

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Sandra Murchison, School Director
Art and Design

From: David Woike, Assistant Vice President
Academic Human Resources

Date: December 19, 2016

Re: Approved DID

Attached is a copy of the revised Departmental Input Document for the School of Art and Design approved by the Provost on December 19, 2016. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources documents page. Thank you.

DEPARTMENT INPUT DOCUMENT

School of Art and Design
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

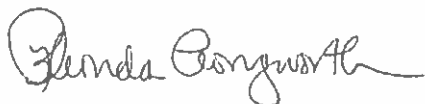
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

Federation of Teachers, nor shall any provision in this document detract from any right(s) retained by or granted EMU or EMU/AAUP or EMU-FT through the parties' Collective Bargaining Agreements.

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

AMENDMENTS TO THE DOCUMENT

Amendments to this document shall be proposed in writing at a regular Department meeting, with modifications to the proposed amendments permitted at that time. Proposed amendments shall be held for final discussion and approval at a subsequent regular department meeting. If approved, recommended amendments shall be forwarded to the University in accordance with the procedures set forth in the EMU-EMU/AAUP Collective Bargaining Agreement.

The Department shall review the DID every five years for its compliance with the EMU-AAUP Master Agreement and Department practices. If changes are needed, it shall revise and submit the DID for approval as provided in Article XIII.

SECTION 2: DEPARTMENT MEETINGS

REGULAR DEPARTMENT MEETINGS

A. Schedules

There shall be no fewer than one department meeting in each of the fall and winter semesters. Department meetings shall be scheduled by the Department Head: 1) at times he/she deems appropriate; 2) upon written request signed by a majority of the members of a department standing committee or ad hoc committee; or, 3) upon written request signed by a majority of the regular faculty members in the department. A written request for a meeting must state the date, time, place and purpose of the meeting requested.

B. Notices

At least two (2) working days prior to a department meeting held for the purpose of soliciting faculty input, the date, time, place and agenda of the meeting shall be posted by the department head in a prominent place in the department and communicated in writing or email to all full time faculty and full time lecturers. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when a majority of the members of the department Personnel, Curriculum & Finance Committee agree in writing that circumstances require a waiver of the usual notice requirements.

C. Agendas

Agendas shall be prepared by the Department Head or, in those instances where meetings are convened in response to requests from standing committees, ad hoc committees or regular faculty members, by the originators of the request. A faculty member or full time lecturer (see Full Time Lecturer input, Sec. 3) may place additional items on the agenda of any meeting by written request submitted to the Department Head at least forty-eight (48) hours prior to the scheduled meeting.

D. Proceedings

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

E. Minutes

The Department Head shall assign the responsibility for taking minutes at department meetings to a faculty member on a rotating basis. Minutes of meetings shall be made available to the department faculty and full time lecturers within a reasonable time period, normally not to exceed ten (10) working days from the date of the meeting.

F. Secretary

See E. above.

G. Voting

Any vote, including election voting, shall be conducted by secret ballot if requested by any faculty member (or full time lecturer in the case of votes where lecturers are eligible to vote; see Section 3: LECTURER INPUT). Mailbox voting, email voting or other forms of voting that take place outside the time of the department meeting may be suggested and used in appropriate circumstances with the majority approval of the department faculty. Otherwise, voting shall follow Robert's Rules of Order.

H. Faculty

Approval Items requiring the approval of the department faculty (and in some cases the department faculty and full time lecturers) shall be presented and voted upon during regular department meetings. All full time faculty members are eligible to vote. Full time lecturers are eligible to vote only on the matters detailed in Section 3: FULL TIME LECTURER INPUT.

I. Elections

Elections for standing committees, advisor/coordinator positions and EMU committee service representatives shall be conducted at the last regular department meeting of the winter semester. Eligibility for standing committees is detailed in the sections of the document that cover those committees. Eligibility for advisor/coordinator positions and EMU committee service is limited to full time faculty members. Candidates receiving a simple majority of the votes cast shall be elected. In case of ties, a run-off election shall be held immediately. Alternates shall be elected during the same meeting. Those elected shall take office one (1) week prior to the first day of classes in the fall semester.

SECTION 3: FULL TIME LECTURER INPUT

In accordance with Article XIV of the Collective Bargaining Agreement between EMU and the EMU-FT regarding full time lecturer input on curriculum business and matters related to instruction, full time lecturer input is provided as follows:

Full time lecturers are eligible to vote only during regular department meetings on curricular matters, including, but not limited to:

- New course proposals.
- Course change proposals.
- Any modification of curriculum or degree programs offered by the Art Department (For example, any changes to the composition of/existence of concentrations, course sequencing, course content, crediting of courses to concentrations, and degree requirements that directly affect the courses included in the degree.,)
- Changes/amendments to Independent Study policies/procedures.
- Distribution, use, or sign-out policies/procedures for equipment/materials used for instruction or used in the classroom.
- Support for Art Department nominations for the McAndless Fellowship and other programs/activities that bring scholars, artists, speakers, etc. to campus to enrich the experience of EMU students.

SECTION 4: PROGRAM COORDINATORS AND DIRECTORS

Where faculty members serve as program coordinators and/or directors, there will be a committee structure through which that coordinator collects faculty input before making recommendations. Recommendations will go to the Department Head.

AREA COORDINATORS

Each area of study including Art Education, Art History; 2-D; 3-D; and the following Art Studio Areas of Concentration — Ceramics, Fibers, Furniture, Graphic Design, Photography, Printmaking, Metalsmithing, Sculpture, and Time-based Media — will elect one area coordinator.

Duties and responsibilities

Area coordinators are responsible for, but not limited to, the following:

- A. Coordinating preliminary teaching schedules and course offerings within their area of study. For those areas utilizing multiple classroom facilities or spaces additionally coordinating the scheduling of classroom facilities.
- B. Providing the Department Head input on the hiring of Part-time Lecturers within their corresponding area of study.
- C. Plans for and implements curricular changes.
- D. Facilitates coordination between PC&F committee business and their respective area of study.
- E. Monitor Part-Time lecturer instruction within the area, including but not limited to providing assistance with curriculum oversight and syllabus development.

Term of Office and eligibility

I. Terms

The duration and limit of terms are at the discretion of the individual area.

II. Eligibility

Each area defined above elects an area coordinator. Eligibility to serve is determined by the area. For areas with only one (1) full time faculty member, that faculty member serves as the area coordinator.

SECTION 5: FACULTY WORKLOAD & ASSIGNMENTS

For the purpose of determining faculty instructional assignments the posting under which the faculty member was hired shall serve as the document of reference for instructional duties and responsibilities.

It is in the department's interest to foster interdisciplinarity and a dynamic teaching environment, however, should faculty members want to teach courses in areas other than those outlined in the original posting under which they were hired, input on such assignments shall be obtained from faculty in that area. In the absence of a faculty member in the area, the Personnel, Curriculum & Finance committee shall provide the input.

If this move crosses course prefixes, then it shall be subject to the guidelines outlined in the contract regarding applying to other departments within the university; see article 14, Marginal Paragraph 43-4 of the AAUP Collective Bargaining Agreement.

SUMMER TEACHING ASSIGNMENTS

Rotation in summer teaching assignments will be resolved after consideration has been given to the priority of course offerings relative to programming needs as determined by the Department Head in consultation with the Personnel, Curriculum & Finance committee. For purposes of determining and fairly distributing faculty instructional assignments during the summer term the following ranked criteria will serve to prioritize requests.

- Requests from full-time faculty members will be given priority over requests from full-time and part-time lecturers.
- Teaching requests submitted by full-time faculty members by the due date provided on the departmental request forms will be given priority over those requests received after the due date.

- Fit to Position/Area of study as determined by the posting under which the faculty member was hired, prior teaching experience, and/or following input from faculty in that area. In the absence of a faculty member in the area, the Personnel, Curriculum & Finance committee shall provide the input.
- Teaching requests from faculty who did not receive an instructional assignment during the prior summer term will be given priority over faculty members with more recent assignments (regardless of rank or years of service at rank).
- Any remaining requests will be determined by rank - followed by years of service at rank.
- Any remaining requests with equal years of service at rank will be determined alphabetically.

Faculty receiving summer awards the year prior will not have those awards counted as teaching assignments within the summer rotation policy. There is no differentiation between Extended Programs courses and those coming out of the department budget when determining prior summer load.

FACULTY RELEASE TIME

A faculty member may receive release from teaching (a teaching load less than the 12 credit hour norm) as approved by the Department Head and the Dean.

For regular/ongoing studio or lab coordination, extraordinary obligations in service, and program coordination, the Department Head will announce available release opportunities and provide the faculty with the amount of release, the expectations of work to be done, the term of service, and deadline for applying. All qualified faculty have the opportunity to apply for release from teaching.

If, on the other hand, a faculty would like to propose release time for duties other than teaching, as stated in COURSE EQUIVALENCIES, they must first draft a letter that clearly documents the following:

- the amount of release requested
- the expectations of work done while on release
- the completion date of the release

The PC&F Committee shall provide input on the assignment of departmental release time. Proposals for release from teaching will be considered for the following duties and responsibilities:

- serving as studio/lab coordinator/supervisor;
- serving as graduate coordinator or undergraduate coordinator;
- extraordinary obligations in the area of scholarly/creative activity or research;
- participation and/or administration of grant projects;
- extraordinary obligations in the area of service;
- compliance with workload standards established by external professional organizations and/or accrediting bodies

An appointment letter will be provided to the faculty member and PC&F committee for each approved release to ensure transparency. Such letters can be viewed upon request to the chair of the PC&F committee or Department Head.

OVERLOAD ASSIGNMENTS

Overload teaching assignments should first consider adequate area course offerings to meet the needs of art department programs as determined by the Department Head in consultation with the Personnel, Curriculum & Finance committee. After such consideration has been given, to ensure a fair distribution of faculty teaching overload within the art department the following criteria should be used to grant overload teaching requests.

- Qualification is determined by the job description under which the faculty member was hired, prior teaching experience, and/or input from faculty in the area in question. In the absence of a faculty member in the area, the Personnel, Curriculum & Finance committee shall provide the input.

- Overload teaching requests from faculty who did not receive an overload teaching assignment in the prior semester/year will be given priority over faculty members who were granted overload teaching assignments more recently (regardless of rank or years of service at rank).
- Any remaining overload teaching requests will be determined by rank, followed by years of service at rank.
- Any remaining overload teaching requests with equal years of service at rank will be determined alphabetically.

SECTION 6: SEARCH COMMITTEES

DEPARTMENT HEAD SEARCH COMMITTEE

Committee Composition

When necessary, a departmental search committee for a Department Head shall be constituted as follows:

- Five (5) full time faculty and one (1) alternate shall be elected by the department faculty at a regularly scheduled department meeting.
- If the Dean of the College of Arts and Sciences so chooses, and appoints, one (1) Academic Affairs Administrator from the College.

Election of Department Head Search Committee Members

Full time faculty members shall nominate candidates and elect five (5) members and one (1) alternate to the Art Department Head Search Committee.

The Department Head will announce the opening of nominations for candidates to serve on the committee at least two (2) weeks prior to a regularly scheduled department meeting.

All nominations will be forwarded to the chairperson of the Art Department Personnel, Curriculum & Finance Committee and the Department Head.

Nominations received shall be announced in the agenda for a regularly scheduled department meeting in accordance with the guidelines for dissemination of department meeting agendas under Section 2: DEPARTMENT MEETINGS.

At the regularly scheduled department meeting, additional nominations may be made from the floor.

Once nominations are closed, the department faculty, by secret ballot, shall nominate the members of the Art Department Head Search Committee.

The chairperson shall be selected in consultation with the Dean.

Department Head Search Committee Procedures

To the extent that they are not in conflict with the reporting procedures and timelines required by the Dean and Academic Human Resources, the Art Department Head Search Committee shall develop its own procedures for reviewing and reporting.

When a decision is made regarding which candidates will be brought to campus for interviews, the committee shall develop a schedule for interviews that will include an opportunity for department faculty to meet with candidates to hear and discuss the candidates' vision for the department and to pose questions for the candidates that are of interest to the department faculty.

Prior to its final recommendation to the Dean, the committee shall provide the department faculty with an opportunity to voice their opinion(s) of the candidates.

The opinion of the department faculty shall not be binding on the committee in making its final recommendation; rather, broad faculty input is included in the process to provide additional insight for the committee prior to its reaching a final hiring recommendation.

Final Recommendation

The Art Department Head Search Committee's final recommendation shall be forwarded to the Dean of the College of Arts and Sciences and Academic Human Resources in accordance with the policies of the College and Academic Human Resources. The consensus of the faculty shall be included in this report to the Dean.

FACULTY SEARCH COMMITTEE

Committee Composition

When necessary, a faculty search committee shall be constituted as follows:

- Four (4) full time faculty shall be elected by the department faculty at a regularly scheduled department meeting.

Election of Faculty Search Committee Members

Full time faculty members shall nominate candidates and elect four (4) members to the Faculty Search Committee.

The Department Head will announce the opening of nominations for candidates to serve on the committee at least two (2) weeks prior to a regularly scheduled department meeting. All nominations will be forwarded to the Department Head.

Nominations received shall be announced in the agenda for a regularly scheduled department meeting in accordance with the guidelines for dissemination of department meeting agendas under Section 2: DEPARTMENT MEETINGS.

At the regularly scheduled department meeting, additional nominations may be made from the floor.

The chairperson shall be selected by members of the Faculty Search Committee.

Faculty Search Committee Procedures

To the extent that they are not in conflict with the reporting procedures and timelines required by the Department Head, the Dean and Academic Human Resources, the Faculty Search Committee shall develop its own procedures for reviewing and reporting.

When a decision is made regarding which candidates will be brought to campus for interviews, the committee shall develop a schedule for interviews that will include an opportunity for department faculty to meet with candidates and to pose questions for the candidates that are of interest to the department faculty.

Final Recommendation

The Faculty Search Committee's final recommendation shall be forwarded to the Department Head. If the Department Head concurs with the committee, he/she shall forward the recommendation to the Dean of the College of Arts and Sciences and Academic Human Resources in accordance with the policies of the College and Academic Human Resources. If the Department Head does not concur with the recommendation from the search committee, the Department Head will provide a written response to the chair of the search committee with a rationale within fifteen (15) days.

Offer Letters and Hiring Negotiations

Once a finalist is determined, the Department Head will present an offer to the candidate, and will make a determination regarding service rank credit and other hiring issues with input from the Dean of the College of Arts and Sciences, Academic Human Resources, and the Personnel Curriculum & Finance committee as needed.

SECTION 7: STANDING COMMITTEES

PROCEDURES AND GUIDELINES APPLICABLE TO ALL STANDING COMMITTEES

The following guidelines apply to all standing committees in the Art Department.

A. *Recall*

Any faculty member is subject to removal from his/her elected position on a standing committee by the following procedure:

1. At the discretion of the Department Head, or within two (2) weeks of receipt of a written petition signed by a majority of the full time faculty members of the committee requesting the recall of a faculty member, the Department Head shall schedule a department meeting for the purpose of discussing and voting on the recall proposed.
2. Notice of the meeting and of its purpose shall be communicated in writing to all regular faculty members at least one (1) week prior to the meeting.
3. The faculty member cited shall be removed from the committee assignment in question if a two-thirds majority of the members of the full faculty so vote.

B. *Conflict of Interest*

If a member of a standing committee has a personal or professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced by an appropriate alternate, or excused, for the portion of the meeting(s) where a conflict exists. If replacement by an alternate is necessary and the elected alternate also has a conflict of interest, the Department Head shall appoint an appropriate temporary alternate.

C. *Nominations*

Nominations for positions on standing committees elected by the full faculty shall be made from the floor, during the final department meeting of the winter semester. Any person nominated shall have the right to decline. The Art Department Personnel, Curriculum & Finance Committee requires "area representation" and, as such, will determine their nominees prior to the meeting and present their candidates for approval by the full faculty.

D. *Elections*

Elections for standing committees shall be conducted at the last regular department meeting during the winter semester. Candidates receiving a simple majority of the votes cast shall be elected. In case of ties, a run-off election shall be held immediately. Elections shall be conducted by secret ballot if requested by any faculty member. Alternates shall be elected at the same meeting.

E. *Vacancies*

Should a vacancy occur that requires filling prior to the last regular department meeting of the winter semester, a simple majority of the department faculty shall be sufficient to elect a replacement. If time permits, such a vote should take place at the earliest regularly scheduled department meeting. If not, a mailbox vote, email vote, or other form of vote shall be sufficient.

STANDING COMMITTEES

The following pages detail the composition, terms of office, operational guidelines, scope and responsibilities for the individual standing committees in the Art Department.

Personnel, Curriculum & Finance (PC&F) Committee

I. Meetings

A. *Schedules*

Meetings of the PC&F Committee shall be scheduled, as needed, by the chairperson. The date, time, place and agenda of PC&F Committee meetings shall be posted at least two (2) days prior to the meeting.

Meetings of the PC&F Committee shall be closed to other Art Department faculty members unless they are invited guests or they petition the PC&F Committee to attend a meeting or series of meetings and their attendance is approved by the PC&F Committee in advance of the meeting(s).

B. *Notices*

At least two (2) days prior to a PC&F Committee meeting, notice of the date, time, place and agenda shall be posted for the purpose of soliciting faculty input.

C. *Agendas*

Agendas are prepared by the chairperson in consultation with the Department Head. Faculty members may submit additional agenda items for consideration by having their PC&F Committee representative contact the chairperson.

D. *Proceedings*

The chairperson of the committee, or her/his designee, presides at meetings.

E. *Minutes*

A draft of the minutes of meetings shall be taken by the secretary and shall be made available to the PC&F Committee within two (2) weeks following the meeting. Approved minutes will be made available to the department faculty within two (2) weeks of the following PC&F Committee meeting by posting publicly. Minutes which pertain to individual personnel shall be excluded from this requirement.

II. Committee Structure

A. *Committee Composition*

The PC&F Committee shall consist of seven (7) members: A chairperson elected by the department faculty as a whole, one (1) representative elected by the Art History program area faculty, one (1) representative elected by the Visual Arts Education program area faculty, one (1) representative elected by the three-dimensional areas faculty, one (1) representative elected by the two-dimensional areas faculty, and two (2) at-large members from any of the Art Department program areas.

Additionally, three (3) "reserve" members will be elected. Reserve members can come from any of the Art Department program areas. Reserve members must be tenured. Reserve members will only be called upon to attend meetings and participate in PC&F business as needed. "As needed" activities may include:

- Assisting with full evaluations of probationary and tenured faculty, including classroom visitations, review of evaluation materials and report writing.
- Assisting with the review of award proposals (sabbaticals, FRFs, etc.), including the writing of support letters.
- Assisting with extraordinary tasks that require more time and attention than the regular membership can responsibly provide.

B. *Term(s) of office*

All program/area representative terms are two (2) years in duration and should be staggered so that one-half (1/2) of the members' terms expire each year. Area representatives of the PC&F Committee shall be eligible to be re-elected for no more than two terms; a member may serve any number of non-consecutive terms.

The chairperson is elected by the department faculty as a whole and serves as chair for a minimum of (1) year in duration.

C. *Eligibility*

All full time faculty members who have served at least two years as a faculty member shall be eligible for membership on the PC&F Committee.

III. Operational Guidelines

A. *Secretary*

A secretary shall be elected by the members of the PC&F Committee at its first scheduled meeting of the academic year. If the committee prefers, secretary duties may be shared by committee members on a rotational basis.

B. *Department Head Involvement*

The Department Head shall be an ex-officio member of the PC&F Committee and shall be entitled to meet with the committee at scheduled meetings except on those occasions where the EMU-EMU/AAUP Collective Bargaining Agreement authorizes faculty members to meet independently to prepare and submit personnel evaluations or other such reports.

C. *Department Faculty Involvement*

Any recommendations from the department faculty, except those relating to reappointment, tenure and promotion, as governed by the EMU-EMU/AAUP Collective Bargaining Agreement, shall be submitted to the PC&F Committee via the appropriate program area representative(s) or to the PC&F chairperson.

D. *Input Structure*

Input from the PC&F Committee in the form of minutes and other formal reports shall be submitted to the Department Head in a timely matter.

E. *Voting*

Voting at scheduled committee meetings shall be conducted following Robert's Rules of Order. Mailbox voting, email voting or other forms of voting may be used in appropriate cases to conduct votes outside of scheduled meetings. The chairperson shall only vote when it is necessary to break a tie vote of the other six (6) committee members.

IV. Scope of Responsibilities

The PC&F Committee shall provide input to the Department Head on personnel, instructional, and financial issues affecting the Art Department, including but not limited to the following:

- A. Evaluation for purposes of appointment, reappointment, tenure and promotion, interim review and, as necessary, Professional Performance Review.
- B. Evaluation of the professional responsibilities of the department faculty, including teaching, advising, orientation, registration, participation in ceremonial academic functions, limits on outside professional work, work load and equivalencies, keeping up with current developments in one's field(s) of specialization, scholarly research and writing and creative activities, attending conferences, and other such departmental responsibilities.
- C. Establishment and review of general academic credentials, job descriptions and course load responsibilities for all new hires, including instructors in continuing education, lecturers and tenure-track appointees.
- D. The size and character of department budget requests and the distribution and expenditure of funds available to the department, including SS&M, equipment and travel expenditures.
- E. Oversight and evaluation of spring/summer teaching schedules and priorities.
- F. Instructional and curricular developments and changes including research into potential new programs.

- G. Evaluation of the effectiveness of current programs.
- H. Scheduling of classes and of course offerings throughout the year.
- I. Academic standards with respect to new course provisions or modifications of existing courses and tutorial programs.
- J. Override and class size practices.
- K. Review undergraduate independent studies.
- L. Provide input on teaching overload policies.
- M. Conduct Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.

V. Ad Hoc Committees

Ad hoc committees may be appointed by the Department Head or elected by the faculty in the department. The PC&F committee may recommend the composition, responsibilities and procedures of such committee.

Artists and Exhibition Committee

I. Meetings

A. *Schedules*

The Artists and Exhibitions Committee shall meet a minimum of three (3) meetings per semester.

B. *Notices*

The chairperson, or his/her designee, shall send notices of meetings to committee members one (1) week prior to meeting.

C. *Agendas*

The agenda shall be set by the Chairperson in conjunction with the Gallery Director and sent to all committee members at the time of meetings or in advance.

D. *Proceedings*

The chairperson of the committee, or her/his designee, shall preside at meetings.

E. *Minutes*

Minutes are not required to be taken but are highly recommended at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and appropriate departmental committees and/or the Department Head.

II. Committee Structure

A. *Committee composition*

The Committee shall be composed five (5) individuals: the Committee chairperson, the Gallery Programs director and three (3) at-large members. All efforts shall be made to ensure diversity of representation of studio, art education and art history faculty.

B. *Term(s) of office*

The Gallery Programs Director is a permanent member of the committee. Chairperson's and committee members' terms are two (2) years in duration. Any member may be re-elected and may serve any number of consecutive terms.

C. *Eligibility*

All fulltime faculty are eligible to serve.

III. Operational Guidelines

A. *Secretary*

The chairperson or her/his designee carries out necessary clerical responsibilities.

B. *Department Head Involvement*

The Department Head may serve as an ex-officio member of the committee. The Department Head will be informed of meetings in advance and may attend at any time.

C. *Department Faculty Input*

The meetings are open to any full time faculty member.

D. *Input Structure*

Action items will be presented to the Department Head, and if necessary, to the full faculty for approval.

IV. Scope of Responsibilities

General responsibilities for the A&E committee include the following:

- A. Solicit and approve Exhibition proposals
- B. Solicit and approve Speaker/Lecture proposals
- C. In conjunction with the gallery director, determine appropriate gallery programming including, but not limited to, organizing the exhibition and lecture calendar.
- D. Provide recommendations to the Gallery Director regarding the gallery budget and finances, including but not limited to expenditure of funds from the Arts Fee and other sources of support of gallery activities and the visiting artists/speaker series.
- E. Provide recommendations on procedures for the distribution of exhibition responsibilities and communication about exhibition materials between the Gallery Director and curators.
- F. Each year, as determined by the Chair with the support of the committee and Gallery Director, establish at least one (1) new initiative in an effort to improve/expand the existing gallery program. This initiative will be implemented with the help of the Gallery Program Director and A&E Committee members as appropriate.

The Committee shall have 3 members assigned to the one of following specific tasks:

- A. Information Collection
 1. Collect all pertinent information for web and print calendar for the following calendar year from curators and faculty hosts.
- B. Press Releases
 1. Develop and distribute press releases to area media outlets.
 2. Serve as the primary contact for general press inquiries.
 3. Work with gallery director and curators to develop mailing lists for press releases.
 4. Solicit exhibition reviews.
- C. Intern recruitment
 1. Solicit faculty for potential interns.
 2. Provide gallery director list of potential interns.
 3. Along with gallery director interview intern candidates.

Assessment Steering Committee

I. Meetings

A. *Schedules*

Committee should meet at least once (1) per semester, or as needed to conduct the responsibilities of the committee.

B. *Notices*

The chairperson, or his/her designee, shall send notices of meetings to committee members.

C. *Agendas*

An agenda shall be prepared by the chair and given to the committee members at the time of meetings or in advance.

D. *Proceedings*

The chairperson of the committee, or her/his designee, shall preside at meetings.

E. *Minutes*

Minutes are not regularly required at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and the Department Head. Minutes containing items requiring action by the PC&F Committee shall be submitted to the PC&F Committee chair.

II. Committee Structure

A. *Committee Composition*

The committee is composed of four (4) full time faculty members from the Art Department, including the chairperson. An effort shall be made to have one member capable of representing issues pertaining to Art Education.

B. *Terms of Office*

Each member shall be elected by the faculty to a one (1) year term. Members may serve without limitation on their term.

C. *Eligibility*

All fulltime faculty are eligible to serve.

III. Operational Guidelines

A. *Secretary*

The chairperson or her/his designee carries out necessary clerical responsibilities.

B. *Department Faculty Input*

Full Time faculty members wishing to bring issues before the committee may do so in writing to the chairperson of the committee, or may request to meet with the committee.

C. *Input Structure*

This committee shall report to the Department Head.

IV. Scope of Responsibilities

The Assessment Steering Committee has the following responsibilities:

A. Coordinate and facilitate the collection of assessment-related data.

B. Examine assessment-related data and reporting annually to the Department ~~faculty~~ Head.

- C. Initiate recommendations for curricular changes to the Personnel Curriculum & Finance Committee.
- D. Prepare necessary reports to the university as needed.
- E. Assist students undergoing assessment.

Facilities Oversight & Planning Committee

I. Meetings

A. *Schedules*

Committee should meet at least once (1) per semester, or as needed to conduct the responsibilities of the committee.

B. *Notices*

The chairperson, or his/her designee, shall send notices of meetings to committee members.

C. *Agendas*

An agenda shall be prepared by the chair and given to the committee members at the time of meetings or in advance.

D. *Proceedings*

The chairperson of the committee, or her/his designee, shall preside at meetings.

E. *Minutes*

Minutes are not regularly required at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and the Department Head. Minutes containing items requiring action by the PC&F Committee shall be submitted to the PC&F Committee chair.

II. Committee Structure

A. *Committee Composition*

The committee is composed of four (4) full time faculty members from the Art Department, including the chairperson.

B. *Terms of Office*

Committee members shall serve two (2) year terms. Any member may be re-elected and may serve any number of consecutive terms.

C. *Eligibility*

All full time faculty are eligible to serve.

III. Operational Guidelines

A. *Secretary*

The chairperson or her/his designee carries out necessary clerical responsibilities.

B. *Department Head Involvement*

The Department Head may serve as an ex-officio member of the committee. The Department head will be informed of meetings in advance and may attend at any time.

C. *Department Faculty Input*

Full Time faculty members wishing to bring issues before the committee may do so in writing to the chairperson of the committee, or may request to meet with the committee.

D. *Input Structure*

The committee reports to the Department Head.

IV. Scope of Responsibilities

A. Make recommendations to the PC&F Committee and Department Head addressing and prioritizing facilities and technology needs.

B. In coordination with the department head, members of the physical plant, and area coordinators schedule and oversee regular health and safety reviews of the department.

V. Ad-Hoc Committees

The committee does not appoint ad-hoc committees.

Faculty Evaluation Committee

I. Meetings

A. *Schedules*

Committee meetings are scheduled on an as-needed basis.

B. *Notices*

The chairperson or his/her designee, shall send notices of meetings to committee members.

C. *Agendas*

Agendas are not required. A schedule of all department faculty evaluations for the coming year shall be obtained each fall from the Department Head.

D. *Minutes*

Minutes are not required.

II. Committee Structure

A. *Committee Composition*

Committee composition is decided upon by the full faculty, and shall consist of at least two (2) members. At least one of the members shall be a tenured faculty member.

B. *Term(s) of Office*

Each member shall be elected by the faculty to a one (1) year term. Members may serve without limitation on their term.

C. *Eligibility*

All full time faculty are eligible to serve.

III. Operational Guidelines

- A. *Secretary*
A secretary is not required.
- B. *Department Head Involvement*
No department head involvement is required in the data collection process.
- C. *Department Faculty Input*
The Department Head may be consulted if necessary.
- D. *Input Structure*
The Faculty Evaluation Committee reports to the PC&F Committee and Department Head.

IV. Scope of Responsibilities

- A. Distribute, process and present evaluation modals to the PC&F Committee. This is done for purpose of tenure, promotion and reappointment.
- B. The Committee is set into motion through delivery of the evaluation schedule by the Department Head. Generally, the work of the committee should be completed by October 15.

Grade Grievance Committee

I. Meetings

- A. *Schedules*
Meetings are scheduled on an as-needed basis.
- B. *Notices*
Ten (10) working days notice shall be given to all involved by department mail or email.
- C. *Agendas*
An agenda shall be prepared by the chair.
- D. *Proceedings*
Proceedings follow the University Grade Grievance Guidelines and governed by Robert's Rules.
- E. *Minutes*
An audio recording of each meeting shall be made as specified in the University Grade Grievance Procedures. The recording is given to the Department Head.

II. Committee Structure

- A. *Committee Composition*
The committee is composed of three (3) full time faculty members from the Art Department. Additionally, two (2) substitute members shall be selected from full time faculty members to replace any committee member who is personally involved or has a conflict of interest in a grade grievance.

One (1) committee member shall be selected by the committee to serve on the College Grade Grievance Committee. Another committee member shall serve as their alternate.
- B. *Terms of Office*
There are no set terms of office.

C. *Eligibility*

All full time faculty are eligible to serve.

III. Operational Guidelines

A. *Secretary*

The committee chair shall determine the need for a secretary. In the case of a formal hearing, the chair or his/her designee shall be responsible for the audio recording.

B. *Department Head Involvement*

In accordance with the University Grade Grievance Procedures, the department head is the first contact in a grade grievance. At this point (Step I), informal resolution may be found in which case the grade grievance process ends. If resolution is not found, the department head shall facilitate Step II of the Grade Grievance Procedures.

C. *Department Faculty Input*

Meetings are restricted to department faculty who are either on the committee or involved in the grievance, unless as a witness.

D. *Input Structure*

The committee makes its recommendations to the Department Head.

IV. Scope of Responsibilities

The functions and responsibilities are defined by the University Grade Grievance Guidelines.

Additionally, the committee is responsible for the selection and recommendation of student representatives to serve on the committee.

V. Ad-Hoc Committees

The committee does not appoint ad-hoc committees.

Graduate Studies Committee

I. Meetings

A. *Schedules*

The committee shall meet a minimum of three (3) times per Fall and Winter semester.

B. *Notice*

At least five (5) working days prior to meeting, the chairperson, or his/her designee, shall send notices of meetings to committee members and all full time faculty.

C. *Agendas*

An agenda shall be prepared by the chair and given to the committee members at the time of meetings or in advance.

D. *Proceedings*

The chairperson of the committee, or her/his designee, shall preside at meetings.

E. *Minutes*

Minutes are not regularly required at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and the Department Head. Minutes containing items requiring action by the PC&F Committee shall be submitted to the PC&F Committee chair.

II. Committee Structure

A. *Committee composition*

The committee shall be composed of six (6) members including the chair. The chairperson position is automatically delegated to the graduate coordinator. An effort shall be made to have uniform area representation.

The committee membership may be increased by an addition three (3) faculty members to accommodate changes in graduate enrollment.

B. *Term(s) of office*

Each member shall be elected by the faculty to a two (2) year term. Faculty may serve unlimited consecutive terms.

C. *Eligibility*

All full time faculty are eligible to serve.

III. Operational Guidelines

A. *Secretary*

The chairperson or her/his designee carries out necessary clerical responsibilities.

B. *Department Head Involvement*

The Department Head may serve as an ex-officio member of the committee. The Department Head will be informed of meetings in advance and may attend at any time.

C. *Department Faculty Input*

The meetings are open to all full time faculty members.

D. *Input Structure*

Action items will be presented to the PC&F Committee, the Department Head, and/or the full faculty for approval as appropriate.

IV. Scope of Responsibilities

A. To review and evaluate the application of potential M.A. and M.F.A. candidates and determine their acceptance or rejection to/from the program.

B. Determine the manner in which graduate student reviews are conducted.

C. To review and revise curriculum and procedural issues related to Art Department graduate programs.

V. Ad-Hoc Committees

The committee shall, when appropriate, appoint ad-hoc committees to accomplish specific tasks of limited duration.

Recruitment and Outreach Committee

I. Meetings

A. *Schedules*

Committee should meet at least once (1) per semester, or as needed to conduct the responsibilities of the committee.

- B. *Notices*
The chairperson, or his/her designee, shall post and send notices of meetings to committee members.
- C. *Agendas*
An agenda shall be prepared by the chair and given to the committee members at the time of meetings or in advance.
- D. *Proceedings*
The chairperson of the committee, or her/his designee, presides at meetings.
- E. *Minutes*
Minutes are not regularly required at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and the Department Head. Minutes containing items requiring action by the PC&F Committee shall be submitted to the PC&F Committee chair.

II. Committee Structure

- A. *Committee Composition*
The committee is composed of a minimum of three (3) and maximum of four (4) full time faculty members, including the chairperson.
- B. *Terms of Office*
Each member shall be elected by the faculty to a two (2) year term. Faculty may serve unlimited consecutive terms.
- C. *Eligibility*
All full time faculty are eligible to serve.

III. Operational Guidelines

- A. *Secretary*
The chairperson or her/his designee carries out necessary clerical responsibilities.
- B. *Department Head Involvement*
The Department Head may serve as an ex-officio member of the committee. The Department Head will be informed of meetings in advance and may attend at any time.
- C. *Department Faculty Input*
Full Time faculty members wishing to bring issues before the committee may do so in writing to the chairperson of the committee, or may request to meet with the committee.
- D. *Input Structure*
This committee shall report to the Department Head.

IV. Scope of Responsibilities

The Recruitment and Outreach Steering Committee has the following responsibilities:

- A. Maintain existing relationships and establish new relationships with area institutions—high schools, community colleges, universities and professional organizations.
- B. Staff recruiting fairs.
- C. Oversee Student Ambassador program.

- D. Explore and recommend additional opportunities for recruitment and outreach.
- E. Oversee coordination of annual High School Art exhibition.
- F. Seek opportunities to develop articulation agreements.

Scholarship Committee

(includes Lamming Scholarship Committee)

I. Meetings

- A. *Schedules*
The committee shall meet on an as needed basis.
- B. *Notices*
The chairperson, or his/her designee, shall send notices of meetings to committee members at least five (5) working days prior to meeting.
- C. *Agendas*
When necessary, an agenda shall be prepared by the chair and given to the committee members at the time of meetings or in advance.
- D. *Proceedings*
The chairperson of the committee, or her/his designee, presides at meetings.
- E. *Minutes*
Minutes are not regularly required at meetings. When minutes are necessary, in order to report substantive actions by the committee, they are recorded by the chair or her/his designee and distributed to the membership of the committee and the Department Head.

II. Committee Structure

- A. *Committee Composition*
The Scholarship Committee is composed of seven (7) members including the chair.
- B. *Term(s) of Office*
Each member shall be elected by the faculty to a one (1) year term. Members may serve without limitation on their term.
- C. *Eligibility*
All full time faculty are eligible to serve.

III. Operational Guidelines

- A. *Secretary*
The chairperson or her/his designee carries out necessary clerical responsibilities.
- B. *Department Head Involvement*
The Department Head may serve as an ex-officio member of the committee. The Department Head will be informed of meetings in advance and may attend at any time.
- C. *Department Faculty Input*
The meetings are open to any full time faculty member.

D. *Input Structure*

Scholarship recommendations are presented to the Department Head.

VI. Scope of Responsibilities

The committee is responsible for the review and evaluation of the scholarship applications, commendations and artwork.

V. Ad Hoc Committees

The Scholarship Committee does not appoint ad hoc committees.

SECTION 8: OTHER DEPARTMENT REPRESENTATIVES AND ELECTED OFFICERS

COLLEGE OF ARTS AND SCIENCES (CAS) COLLEGE ADVISORY COUNCIL (CAC) REPRESENTATIVE

The CAS CAC Representative shall act as the Department's representative at the meetings of the CAS CAC and shall report back to the faculty and Department Head on actions taken that affect the Department or its members. The Department shall elect one representative and one alternate for a two (2) year term.

FACULTY SENATE REPRESENTATIVE

The Faculty Senate representative shall act as the Department's representative at the meetings of the Faculty Senate committee and shall report back to the faculty and Department Head on actions taken that affect the Department or its members. The Department shall elect one representative and one alternate for a three (3) year term.

GRADUATE SCHOOL COUNCIL REPRESENTATIVE

The Graduate School Council representative shall act as the Department's representative at the meetings of the Graduate School Council and shall report back to the faculty and Department Head on actions taken that affect the Department or its members. The Department shall elect one representative and one alternate for a three (3) year term.

BASIC PROGRAMS REPRESENTATIVE

The Basic Programs Representative shall act as the Department's representative at meeting of the College of Education's Basic Programs Committee and shall report back to the faculty and Department Head on actions taken that affect the Department or its members.

ADVANCED PROGRAMS REPRESENTATIVE

The Advanced Programs Representative shall act as the Department's representative at meeting of the College of Education's Advanced Programs Committee and shall report back to the faculty and Department Head on actions taken that affect the Department or its members.

APPENDIX A

University Equivalencies

MP 209: The established credit hours of a course are used to determine teaching load. The Departmental Input Document (DID) indicates exceptions to this rule"

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalency can be applied to a course. For lecture/lab combinations, departments may develop policies, clarifying application of equivalencies, through the curriculum input process.

These equivalencies apply to traditional courses taught during the Fall and Winter semesters.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Double section	2x	A "double section" is created by purposely scheduling two identical sections of a course at the same time, with the same cap, and with the same instructor. If the two sections fill to 1.5x the single section cap, the double section is created and each section is counted towards workload.
Writing Intensive courses	+1 hour	Courses designated as "W" with a course cap of 25 students qualify for this equivalency.
Graduate courses (500-699 level)	+1 hour	Graduate courses, and the overall participation in graduate programs, require significantly greater preparation than undergraduate courses. A graduate course cross-listed with an undergraduate course does <u>not</u> receive this equivalency, unless enrollment of the graduate portion of the section exceeds the minimum number of graduate students for the course to "make" as a graduate section.
Doctoral courses (700-999 level)	+1 hour	Doctoral courses, and the overall participation in doctoral programs, require significantly greater preparation than undergraduate courses.
Team-teaching	1:1	Each faculty member team-teaching the course receives the established credit hours of the course, assuming each faculty member is actively involved in teaching the course over the entire semester.

Contact Hours	1 contact hour = 1 credit hour towards load	If the scheduled hours that a face-to-face section meets are greater than the credit hours of the course, the contact hours are used to determine the teaching load, assuming the faculty member is actively involved in teaching the section over the entire meeting time. The typical case would be a clinical, studio or laboratory course.
Field-based and/or Academic Service Learning (ASL) courses	+1 hour	A section is scheduled at a field site, has the same course cap as an on-campus section, the faculty member is actively involved in coordinating and teaching the course at the field site, and the additional workload is not accommodated by any other means. ASL courses must be approved and vetted for General Education Learning Beyond the Classroom and designated as "L".

There are no additional equivalencies for the following courses/cases:

- 1) First-time teaching a course or first-time in a number of years teaching a course.
- 2) Additional preparations
- 3) Developing and teaching online courses
- 4) Teaching courses off-campus
- 5) General Education courses

APPENDIX B

Equivalencies specific to Department/School

The equivalencies below identify unique learning experiences that involve courses or sections in the Department/School not covered in Appendix A.

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalency can be applied to a course.

These equivalencies applied to traditional courses taught during the Fall and Winter semesters.

The equivalencies below assume workload has not been accommodated by other means, including but not limited to release time and courses already assigned as load.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Student Teaching Supervision	2 students = 1 hour	The faculty member is in the field attending classes taught by the student, evaluating student work, meeting with the supervising teacher, and actively engaged in the student-teaching placement.
Internships and Co-op courses	10 banked credit hours = 1 credit hour course	The faculty member supervising the internship or co-op is identified as the instructor of record for the course and is actively involved in teaching the course (including arrangement of the internship or co-op, evaluating and monitoring student progress and meetings at the site). When the internship or co-op is completed (a final grade is entered), the credit hours of the course(s) is banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.
Thesis/Final Project/Graduate Capstone courses/Graduate Research/Graduate Independent Studies	10 banked credit hours = 1 credit hour course	The faculty member supervising a graduate thesis/final project/capstone course(s) is identified as the instructor of record for the course (for example, in the case of a Masters Thesis, the faculty member is serving as the committee chair). When the thesis/final project/capstone is completed (a final grade entered), the credit hours of the course(s) is banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.

**Undergraduate
Research
courses/Honors Thesis
courses/Independent
Studies**

**10 banked
credit hours
= 1 credit
hour course**

The faculty member supervising an Undergraduate Research course or a Honors thesis course is identified as the instructor of record for the course. When the course is completed (a final grade entered), the credit hours of the course are banked. Once 10 credit hours are banked, the faculty member receives one credit hour equivalency to balance the accumulated workload.

Rules for banked equivalencies:

- 1) Banked equivalencies are primarily used to balance faculty teaching loads.**
- 2) Banked equivalencies can be used as soon as 10 hours have accumulated.**
- 3) Banked equivalencies must be used when 40 hours have accumulated (at least 10 hours must be used).**
- 4) No more than three (3) Independent Studies may be banked per year; Anything more than three (3) will count as service.**

APPENDIX C

Release/Equivalency specific to the College/Department/School

The equivalencies below identify unique learning experiences that involve courses or sections in the Department/School not covered in Appendix A.

General assumption: All sections of a given course have the same course cap. With input from the faculty and the approval of the DH/SD, special sections of the course (for example, Honors sections) can be offered with reduced course caps, however the reduced cap balances workload and additional equivalencies are not used. Equivalencies are not stacked on top of one another; only one equivalency can be applied to a course.

These equivalencies applied to traditional courses taught during the Fall and Winter semesters.

The equivalencies below assume workload has not been accommodated by other means, including but not limited to release time and courses already assigned as load.

MP 221: (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;

Specific equivalency:

Courses in the Department with the prefixes ARTH and ARTE follow Appendices A and B. Courses in the ARTS prefix without a studio component (contact hours match credit hours) follow Appendix A and B.

Stacking of ARTS courses, per accreditation recommendation, will no longer be allowed. Stacking is the practice of two or more cross-listed courses that DO NOT share the same course content, course structure, and objectives.

The current Department practice is non-major courses are 4 contact hours (3 credit hours) and the other ARTS courses with studio components for majors are 6 contact hours (3 credit hours), with the exception of ART101, which is 3 contact hours.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
ARTS courses with studio component	27-30 contact hours	All faculty teaching courses in the ARTS prefix with a studio component will have their teaching load determined by contact hours, where 27-30 contact hours is a full teaching load.