The Department Head's evaluation.
- 643 (4) The results of all evaluations undertaken for the assessment of the criteria in XV.B. and all other supporting documentation.
- 644 (5) Any response(s) of the Faculty Member to the departmental committee's or Department Head's Evaluation.
- 645 Any and all of the items (1), (2), (3), (4), or (5) shall be placed in the Faculty Member's personnel file, with the exception that should an application be supported by documentation in the form of original works, publications (e.g. books and magazines), or other items too costly to copy, said documentation shall be forwarded in accordance with this Article through the review process and, upon completion of all reviews, returned to the Faculty Member.
- 646 5. Dean's Responsibility – Full Evaluation
- 647 Full Evaluations shall be reviewed by the Dean in accordance with the standards of performance in the Departmental Evaluation Document and the terms of this Agreement. The Dean shall submit a copy of his/her evaluation to the Faculty Member explaining why the particular judgment has been made. The Faculty Member shall have five (5) working days to respond. The recommendation at this level, together with any response from the Faculty Member, together with all prior recommendations and other materials previously forwarded by the Department Head shall be forwarded to the Provost and Executive Vice President.
- 648 a. Copies of all letters of denial shall be forwarded to the Association and the Assistant VP of Academic Human Resources at the same time they are sent to the applicant.
- 649 6. Provost's Responsibility – Full Evaluation
- 650 a. Applications for Reappointment/Tenure
- 651 The Provost and Vice President shall review the Full Evaluations for reappointment and tenure and on or before March 15, advise the applicant of the results of his/her review and forward his/her recommendations to the President for his/her approval of reappointments and recommendation to the Board of Regents for granting of tenure. If notice of non-reappointment or of final denial of tenure is not given by March 15, a Faculty Member's appointment shall be extended for an additional year, during which time a decision to reappoint or to grant or deny tenure, whichever, is applicable, shall be made.
- 652 b. Applications for Promotion
- 653 The Provost and Vice President shall review the Full Evaluations for promotion on or before May 31, advise each applicant of the results of his/her review and forward his/her recommendations to the President for his/her approval.
- 654 7. Reappointment and promotion shall be deemed granted upon approval of the President. Tenure shall be deemed granted upon the Board of Regents' approval. Tenure, promotion and promotional salary adjustments provided in Article XVIII of this Agreement shall become effective at the beginning of the next academic year.
- 655 8. Faculty Members may withdraw their applications for promotion at any time upon written request at the appropriate level without prejudice. All materials specifically submitted by the applicant shall be returned to the Faculty Member; other materials shall be returned to the departmental personnel file.
- 656 9. The parties recognize that decisions with respect to the reappointment, tenure, and promotion of a Faculty Member result from critical professional evaluations and judgments. All individuals evaluating applications for reappointment, tenure, and promotion shall apply the standards of performance in the Departmental Evaluation Documents insofar as they are consistent with the terms of this Agreement, and they shall rate the applicant in accordance with the criteria And standards of performance therein. The requirements specified and provided in Article XIV, in addition to the result of evaluations as herein provided, shall be considered in making reappointment, tenure, and promotion decisions.
- 657 10. Negative Review
- 658 a. Applications for reappointment, final evaluation for tenure, and promotion which receive negative recommendations shall be forwarded through administrative review channels in the same manner as those which receive positive recommendations, after the committee or person recommending the rejection has written a letter to the Faculty Member clearly stating the criteria and relevant data upon which the rejection is

based, subject to the provision of Article XV.E.10.d. below.

- 659                   b. In the event that the Provost and Vice President disapproves of any recommendation for reappointment or a final tenure recommendation by the departmental committee or the Department Head, the recommendation shall be returned with a statement of reasons to the department for reconsideration and further recommendations. A copy of any such statement of reasons and request for reconsideration and further recommendations shall be sent to the Faculty Member at the same time as the statement is sent to the department. When a response to the Provost's request is provided by the department, a copy shall at the same time be provided to the Faculty Member.
- 660                   c. Further, should an application be returned to the department it shall be returned to the person(s) who made the original recommendation with which the Provost and Vice President takes issue and shall be returned within five (5) days of receipt thereof to the Provost and Vice President.
- 661                   d. To deny a Faculty Member's application for re-appointment, tenure, or promotion, the Department Head, the Dean, or the Provost and Vice President must base such denial upon justifiable factors relative to the Faculty Member's failure to meet the standards of performance or other conditions set forth in this Agreement and/or the Departmental Evaluation Document. All letters of denial must clearly and concisely state the reasons for the denial and address themselves to how the applicant has been judged to have failed to satisfy the terms of this Agreement and/or the Departmental Evaluation Document.
- 662                   e. Copies of all letters of denial shall be forwarded to the Association at the same time that they are sent to the applicant.
- 663                   F. For purposes of this Article, denial shall be construed to have occurred when the Provost and Vice President denies a reappointment, award of tenure, or promotion, or supports such denial from an earlier review and recommendation level. However, grievances of procedural violations in the evaluation process must be filed at the appropriate Step of the grievance procedure (Step 1, 2 or 3) as provided in Article VII, subject to the time limits provided therein.

664                   Denial of reappointment, tenure, or promotion of a Faculty Member shall be subject to review under the grievance procedure provided for in Article VII, commencing at Step 3.

665                   **G. Professional Performance Evaluations of Tenured Faculty**

666                   1. Standards of Performance

667                   It is required that all tenured Faculty Members meet the criteria set forth in Article XV.B. above at a satisfactory level. In accordance with the rating scale provided in all Departmental Evaluation Documents, a rating of Average denotes performance commensurate with the expectations for the Faculty Member's rank; therefore, in order for a tenured Faculty Member to be deemed satisfactory in a professional performance evaluation he/she must perform his/her professional responsibilities at a level required to receive a rating of at least Average in each of the three (3) evaluation areas in accordance with the standards if his/her Departmental Evaluation Document and the Master Agreement.

668                   A tenured Faculty Member's performance during each four-year period that he/she holds tenure at Eastern Michigan University shall be evaluated. During the professional performance evaluation of a tenured Faculty Member not seeking promotion, the Department Head shall review the annual activity reports applicable to the four (4) year evaluation period (e.g. the last four (4) years' performance of a tenured Faculty Member) to determine whether the Faculty Member's performance is satisfactory. (If the Department Head has information which indicates a significant problem in Instructional Effectiveness or if the Faculty Member has no record of Service, the Department Head may conduct a review more frequently).

669                   If, upon completing a four (4) year review of the Annual Activity Reports and available relevant material, the Department Head (guided by the Departmental Evaluation Document) determines that a Faculty Member's performance meets or exceeds the department's standards for Average, he/she shall so state in writing and place a copy of this statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the college Dean, and the Office of the Provost and Vice President for inclusion in the University personnel file.

670                   If, upon completing any review of the Annual Activity reports, the Department Head determines that a Faculty Member's performance does not rise to the level of Average in the Departmental Evaluation Document, he/she shall committee shall review the Annual Activity Reports and any relevant information/documents (e.g. student evaluations, letters received, etc.) available to them.

671                   so If their joint review concludes that there appear to be no deficits in the Faculty Member's performance, they shall say in writing and place a copy of this statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the college Dean, and the office of the Provost and Vice President for inclusion in the University personnel file.



- 672 If the joint review confirms that there appear to be deficits in the Faculty Member's performance, he/she shall be given the opportunity to discuss his/her situation with the committee and the Department Head in order to determine if such deficits exist, the severity of the deficits and how they might be corrected.
- 673 If after meeting with the faculty member, the department personnel committee, and the Department Head agree that deficits in the Faculty Member's performance are minor in nature and appear to be correctable within a period of one (1) academic year or less, no performance improvement plan is required. The Department Head shall inform the Dean in writing of the department's concern, with a copy to the Faculty Member, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 674 The following year the Department Head and the department personnel committee shall meet with the Faculty Member and review that year's Annual Activity Report to determine if the minor deficit(s) in performance has been corrected. If the minor deficit(s) has been corrected, they shall say so in writing and place a copy of the statement in the Faculty Member's departmental personnel file, with a copy to the Faculty Member, the Dean, and the Office of the Provost and Vice President for inclusion in the University personnel file.
- 675 If after the meeting with the faculty member to review the most recent Annual Activity report, the Faculty Member's record over the period specified for correcting the minor deficit(s) indicates that performance problems remain, the department personnel committee and the Department Head shall initiate a Full Professional Performance Evaluation. This Full Professional Performance Evaluation is to be conducted according to the standards, processes, and possible sanctions outlined in Article XV.G.
- 676 If the Department Head and personnel committee disagree concerning the severity of the deficits (one part believes The deficits are more than minor), the Department Head may call for a Full Professional Performance Evaluation in the area(s) of faculty responsibility for which the deficits have been identified.
- 677 If, after the meeting with the faculty member, the department personnel committee and Department Head both agree that deficits in the Faculty Member's performance are so serious as to take more than one year to correct, the department personnel committee and Department Head shall initiate a Full Professional Performance Evaluation. This Full Professional Performance Evaluation is to be conducted according to the standards, processes, and possible sanctions outlined in Article XV.G.
- 678 2. Full Professional Performance Evaluation Process
- 679 The parties agree that a Full Professional Performance Evaluation can be conducted as a result of a review that occurs in less than a four (4) year cycle, and a plan for improvement can likewise be established, if applicable, provided the procedures in Article XV.G.1 are implemented prior to the initiation of the Full Professional Performance Evaluation. It is expressly agreed that Full Professional Performance Evaluations are not to be substituted for routine professional performance evaluations, but only implemented where serious or long-term problems exist.
- 680 During the Full Professional Performance Evaluation of a Faculty Member not seeking promotion, the personnel committee and Department Head shall meet with the tenured Faculty Member to review only the area, or areas, of faculty responsibility (Instructional Effectiveness, Scholarly/Creative Activity, or Service) for which serious deficits are determined to exist. The Annual Activity Reports applicable to the period under review, the results of the required evaluation techniques set forth in Article XV.B.1. and any documentation the Faculty Member wishes to provide, are used to determine whether the Faculty Member's performance is satisfactory. If the Faculty Member's performance is determined to be satisfactory, the Department Head shall provide a written report that shall detail the evaluation and the basis for the determination that the Faculty Member is performing at a satisfactory level, which shall include appropriate reference to department standards set forth in the Departmental Evaluation Document and specific accomplishments of the Faculty Member in each of the three (3) areas of evaluation.
- 681 In those instances where the evaluators conclude that a Faculty Member has not performed at a satisfactory level, in one or more of the three (3) areas of faculty responsibility, the Department Head shall reduce the evaluation to writing, clearly stating the basis for the determination. The personnel committee members shall signify their concurrence or non-concurrence and sign the evaluation, which shall then be given to the Faculty Member who may respond within five (5) working days of his/her receipt of the evaluation. The Faculty Member may include in his/her response any and all evidence/documentation in support of his/her performance that he/she deems appropriate.
- 682 Upon completion of any Full Professional Performance Evaluation the Department Head shall meet with the college Dean to review the results of the evaluation(s).
- 683 In those instances where the Dean concurs with the department's evaluation(s) of satisfactory performance, the written report shall be forwarded to the Office of the Provost and Vice President for inclusion in the Faculty Member's personnel file and a copy provided to the Faculty Member.

684 In those instances where the Dean does not concur with the department's evaluation(s) of satisfactory or unsatisfactory performance, the Dean shall reduce his/her objections to writing, and shall return the evaluation to the department for further consideration. The department and/or the Faculty Member may respond to the Dean within five (5) working days of receipt of the Dean's objection and may include in the response any and all evidence/documentation in support of the evaluation of a Faculty Member's performance.

685 If, after this further consideration, the Dean concurs with the department's evaluation of satisfactory, he/she shall say so in a letter to be placed in the departmental personnel file, with a copy to the Faculty Member, the Department Head, and the Office of the Provost and Vice President for inclusion in the University personnel file.

686 3. Unsatisfactory Performance-Programs for Improvement

687 In the event there is final determination by the Dean of the college that the Faculty Member's performance for the period covered by the Full Professional Performance Evaluation is unsatisfactory, the Dean shall schedule a meeting to consult with the Department Head, the personnel committee, the Faculty Member, the Assistant Vice President for Academic Affairs, and representative of the EMU-AAUP to explore the structure for a program to assist the Faculty Member in correcting his/her unsatisfactory performance, which shall be set forth in a program and timetable for improvement of not less than one year's duration. The Program for Improvement shall set out expectations and assessment procedures based on the criteria in the Departmental Evaluation Document and this Master Agreement. If there is disagreement between any of the aforementioned parties as to: a) whether a Program for Improvement should be written; b) the contents of the Program for Improvement; or c) the assessment of the Faculty Member's performance, the college Dean shall have the final responsibility for developing the Program for Improvement.

688 When the Program for Improvement is finalized, it shall be presented to the affected Faculty Member. Copies shall be forwarded to the Office of the Provost and Vice President and the Association.

689 Extensions of Programs for Improvement beyond the timelines originally established shall be possible, under the following conditions:

690 A meeting of the Dean of the College, Department Head, personnel committee, the Faculty Member, the Assistant Vice President for Academic Affairs, and representative of the EMU-AAUP shall be convened to discuss a proposed extension.

691 Specific reasons for the desirability of an extension shall be presented by the Department Head.

692 An extension proposal must be finalized by the Dean of the college and presented to the Faculty Member no later than thirty (30) days prior to the expiration of the original Program for Improvement.

693 In the event there is a dispute pertaining to the appropriateness of a particular Program for Improvement, a Grievance may be filed commencing at Step Three of the Grievance Procedure set forth in Article VII. However, grievances of procedural violations in the Full Professional Performance Evaluation process must be filed at the appropriate step of the Grievance Procedure (Step One, Two) as provided for in Article VII, subject to the time-lines provided therein. For purposes of determining the time-lines for filing grievances at a Step Three of the Grievance Procedure, University actions in the Full Professional Performance Evaluation process shall be construed to have occurred when the Association receives copies of Programs for Improvement (originals or extensions) from the Dean.

694 Once a Program for Improvement has been established, time-lines in the program shall govern any further evaluation of areas of deficiency or extensions of the program. The Faculty Member's progress shall be assessed by the Department Head in consultation with the department Personnel Committee at assessment points specified in the Program for Improvement.

695 The Department Head shall report the results of evaluations conducted at any interim assessment points provided in a Program for Improvement, and the final results of the assessment of a Faculty Member's compliance with a Program for Improvement to the Dean of the college who shall determine if the Faculty Member has satisfactorily completed the Program for Improvement. If he/she so concludes, he/she shall inform the Faculty Member in writing and provide a copy to the Provost, the Faculty Member, and the Association.

696 4. Sanctions

697 In the event it is determined that the Faculty Member has not complied with the Program for Improvement, sanctions may be initiated by EMU. Any sanction contemplated by EMU should be discussed with the department Personnel Committee prior to any action(s) being taken.

698 Professional Performance Evaluations shall not be conducted during a term that a Faculty Member is on Plan C or C1 (as provided for in Article VIII) or is not teaching.

699       **H.   Evaluation of Department Heads**

700       Faculty Members in a department shall be given the opportunity to present to the Dean of the college their evaluation of the Department Head using the form and procedures agreed upon by EMU and EMU-AAUP. Such evaluations shall be conducted for the purpose of improvement of the performance of the Department Head and should review the Department Head's strengths and weaknesses in meeting his/her obligations for department leadership and management. Departments may append any additional evaluation materials deemed appropriate by the Faculty in the department, with prior notification of the Dean. Such evaluations shall be given triennially in the fall term or more frequently as requested by the Dean. Evaluations will be required in the fall term after a Department Head has been in his/her position for three years, or it has been three full years since the last department head evaluation by the Faculty. The Department Head will be allowed until November 15<sup>th</sup> of an evaluation year to submit a portfolio of materials that he/she wishes to be considered during the review process to his/her department's personnel committee. Within forty-five (45) working days of the receipt of the results of these evaluations the Dean shall communicate with the Faculty in the department regarding the effect that these evaluations shall have.

701       Department Head Evaluation Procedures

702       The evaluation should be conducted by the department Personnel Committee which will:

- 703       1.    schedule the evaluation
- 704       2.    be responsible for distributing and collecting the evaluation forms
- 705       3.    provide each Faculty Member with the Department Head Evaluation Form (as agreed to by the parties on November 1, 2011) and any documentation the Department Head has furnished
- 706       4.    tabulate the results and provide a statistical analysis to the department Faculty
- 707       5.    type any Faculty comments to protect confidentiality
- 708       6.    give the Department Head its statistical analysis and the typed comments and offer to meet with the Department Head to discuss the results. Upon receipt of the statistical analysis and the typed comments, the Department Head shall have ten (10) working days to respond in writing to the evaluation, if he/she desires.
- 709       7.    provide the Dean with the statistical analysis, the typed comments, and the original evaluation forms and any written response from the Department Head.

710       **I.   Evaluation of Deans and the Provost**

711       The College Advisory Councils shall conduct periodic evaluations of the academic Deans, Graduate Council shall conduct a periodic evaluation of the Graduate School Dean, and the Faculty Senate shall conduct a periodic evaluation of the Provost. As part of the evaluation, administrator will provide a self-assessment and documentation to the evaluating faculty. Results will be communicated to the person being evaluated and his/her respective supervisor. The supervisor of the person being evaluated will communicate the results of the submitted evaluation to the appropriate faculty together with any additional comments he/she wishes to make within thirty (30) working days.