

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Zafar Khan, Interim Department Head
Computer Information Systems

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 Computer Information Systems Department 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

Department of Computer Information Systems
College of Business

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)

EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs
COLLEGE OF BUSINESS
DEPARTMENT OF COMPUTER INFORMATION SYSTEMS
DEPARTMENT INPUT DOCUMENT

Revised: November 2015

I. Committees

- A. Personnel Committee
- B. Curriculum, Instruction and Assessment Committee
- C. Finance Committee
- D. Committee of the Whole

II. Functions of the Committees

A. Personnel Committee

1. To provide input regarding job descriptions/credentials for all new hires including lecturers and tenure-track faculty members. The Personnel Committee may form an ad-hoc Search Committee to help in the evaluation process. To screen possible candidates for faculty tenure-track and lecturer positions, make recommendations to the Department Head concerning those that should be interviewed for positions, interview those candidates invited to the campus and make recommendations to the faculty concerning proposed appointments. In the case of granting service rank credit and tenure to a candidate, the Personnel Committee should use the same procedure as described in item 4 below.
2. To screen possible candidates for the Department Head position, make recommendations to the Dean concerning those that should be interviewed for position, interview those candidates invited to the campus and make recommendations to the Dean concerning proposed appointment.
3. To evaluate faculty for purpose of personnel actions as required by the union agreement. Such evaluations will utilize those methods required by the contract and the Department Evaluation Document.
4. To recommend faculty for Teaching and Service Awards or recognitions.

B. Curriculum, Instruction, and Assessment Committee

1. To promote instructional effectiveness among the faculty.
2. To advise the Department Head and faculty on the adequacy and appropriateness of course coverage as evidenced by syllabi, textbooks and student assignments.
3. To advise and recommend to the Department Head policies on faculty course assignments, teaching loads and schedules.

4. To be involved in any and all future reviews of Summer course offerings, including providing input on the best method of undertaking such reviews and the evaluation of the results thereof.
5. To advise and recommend to the Department Head policies on class sizes and course overrides.
6. To review and recommend new courses and program developments.
7. To review course titles, descriptions and update information for the university catalogue.
8. To use assessment data for program and curriculum improvement.
9. All proposed changes to the curriculum submitted by the Curriculum Committee have to be approved by a majority vote of the Committee of the Whole.
10. Provide representatives for the College of Business Assessment and Curriculum Committee.
11. Chairperson shall be made aware of the department's FTEF allocation by September 15 or ten (10) days following the date that the Department Head receives the information, whichever is later.

C. Finance Committee

1. To advise and recommend to the Department Head on budget and finance matters. This Committee will advise and recommend on the use of course fees, development fund and allocation of GA's to individual faculty.
2. To advise and recommend to the Department Head on allocation of the department travel budget to fund the professional development activities of the faculty.
3. To advise and recommend to the Department Head the purchase, allocation, maintenance and retirement of all instructional-related equipment, including computer hardware and software.
4. Chairperson shall be made aware of the department's budgetary allocation by September 15 or ten (10) days following the date that Department Head receives the information, whichever is later

III. Committee Structure – Membership, Terms of Office, and Committee Officers:

Any vacancies, temporary or permanent, on the following Committees would be filled by the usual election procedures.

A. Personnel Committee

The committee shall be comprised of three (3) tenured faculty members, with three year staggered terms of office or the remainder of a three-year term if filling a vacant position. Any tenured member of the bargaining unit, who is not undergoing full evaluation, shall be eligible for nomination. If a Committee member is undergoing a professional performance evaluation, or any form of personnel evaluation, he/she will leave the committee temporarily and be replaced by another tenured faculty elected by the faculty members of the Department.

A chairperson shall be elected as provided in Section V.

B. Curriculum, Instruction and Assessment

This Committee shall be composed of three (3) members with staggered three-year terms of office or the remainder of a three year term if filling a vacant position. Only members of the bargaining unit shall be eligible for nomination and to vote for committee membership.

A chairperson shall be elected as provided in Section V.

C. Finance Committee

The Committee shall be composed of three (3) members with staggered three-year terms of office or the remainder of a three year term if filling a vacant position. Only members of the bargaining unit shall be eligible for nomination and to vote for committee membership.

A chairperson shall be elected as provided in Section V.

D. Special Committees or Subcommittees

From time to time special ad-hoc committees or subcommittees may be established to consider items of concern to the department. Such committees will report back either to a standing committee or the Committee of the Whole as is appropriate to their charge.

IV. Department Representatives

The department representatives to the all university and COB standing committees shall be elected in the same manner as the department committees, described in Section V, differing only in the length of their terms.

V. Procedures for Nomination and Election for all Standing Committees and Department Representatives:

A. Nomination Procedures

1. The Department Head will provide to the faculty attending the department meeting in April for terms commencing the following September 1, the following:
(i) list of faculty members eligible to vote, and (ii) list of the vacancies for all Committees to be filled.
2. During the department meeting in April for terms commencing the following September 1, the Chairperson of the Personnel Committee (from the previous academic year) will call for nominations to fill vacancies for all Committees and representatives. If the position of Chairperson of the Personnel Committee is vacant then the most senior faculty member of the Department, by the order of recall in the contract, will call for nominations. The nominations should be communicated verbally.
 - i. Nominations will not require a “second.”
 - ii. Eligible department members may nominate themselves or others who are also eligible. Before nominating another person, the department member should be certain that person is willing to serve.

B. Election Procedures

1. All members of the bargaining unit are eligible to vote for committee membership. If present, faculty members on sabbatical or professional leave are eligible to vote on any action.
2. Election to fill new and un-expired but vacant terms will be held by secret written ballot during the department meeting in April.
3. At least two remaining Personnel Committee members will count ballots. If they are not available, the two most senior faculty members of the Department, by the order of recall in the contract, will count ballots.
4. A simple majority of the votes cast shall be required to elect committee members.

5. Lacking such a majority in the balloting for any vacancy, a runoff election will be held during the same meeting. The nominee(s) with the lowest number of votes in the initial balloting will be eliminated as a candidate(s).
6. Elections to fill vacancies on a committee will take place successively where more than one vacancy is to be filled at the same meeting. It will be assumed, unless otherwise stated during nomination process, that an unsuccessful candidate for one vacancy is automatically a candidate for other vacancies to be filled at the same time. In the first election and where successive elections are necessary because of multiple vacancies on a given committee, the terms will be elected in reverse order of expiration, with the longest term being elected first.
7. Faculty members whose terms have expired shall continue in their elected positions until new elections are conducted for their positions.
8. Those elected for vacant positions will take office immediately upon election.

C- Procedures for nomination and election of the Committee Chairs

1. The term of office for the committee chairs is one academic year or until new chairperson is determined according to the procedure described herein.
2. The senior member on the committee is the member whose term will expire first. The senior member assumes the role of chairperson after committee elections at the department meeting in April. If the senior member on the committee declines the position or he/she is not eligible according to Section V.C.3, the next most senior member on the committee shall assume the role of chairperson.
3. No member shall be chairperson of two or more committees. In the event a faculty member is eligible to be a chairperson of two or more committees, he/she will select the one that they will chair.

D - Recall Procedures

A recall of elected committee members must be proposed in writing to the Department Head with a petition signed by at least one-third of the department faculty who are members of the bargaining unit. The Department Head will then notify the faculty member who is being considered for recall in writing and call a department meeting.

During the meeting, the faculty member who is being considered for recall should be given an opportunity to respond to the allegations against him/her. A secret written ballot will be conducted (by the two most senior department faculty members present, by the order of recall in the contract, excluding the one being recalled) for the purpose of considering the replacement of the recalled Committee member. A simple majority of the votes cast by the department faculty who are members of the bargaining unit shall be necessary to confirm the recall.

VI. Operational Guidelines

Prerogatives and Responsibilities of the Committee: A committee will have the right to meet on any subject without the Department Head present, at such times and with such agenda as may be established by the Chairperson of the committee or by action of the members of the committee. In scheduling future meetings, a committee will accommodate requests from the Department Head: (a) to place items on the agenda, and/or (b) to meet reasonable requested deadlines for the formulation of recommendations, and/or (c) to meet with the committee to present input on a scheduled agenda item. In the event that the Department Head wishes to exercise his/her right to meet with the committee to present input on an agenda item scheduled at a meeting which the Chairperson or the committee has declared to be held without the Department Head present, then the committee will withhold action on any formal motion related to that item and schedule that item for further discussion after the Department Head leaves the meeting or at its next meeting.

Meetings: Meetings for all committees shall be held as needed. It shall be the responsibility of each chairperson to notify members of the committee individually by memo or e-mail at least one week in advance of the meeting and to include an agenda. Faculty members may ask for items to be added to the agenda. The advance notification requirement can be waived only with the unanimous consent of the committee members. Meetings may not be scheduled when committee members are required to be in the classroom teaching.

Faculty members have open access to all meetings, except those related to reappointments, tenure, and promotion as governed by the EMU-EMU/AAUP contract, or student grievances.

Minutes: It shall be the responsibility of the chairperson to provide a record of minutes for each meeting, to distribute the minutes to the faculty, to keep a file of such meetings, to make the file available for inspection by the faculty at reasonable times and places, and to deliver the file to the Department Head at the end of his/her term for archiving. A committee chair must distribute meeting minutes to all faculty members within two weeks after the meeting. A committee can also distribute to faculty any reports or documents that it deems relevant.

Recommendations to the Department Head: All committees named shall make their recommendations in writing to the Department Head. These items shall be made available for all faculty members to examine, except those items that are not to be disclosed pursuant to the collective bargaining agreement, rules regarding confidentiality of personnel records or the student grade grievance procedure.

VII. Teaching Schedule

Faculty will have input regarding their Summer course offerings. The Department Head will distribute a preference sheet for such input at least once a year. The Department Head shall inform faculty of their tentative schedules, in a manner consistent with Article IIB, before submitting it for publication in the schedule books. The Department Head should also notify faculty affected by any course and/or time changes after release of the initial schedule.

The grant of overload assignment to individual faculty members is limited to one overload assignment per semester. Input must be sought from faculty on the assignment of such overload assignment.

Summer Courses:

1. COURSES TO BE OFFERED DURING SUMMER TERM:

- Scheduled summer courses should be chosen purely on academic merit in terms of program needs and allowing students to complete their degree requirements.
- The Curriculum and Assessment Committee should play an important role in developing a recommendation of the courses to be scheduled for the summer term. Relevant data should be sought from the Department Head and other sources in this regard. These recommendations from the Curriculum and Assessment Committee should be approved by the departmental faculty.
- For a scheduled course to be offered during the summer term, it must have the COB minimum requirement regarding the number of students registered or COB dean's approval.

2. WHO SHOULD BE ASSIGNED TO TEACH INDIVIDUAL COURSES?

- A. Whenever there are not enough summer courses to teach for every willing and identified faculty member, the teaching assignment should be based on the following factors (listed in the order of their priority):

- The average number of Summer courses that were taught during the last three years. In the event a faculty member has not been employed by EMU for three years, then his/her average will be based on the number of years since joining EMU. This is to give those who have not have been given the opportunity to teach in previous Summer terms a higher priority.

B. If the Department Head believes that a faculty member is not qualified to teach a course, when using this ranking system, the Department Head will ask the Personnel Committee for input on the qualifications of the faculty member to teach the course.

Overload Courses:

WHO SHOULD BE ASSIGNED TO TEACH INDIVIDUAL OVERLOAD COURSES?

A. The Department Head should announce the opening of the overload courses and seek for volunteers to teach those courses. B. Whenever there are several qualified faculty members willing to teach an overload course, the teaching assignment should be based on the following factors (listed in the order of their priority):

1. Rank
2. Seniority within the rank.

C. If the Department Head believes that a faculty member is not qualified to teach a course, when using this ranking system, the Department Head will ask the Personnel Committee for input on the qualifications of the faculty member to teach the course.

VIII. Amending Procedure

Amendments to this document must be proposed in writing to the Department Head with a petition signed by one-third of department faculty who are members of the bargaining unit. The Department Head will promulgate the proposed change for a period of two weeks at the conclusion of which the Committee of the Whole shall meet to discuss the petition and a secret ballot vote will be conducted by the two most senior members of the Department as defined by the order of recall in the contract. A simple majority of the votes cast by the department faculty who are members of the bargaining unit shall be necessary before the recommended change may be substituted for approval in accordance with the provision of the EMU-EMU/AAUP agreement.

IX. Scope

The document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) of function(s) retained by or granted EMU or EMU-AAUP through the parties Master Agreement. If any portion of this document is determined invalid for any purpose, the rest of the document shall remain in force in every detail.

APPENDIX C

Release/Equivalencies due to accreditation specific to the College/Department/School

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”

MP 216: "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. Release may be considered for a variety of duties and responsibilities such as, but not limited to:

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;

Accreditation-specific release:

Faculty in the College of Business receive 1 course (3 hours) release from teaching due to the research requirements of AACSB requirements. Other than scheduled double sections (described below), there are no equivalencies in the College.

<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.