

DEPARTMENT INPUT DOCUMENT

Department/School of English Language and Literature

College of Arts and Sciences

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Dean (Date)

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Provost and Executive Vice President (Date)

Departmental Input Document (DID)
Department of English Language and Literature

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The Purposes of the Departmental Input Document (DID) For English Language and Literature

The Departmental Input Document (DID) describes the committee structure and representatives within the Department and the flow of information among them, the entire faculty, and the Department Head on matters including but not limited to budgetary, curricular, instructional, outreach, and personnel policies and procedures. These and other topics shall be considered in Department meetings and in meetings of the Department's committees.

The Departmental committee structure is designed to facilitate Departmental decision-making and to fulfill the contractual provision for “meaningful faculty involvement in the area of selection and evaluation of faculty members, curriculum development, and utilization of financial resources.”

Processes for Review of Department Input Document

While the faculty can review or submit revisions of the DID at any time, an Ad Hoc DID committee will be formed every five years (years ending in 0 or 5) to review the DID, as is required by Article XIII of the EMU-AAUP Master Agreement. The review does not require that the document be changed. The Personnel and Finance Committee will signal the department to begin the review process in the appropriate years.

Department Meetings of English Language and Literature (hereafter the English Department or Department)

Frequency and Functions of English Department Meetings

A Department meeting open to all tenure-track faculty members, unless otherwise specified, shall be held at least once and, if needed, more often, during Fall and Winter semesters.

In these meetings, the English Department shall consider and provide input on any matters and recommendations from the Department's committees, the Department Head, or individual faculty members.

Quorum Definition and Balloting at Department Meetings

At Department meetings, the quorum necessary to consider and vote on any matter shall consist of one-third plus one of faculty members on regular appointment and teaching during the semester in which the meeting is held. Balloting on issues may be by voice vote, show of hands, or secret ballot. Department faculty must use a secret ballot if any faculty member requests it.

Duties and Functions of the Department Head at Department Meetings

The Department Head shall have the authority to call and schedule Department meetings, prepare agendas, and serve as Chair during the meetings but cannot vote on matters brought before the Department. The Department Head shall also call a meeting after receiving a written request from at least five Department members.

The Department Head shall distribute a written agenda as well as the minutes of the last meeting, electronically or in hard copy, at least three working days in advance of the meeting date. The Head shall also place any additional matter on the agenda at a faculty member's request. Additionally, the Head shall add any item to the agenda for the next scheduled Department meeting if faculty members vote in support of this item. Further, the Head shall allow an opportunity for any faculty member to bring a matter before the Department at any meeting.

Secretary's Role during Department Meetings

A secretary shall be designated for each Department meeting to record the names of those present and record the minutes of the meetings. The secretary shall provide written copies of the minutes, electronically or in hard copy, within seven days following each meeting.

Procedures for Department Meetings

On actionable matters upon which faculty must deliberate and vote, Department meetings shall be conducted in accordance with Robert's Rules of Order, revised edition, unless a faculty member requests, and the Department agrees to, a suspension of these rules on a given matter brought to the Department's attention.

Departmental Committees and the Department Head

Departmental committees shall strive to work closely with the Department Head. The Head may seek input from any committee, put forth items for the agenda of any committee meeting, and may attend committee meetings *ex-officio*, without a vote, if invited by that committee.

In matters of importance for the entire Department, the Head shall schedule meetings to deliberate and vote on matters before the Department forwards any such recommendations and/or proposed actions to the College or University committee(s) or other administrative agents.

Similarly, in matters of importance to the entire Department, Department committees shall follow the input procedures described below.

Departmental Committee Structure

The membership, duties and functions, and input procedures for all committees in the Department are described below.

Appendix A, at the end of the DID, is a flow chart to show the levels of input for recommendations, proposals, and other actions *requiring approval and/or input beyond the Department level*.

Appendix B, also at the end of the DID, describes input procedures for other recommendations, proposals, and actions *which do not require input from the entire Department and/ or a Standing Committee within the Department*.

The Department's committee structure consists of

- Standing Committees (see below for full descriptions)
- Subject-area Committees (see below for full descriptions)
- Other Committees (see below for full descriptions).

Standing Committees

As mandated by the EMU-AAUP Master Agreement, the Department's Standing Committees are as follows:

- Personnel and Finance Committee
- Graduate Committee

- Undergraduate Curriculum Committee
- Research and Sabbatical Leave Committee.

Membership

In accordance with the EMU-AAUP Master Agreement, the Department's tenure-track faculty shall elect from the faculty at large *all* members of *each* Standing Committee listed above. Members shall serve two to three-year terms, not to exceed two consecutive terms. Faculty members who decide to run for election to the Standing Committees should strive to represent as many Subject-areas as possible.

Duties and Functions of the Standing Committees

Faculty elected to Standing Committees deal with a variety of issues across programs and subject-areas.

Input Procedures for the Standing Committees

When appropriate, the Chair or a representative from a Standing Committee shall forward any recommendations and/or actions requiring approval beyond the Department to the Department Head, who then adds these items to the agenda for faculty members to consider and vote on at a scheduled Department meeting before being sent forward to the Dean of the College, College or University committee(s), or other administrative agents. (See **Appendix A**)

Where appropriate, Department faculty or Chairs of Subject-area Committees may submit other proposed actions and/or recommendations to the appropriate Standing Committee for review and approval before being forwarded to the Department Head for review and approval. (See **Appendix B**).

Other recommendations and/or actions shall be forwarded from the appropriate Standing Committee to the Head for review and approval before being forwarded to the Dean of the College, College or University committee(s), or other administrative agents. (See **Appendix B**)

Meetings of the Standing Committees

While virtual meetings or email deliberations are sometimes appropriate for standing committee operations, the committees should strive to meet in person at least once a semester and whenever potentially controversial decisions must be made.

Subject-area Committees

The Department's Subject-area Committees include *but are not limited to the following*:

- Literature
- Written Communications
- Rhetoric and Writing
- English Education

- Linguistics
- Children's Literature
- Public Relations
- Creative Writing
- First Year Writing.

Membership

Each Subject-area Committee shall consist of faculty members whose primary responsibility is to teach courses in the various subject-areas. Unless otherwise indicated, each Subject-area Committee shall determine how it constitutes its membership.

Faculty members on Subject-area Committees may select a Chair from its members or, where appropriate, a faculty member serving as Coordinator, or designated as a Director or Associate Director, for a program shall serve as Chair or Co-chair of a Subject-area Committee.

Duties and Functions of Subject-area Committees

Subject-area Committees shall focus on and address issues related to particular programs and courses in a given subject-area, including the development and approval of new courses and/or programs within a subject-area, assessments of courses or programs in a subject-area, and approval of courses and/or programs in a subject-area offered as Non-Traditional Courses. (See below for full descriptions of each Subject-area Committee).

Input Procedures for All Subject-area Committees

When appropriate, the Chair of a Subject-area Committee shall forward such recommendations and/or actions that require review and approval beyond the Department level to the appropriate Standing committee(s) for consideration and approval, after which the Standing Committee(s) presents the recommendations or actions to the full Department for its consideration and approval. (See **Appendix A**)

The Chair of each Subject-area Committee shall forward other recommendations and/or actions *internal to the Department* to the appropriate Standing Committee for review and approval before being forwarded to the Head for review and approval. (See **Appendix B**)

Recommendations and/or actions internal to the Subject-area Committee itself shall be presented to the Subject-area Committee members for their review and approval before being forwarded to the Department Head for review and approval. (See **Appendix B**)

Meetings of the Subject-area Committees

While virtual meetings or email deliberations are sometimes appropriate for Subject-area committee operations, the committees should strive to meet in person at least once a semester and whenever potentially controversial decisions must be made.

Standing Committees

Personnel and Finance Committee (PFC)

Membership

The Personnel and Finance Committee (PFC) shall consist of six members, two elected each year for three-year overlapping terms. Only those faculty members granted tenure shall serve on the PFC. Faculty members may run for election in the year that they are applying for tenure, but can only serve if tenured.

Faculty members applying for the research/creative release shall not participate in the review evaluating the eligibility of their release.

Faculty members who seek to be elected to the PFC should strive to represent the various Subject-area Committees within the Department. The PFC shall elect its Chair from its own members each year. The Chair shall call meetings and submit agendas to PFC members for the PFC's approval and/or alteration. The Chair shall designate or the PFC members shall select a secretary to record the minutes of each meeting.

Duties and Functions of the PFC

The functions of the PFC shall include *but are not limited to* the following:

- to develop, revise, and/or maintain criteria for appointment and reappointment, tenure, promotion, termination, layoff, and other special recognitions, as outlined in the Departmental Evaluation Document (DED) and to forward these criteria to the Department faculty for its approval and to the Provost and/or other appropriate university bodies;
- to facilitate the evaluation of faculty members and prepare recommendations concerning the areas described above, and forward its recommendations to the Department Head;
- to develop policies and procedures for how these evaluation criteria are to be defined, interpreted, and applied in the appointment and reappointment, tenure, promotion, termination, layoff, and other special recognitions of faculty, and to forward these policies and procedures to the Department faculty for its approval and to the Administration and the College councils for their approval;
- to make recommendations concerning the professional responsibilities of the faculty, including faculty members' responsible use of released time;

- to recommend to the Department Head priorities for budget allocation and to solicit, evaluate and rank requests for funding student help, college Work Study help, services, supplies and materials (including travel), equipment, and other expenditures affecting the performance of faculty;
- to evaluate procedures for dealing with changes in budgetary allocations;
- to submit its various recommendations in writing, where appropriate, to the Dean of the College and other administrators to accompany those of the Department Head;
- to facilitate and participate in hiring new tenure-track faculty members (see below for a full description of this procedure), and forward its recommendations to the Department and the Department Head for their consideration and approval;
- to consult with the Department Head in reviewing faculty applications requesting released time for various activities;
- to consult with the Department Head in selecting faculty members who wish to serve as Coordinators; and to assist the Head in evaluating faculty members' use of released time;
- to facilitate and coordinate applications of candidates who seek to be hired as Department Head (see below for a full description of this procedure) and forward its recommendations to the Department, the Dean, and other administrative agent(s) for their consideration and approval;
- to arrange, coordinate, and administer faculty evaluations of the Department Head as specified by Article XV of the EMU-AAUP Master Agreement.
- to signal the department to begin review of the DID every five years (years ending in 0 or 5).

Input Procedures for the PFC (see pages 5-6)

Input Procedures for the PFC in Hiring New Faculty Positions

In accordance with Article XIV of the EMU-AAUP Master Agreement, and the Department's past practices in hiring new faculty for new positions, the process and input procedures are outlined below.

1. Subject-area Committees shall submit written requests and justifications for new faculty member positions to the PFC by the deadlines set by the department and the administration, ideally by or before the beginning of Winter term. The PFC shall forward these requests to the Department Head.
2. The Department Head, in consultation with the PFC, shall rank the requests for new faculty positions before the Head submits the hiring recommendations to the Dean of the College.
3. Those hiring request(s) approved by College and University committees and/or other administrative agent(s) shall be forwarded to the Department Head, who forms a Search Committee from the appropriate Subject-area Committee members to serve as specialists

for the Subject-area, including at least one member from the PFC. The Department Head and the Subject-area Committee may choose to appoint Search Committee members from outside that Subject-area. Working with the Head, the Search Committee shall describe the relevant qualifications for the appointees to the new positions and to disseminate these descriptions to potential applicants in the appropriate forums.

4. The Search Committee shall review and rank applicants for the new faculty positions and arrange for the most qualified applicants to meet with faculty members within the Department in various venues. Faculty members shall submit evaluations to the Search-Committee to consider in making its hiring recommendations to the PFC. The Search Committee shall present its recommendations to the faculty at a scheduled Department meeting for consideration and approval.
5. The recommendations to appoint applicants to the new faculty positions shall be based on the Department's Evaluation Document and the terms of appointment in EMU-AAUP Master Agreement, including any service/rank credit awarded.

In accordance with Article XIV of the EMU-AAUP Master Agreement, new faculty appointments may be subject to a faculty member's grievance if the newly appointed faculty members lack the appropriate academic qualifications, fail to meet the published description of the position, or do not meet the appointment criteria outlined in the DED.

Input Procedures for the PFC for Replacing Faculty Members in Existing Faculty Positions in Special or Emergency Circumstances

Should positions of faculty members suddenly and/or unexpectedly become vacated, the Department Head, in consultation with the PFC and the Chair of the affected Subject-area Committee, shall replace such faculty members with other faculty members qualified to teach in the subject-areas until such time as a Search Committee may be formed to request that a new faculty member be hired to fill the existing position.

Input Procedures for the PFC in Selecting a New, Permanent Department Head

In accordance with the EMU-AAUP Master Agreement, during the normal academic year, Fall through Winter terms, the process of selecting a new Department Head shall follow the procedure below.

1. The Dean of the College shall initiate a search for a new Department Head once the Dean is duly informed of a forthcoming vacancy.

2. The Dean shall notify the PFC of the upcoming vacancy; and the PFC, along with the current Head, shall form a Search Committee from the Department's faculty members to solicit and review qualified applicants for the position. The Dean shall appoint the Chair of the Department Head Search Committee. The Dean's appointment of the Chair shall be made from current, standing Department Heads outside the English Department.
3. The Search Committee shall develop and adopt criteria for what constitutes "qualified" applicants for the Department Head position. The Search Committee shall also review and rank applicants for the new Department Head position and arrange for the most qualified applicants to meet with faculty members within the Department in various venues. Faculty members shall submit their evaluations to the Department Head Search Committee for its consideration in making hiring recommendations. The Chair of the Search Committee or the Chair's designated representative then presents the Committee's recommendations to faculty at a scheduled meeting for the Department's consideration and approval.
4. The Department's recommendation of the applicant(s) most suitable for the Head position shall be forwarded for approval to the Dean of the College of Arts and Sciences as well as the appropriate administrative agents.

The Dean has the final authority to appoint a new Department Head; but, should the Dean appoint a new, permanent Head contrary to the Department's recommendations, the PFC may request a written explanation of the Dean's decision.

Input Procedures for the PFC in Selecting an Interim Department Head in Special Circumstances

Should the Department Head position be suddenly and/or unexpectedly vacated, the Dean of the College of Arts and Sciences shall initiate a search for an Interim Head to fill the vacancy. The process for the PFC and the Department in selecting an Interim Head under these circumstances shall be as follows.

1. In such circumstances, the PFC shall act as the Search Committee for an Interim Department Head as soon as the Dean initiates the search.
2. Within fourteen (14) days of the Dean's request to initiate the Interim Head search, the PFC shall solicit and present to the Department faculty the qualified applicant(s) to fill the interim Department Head position.
3. Participating faculty members shall vote within seven (7) days of the PFC's presentation of the qualified applicant(s) for the Interim Head position.
4. The PFC shall forward the results of the faculty vote on the Interim Head applicant(s) for the Dean's consideration and approval.

5. The Department shall then determine whether to direct the PFC to recommend that the Dean of the College initiate a search for a new, permanent Department Head and when this search should begin.

The Dean has the final authority to appoint an interim Department Head; but, should the Dean appoint an interim Head contrary to the Department's recommendations, the PFC may request a written explanation of the Dean's this decision.

Input Procedures for The PFC in Selecting Coordinators

Interested, qualified faculty members from within the Department's own ranks may apply for positions as the Department's Coordinators.

Coordinators shall be expected to serve for a term of no less than two and no more than three academic years, subject to annual review by the Department Head, in consultation with the PFC, and the Subject-area or Standing Committee members.

The process of selection and approval of faculty members applying for positions as a Coordinator shall be as follows.

1. Following the Department Head's notification of openings for Coordinators, qualified faculty members interested in serving in these positions shall submit a letter of application and an updated curriculum vitae to the Chair of the appropriate Subject-area or Standing Committee and the Department Head, copied to the PFC. Chairs of the Subject-area or Standing Committees shall present the applicant(s) for the Coordinator positions to their committee members for consideration and approval.
2. The Subject-area or Standing Committees shall review the applicants' letters of application and curriculum vitae, and then vote for the applicant best qualified to serve in the position, and forward its recommendation(s) to the Department Head and the PFC. (See *Duties and Functions of the PFC*).
3. Faculty members who wish to continue serving as a Coordinator beyond the maximum three-year appointments shall notify in writing the Subject-area or Standing Committee members, the PFC, and the Department Head of their intentions and shall be approved following the same process described above.

Graduate Committee (GC)

Membership

The Graduate Committee (GC) shall consist of six elected faculty members, two elected each year for three-year, overlapping terms. When appropriate, one graduate student should attend GC

meetings as a non-voting member. Faculty members who seek election to the GC should strive to represent the Subject-area Committees within the Department that maintain programs for graduate degrees: English Education, Literature, Written Communications, Linguistics, Children's Literature, and Creative Writing.

The Coordinator of Graduate Studies shall act as Chair of the GC. The Chair shall call meetings and submit agendas to GC members prior to scheduled meetings for the GC's approval and/or alteration. The Chair shall designate or the GC members shall select a secretary to record the minutes of each meeting.

Duties and Functions

Faculty serving on the GC shall oversee policies and procedures that affect the graduate programs in English. When reviewing applications for graduate assistantships, the GC shall seek the assistance of the appropriate Coordinators for Subject-areas, the Director and Associate Director of First-Year Writing, or others, as appropriate. When making curricular decisions, the GC will strive to seek input from the Subject-area Committees of subject-areas affected by those decisions. The GC's duties include but *are not limited to* the following:

- to supervise and coordinate procedures for graduate recruitment and retention;
- to review and approve proposals for new graduate programs;
- to review and approve proposals for new graduate courses;
- to review and approve any changes in titles, descriptions, prerequisites, goals, and outcomes for any existing graduate courses;
- to review and approve general requirements for graduate admissions;
- to assign graduate assistantships in consultation with the Director and Associate Director of First Year Writing, or other, relevant Coordinators;
- to review and approve other Departmental policies that affect graduate studies in English.

Input Procedures for the GC (see pages 5-6)

Undergraduate Curriculum Committee (UCC)

Membership

The Undergraduate Curriculum Committee (UCC) shall consist of five to six elected faculty members, two elected each year for two-year, overlapping terms. Faculty members who seek election on the UCC should strive to represent the various undergraduate programs within the Department: Literature, Written Communications, Journalism, Public Relations, English Education Studies, Linguistics, Children's Literature, and Creative Writing.

The Chair shall call meetings and submit agendas to UCC members prior to scheduled meetings for the UCC's approval and/or alteration. The Chair shall designate or the UCC members shall select a secretary to record the minutes of each meeting.

Duties and Functions

The UCC is concerned with curricular developments and changes in courses across the Department's many undergraduate programs. The UCC's specific duties shall include but *are not limited to* the following:

- to review and approve new undergraduate programs in the Department, including any of the Department's programs offered through Continuing Education;
- to review and approve any new undergraduate course offerings, traditional, online, or hybrid, in the Department, including any of the Department's courses offered through Continuing Education (see the Department's policy on Continuing Education offerings and the Department's policy on traditional, online, and hybrid courses);
- to review and approve any changes in the descriptions, prerequisites, titles, goals, or outcomes of existing undergraduate programs and courses in the Department;
- to maintain a file of representative syllabi for all undergraduate courses taught in the department.

Input Procedures (see pages 5-6)

Research and Sabbatical Leave Committee (RSLC)

Membership

The Research and Sabbatical Leave Committee (RSLC) shall consist of no fewer than four and more than six elected faculty members, two elected each year for three-year, overlapping terms. Membership shall be limited to faculty members holding tenure. Faculty members who seek to be elected to the RSLC should strive to represent the various Subject-area Committees within the Department.

The RSLC shall select the Chair from within its own members each year. The Chair shall call meetings and submit agendas to RSLC members prior to scheduled meetings for the RSLC's approval and/or alteration. The Chair shall designate or the RSLC members shall select a secretary to record the minutes of each meeting.

The Department expects faculty members who stand for election to the RSLC to have shown an interest in research by having engaged in recent scholarly activity.

Duties, Functions, and Input Procedures

The RSLC is concerned with disseminating information about sabbatical leaves and research grants to Department faculty. Its specific duties and input procedures shall include *but are not limited to* the following:

- to screen faculty applications for sabbatical leaves and research grants following evaluations procedures established by the University and the College;
- to forward faculty applications with the RSLC's recommendations to the Head and, where appropriate, to College and University committee(s) and other administrative agent(s) for further review and ranking;
- to forward faculty applications with the RSLC's recommendations to the Department Head.
- to receive, review, and forward to appropriate administrative officials the final reports submitted by grant and leave recipients;
- to assist faculty members seeking grants by providing advice on the preparation of proposals.

Additional Input Procedures (see pages 5-6)

Subject-area Committees

Literature Committee (LTC)

Membership

The Literature Committee (LTC) shall consist of faculty members whose primary responsibility is to teach courses in literature. The Coordinator for the Literature Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate literature courses and program offerings; assists in advising students who major and minor in the graduate and undergraduate Literature programs; chairs the Literature Committee (LTC) represents the graduate and undergraduate literature programs at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

The Literature Committee (LTC) shall consist of faculty members whose primary responsibility is to teach courses in literature. The Coordinator of Literature Programs

shall automatically serve as the Chair of the LTC. The Chair shall call meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate, or the LTC members shall elect, a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the LTC focus on curriculum development and course content of literature programs and courses at both the undergraduate and graduate levels and address any other questions related to these areas. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

Rhetoric and Writing Committee

Membership

The Rhetoric and Writing Committee (RWC) shall consist of faculty whose primary responsibility is to teach courses in the Written Communication undergraduate program.

The faculty member elected as the Coordinator of the Written Communication program shall serve as the RWC Chair. The Chair shall call all RWC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the RWC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the RWC focus on curriculum development and course content of the Written Communication program, particularly the undergraduate major. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

Written Communications Committee (WCC)

Membership

The Written Communications Committee (WCC) shall consist of self-selected faculty members whose responsibilities include teaching courses in English Education, Journalism, Public Relations, and Rhetoric and Writing.

Duties and Functions

The goal of the committee is to foster interaction among these closely related subject areas in the Department. Faculty members on the WCC also focus on curriculum development and course content of the graduate program in Written Communication. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

The faculty member elected as the Coordinator of the Written Communication program shall serve as the WCC Chair. The Chair shall call all WCC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the WCC members shall elect a secretary to record the minutes of each meeting.

Input Procedures (see page 7)

Linguistics Committee (LGC)

Membership

The Linguistic Committee (LGC) shall consist of faculty members whose primary responsibility is to teach courses in linguistics. The faculty member elected to serve as the Coordinator of the LGC shall serve as the Chair of the committee. The Chair shall call all LGC meetings and present an agenda for each meeting to be approved and/or altered. The Chair shall designate or the LGC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the LGC focus on curriculum and course content of linguistic programs and courses at both the undergraduate and graduate levels and address any other questions related to these areas. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

English Education Committee (EEC)

Membership

The English Education Committee (EEC) shall consist of faculty members whose primary responsibility is to teach courses focused on English instruction, K-12.

The faculty member elected to serve as the Coordinator of the English Education Program shall serve as the Chair of the committee. The Chair shall call all EEC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or the EEC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

The Coordinator for the English Education Program supervises curriculum revisions and program assessments of English Education; assists with scheduling of undergraduate and graduate courses and program offerings; advises students who major and minor in the undergraduate English Education program or who take graduate courses in the MAT and endorsement programs; chairs the English Education Committee; represents the program at various Departmental, College, and University functions, as needed; facilitates coordination of activities with the College of Education; serves on the Department's Coordinating Committee; the College of Arts and Sciences Methods Committee; serves as a liaison with the Michigan Department of Education on curricula, state mandates, and other issues affecting English Education students; and provides regular reports and updates to the Department. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

Children's Literature Committee (CLC)

Membership

The Children's Literature Committee (CLC) shall consist of faculty members whose primary responsibility is to teach courses in children's literature.

The faculty member elected as the Coordinator for the Children's Literature Program shall serve as the Chair of the committee. The CLC Chair shall also work with the EEC Chair to coordinate offerings of children's literature courses for students who major or minor in the College of Education.

The Chair shall call all CLC meetings and submit an agenda for each meeting to be approved and/or altered. The CLC Chair shall designate or the CLC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the CLC focus on curriculum development and course content of the Children's literature programs and courses at the undergraduate and graduate levels and address any other questions related to these areas. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

Public Relations Committee (PRC)

Membership

The Public Relations Committee (PRC) shall consist of faculty members whose primary responsibility is to teach courses in public relations.

The faculty member elected to serve as the Coordinator of the Public Relations Program shall serve as Chair of the committee. The PRC Chair shall call all PRC meetings and submit an agenda for each meeting to be approved and/or altered. The PRC Chair shall designate or the PRC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the PRC focus on curriculum development and course content of the public relations program, at the undergraduate and graduate levels and address any other questions related to these areas. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

Creative Writing Committee (CWC)

Membership

The Creative Writing Committee (CWC) shall consist of faculty members whose primary responsibility is to teach courses in Creative Writing.

The faculty member elected to serve as the Coordinator of the Creative Writing Program shall serve as Chair of the committee. The CWC Chair shall call all CWC meetings and submit an agenda for each meeting to be approved and/or altered. The CWC Chair shall designate or the CWC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

Faculty members on the CWC focus on curriculum development and course content of the creative writing programs and courses at the undergraduate and graduate levels and address any other questions related to these areas. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Input Procedures (see page 7)

First-Year Writing Committee (FYWC)

Membership

The First-Year Writing Committee (FYWC) shall consist of faculty, lecturers, and graduate assistants whose primary responsibility is to teach first year undergraduate writing courses. The WCC Chair may also serve as a member of the FYWC.

The faculty member appointed as Director of First-Year Writing shall serve as the Chair, and the faculty member appointed as Associate-Director of FYWC shall serve as the Co-Chair. The FYWC Chair and/or Co-Chair shall call FYWC meetings and submit an agenda for each meeting to be approved and/or altered. The FYWC Chair and/or Co-Chair shall designate or the FYWC members shall elect a secretary to record the minutes of each meeting.

Duties and Functions

The FYWC members work on issues related to course development and content of the first-year writing program and courses within that program and to other questions related to first-year writing.

Input Procedures (see page 7)

Other Committees

Departmental Coordinating Committee (DCC)

Membership

The DCC consists of Coordinators, elected Chairs of Standing Committees, and the Department Head. The DCC may also include other faculty or a representative from fulltime lecturers. The Department Head shall serve as Chair of the DCC and calls all DCC meetings as the Head deems them necessary. The DCC Chair/Head shall designate or the DCC members shall elect a secretary to record the minutes of each meeting, and the DCC Chair shall present an agenda to the DCC members to be approved and/or altered.

Meetings are open to all faculty members.

Duties and Functions

At the discretion of the Department Head, the DCC shall serve as a two-way channel of communication between the Head and representatives from the Standing and Subject-area Committees. As a non-voting and non-policy-making committee, the DCC shall maintain full transparency to the Department about information on programs and courses and about its operations.

Scholarship Committee (SC)

Membership

The Scholarship Committee (SC) shall consist of four members elected from faculty across Subject-areas. Two members are elected each year for three year, overlapping terms. The Chair of the Scholarship Committee shall be selected from its own ranks and rotate every two years. The Chair shall call all SC meetings and submit an agenda for each meeting to be approved and/or altered. The Chair shall designate or SC members shall elect a secretary to record the minutes of each meeting.

The Chair shall also be responsible for announcing and managing scholarship due dates and serve as the liaison between the Dean's office, the Office of Financial Aid, donors, and student applicants for all scholarships.

Duties and Functions

Faculty members on the Scholarship Committee shall be responsible for assessing and ranking student applications for all relevant and applicable scholarships within the Department.

Input Procedures (see pages 5-6)

Ad Hoc Committees

Ad Hoc Committees may be constituted to meet the needs of the Department not otherwise within the purview of the Standing or Subject-area Committees. Generally, the committee will be composed of all faculty volunteers; any alternative compositions will be voted on by the department faculty. The creation of Ad Hoc committees and the opportunity to volunteer for them will be announced to the faculty at department meetings or by email. Ad Hoc Committee members shall elect a Chair from their own ranks. The Chairs of Ad Hoc Committees shall call meetings and submit agendas to members to be approved or amended. The Chair shall select or ask the members to appoint a secretary to record the minutes for each meeting. The Chair or a designated member of the committee shall present proposals or recommendations to the Department for its consideration and approval. Whenever Ad Hoc committees are charged with developing policies or procedures affecting the whole faculty (such as the DID committees), members should strive to represent the various Subject-areas within the Department.

Input Procedures (see pages 5-6)

Duties and Responsibilities of Coordinators, and the Director and Associate Director of First-Year Writing

Listed below are brief outlines of some of the duties and responsibilities for Coordinators and for faculty members appointed to the designated positions as the Director and Associate Director of First-Year Writing. These outlines are not exhaustive and are subject to change.

General Guidelines for Coordinators

In general, it is understood that coordinators will maintain open communications with their faculty constituencies.

If coordinators are assisting the Department Head with scheduling, affected faculty members must be apprised of their slate of courses and tentative meeting times before the schedule is difficult to change or cannot be changed. The assignment of courses and times should follow the EMU-AAUP Master Agreement's provision for the "assurance of procedural regularity and fair play" (Article XIII).

Coordinator of Undergraduate Studies

Brief Description of Responsibilities

The Coordinator of Undergraduate Studies assists the Department Head with varied departmental responsibilities and, when necessary, substitutes for the Head; is responsible for supervising General Education advising and program advisors within the Department; chairs the Undergraduate Curriculum Committee; facilitates observations and evaluations of the instructional effectiveness of full and part-time adjunct faculty; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

Director of the First-Year Writing:

Brief Description of Responsibilities

The Director of First-Year Writing supervises all aspects of the First-Year Writing Program; represents the program at various University, College, and Departmental meetings; designs and implements all First-Year Writing assessments; plans for and implements curricular changes; schedules first year writing classes; supervises and evaluates graduate assistants who teach First-Year Writing classes; chairs the FYWC; and assists the Department Head in staffing of sections of First Year writing courses, and in supervising and evaluating of part-time lecturers who teach First Year Writing courses; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

Associate Director of First-Year Writing

Brief Description of Responsibilities

The Associate Director of First-Year Writing works closely with the Director of First-Year Writing to assist with all aspects of the First Year Writing Program; represents the program at various University, College, and Departmental meetings as needed; assists with program, curricular, and assessment design and implementation for First-Year writing courses, and with evaluation of graduate students and part time lecturers teaching First-Year writing courses; and co-chairs the FYWC.

Coordinator of Graduate Programs

Brief Description of Responsibilities

The Coordinator of Graduate Programs supervises the receipt, review, and processing of all graduate applications for the various English Department programs; organizes all recruitment activities for the Department's graduate programs; tracks graduate students' progress toward completion of their degrees; working with the Director and Associate Director of First Year Writing, the GC members, and other, relevant Department faculty and personnel, assists in the selection of and awarding of graduate assistantships, fellowships, and scholarships, and in advising graduate assistants in completion of their programs of study; working with faculty members directing theses and writing projects, reviews and approves graduate students' thesis and writing project proposals, and independent study proposals for graduate credit; chairs the Graduate Committee; represents the Department on the Graduate Council and on at least one sub-committee of the Council; meets and works with other Graduate Coordinators at EMU;

serves on the Department's Coordinating Committee; maintains the graduate handbook and the web site for graduate programs; and provides regular reports and updates to the Department.

Coordinator of the Written Communications Program

Brief Description of Responsibilities:

The Coordinator of the Written Communications Program supervises undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of graduate and undergraduate Written Communication courses and program offerings; assists in advising students who major and minor in the undergraduate and graduate written communication program; chairs the Written Communications and Rhetoric and Writing Committees; represents the written communication program at various College and University functions as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

Coordinator of the Literature Program

Brief Description of Responsibilities

The Coordinator for the Literature Program coordinates undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate literature courses and program offerings; assists in advising students who major and minor in the graduate and undergraduate Literature programs; chairs the Literature Committee (LTC), represents the graduate and undergraduate literature programs at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

Coordinator for the English Education Program

Brief Description of Responsibilities

The Coordinator for the English Education Program supervises curriculum revisions and program assessments of English Education; assists with scheduling of undergraduate and graduate courses and program offerings; advises students who major and minor in the undergraduate English Education program or who take graduate courses in the MAT and endorsement programs; chairs the English Education Committee; represents the program at various Departmental, College, and University functions, as needed; facilitates coordination of activities with the College of Education; serves on the Department's Coordinating Committee; the College of Arts and Sciences Methods Committee; serves as a liaison with the Michigan Department of Education on curricula, state mandates, and other issues affecting English Education students; and provides regular reports and updates to the Department. Review and approve all independent study and special topics proposals for undergraduate course credit, including those taught through Continuing Education.

Chair of Personnel and Finance Committee

Brief Description of Responsibilities

The Chair of the Personnel and Finance Committee coordinates and supervises the many activities and functions involved in the evaluation of faculty seeking tenure and promotion, and evaluations of the Department Head; consults with the Department Head and other Coordinators on faculty requests for released time; coordinates and facilitates searches to hire new faculty, new or interim Department Heads; applies and maintains the Department's Evaluation Document; represents the PFC on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

Coordinator for the Children's Literature Program

Brief Description of Responsibilities

The Coordinator for the Children's Literature Program supervises undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Children's Literature courses and program offerings; assists in advising students who major and minor in the graduate and undergraduate children's literature programs; chairs the Children's Literature Committee; represents the programs at various Departmental, College, and University functions, as needed; serves on the Department Coordinating Committee; and provides regular reports and updates to the Department.

Coordinator for the Creative Writing Program

Brief Description of Responsibilities

The Coordinator for the Creative Writing Program supervises undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Creative Writing courses and program offerings, and with advising students who major and minor in the graduate and undergraduate creative writing programs; chairs the Creative Writing Committee; represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

Coordinator for the Public Relations Program

Brief Description of Responsibilities

The Coordinator for the Public Relations Program supervises undergraduate curriculum revisions and program assessments; assists with scheduling of the undergraduate Public Relations courses and program offerings, and in advising students who major and minor in the undergraduate Public Relations program; chairs the Public Relations Committee; represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee, and provides regular reports and updates to the Department.

Coordinator for the Linguistics Program

Brief Description of Responsibilities

The Coordinator for the Linguistics Program supervises undergraduate and graduate curriculum revisions and program assessments; assists with scheduling of the graduate and undergraduate Linguistics courses and program offerings, and in advising students who major and minor in the

graduate and undergraduate Linguistic programs; chairs the Linguistics Committee and represents the program at various Departmental, College, and University functions, as needed; serves on the Department's Coordinating Committee; and provides regular reports and updates to the Department.

Other Department Representatives and Elected Officers

College of Arts and Sciences (CAS) Council Representative

The CAS Council Representative shall act as the Department's representative at the meetings of the College of Arts and Sciences 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 for a two-year term.

CAS Research & Sabbatical Leave Representative

The CAS Research and Sabbatical Leave Representative shall act as the Department's representative on the Research and Sabbatical Leave Committee of the College of Arts and Sciences 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 for a two-year term.

Faculty Senate Representative and Alternate

The Faculty Senate Representative/Alternate shall act as the Department's representative at meetings of the University's Faculty Senate 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, both for three-year terms.

Graduate School Council Representative

The Coordinator of Graduate Programs shall serve as the Graduate School Council Representative and shall act as the Department's representative at 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.

Library Representative

The Library Representative shall act as the Department's liaison with the University Library and shall represent the Department at meetings of the University Library Committee. The Department shall elect one representative for a three-year term.

Elections Officer

The Elections Officer shall carry out the duties related to conducting annual Departmental elections and any supplementary elections that may be required. The Department shall elect one faculty member for a three-year term. The Officer's duties include the following:

- to distribute a memo to solicit nominations for elected Departmental committees, representatives, and officers and volunteers for non-elected Departmental committees;
- to prepare the election ballot and the process for voting;
- to tabulate results of the annual election and volunteers for non-elected committees;
- to distribute lists of members on elected and non-elected committees.

Basic Programs Representative

The Basic Programs Representative shall act as the Department's representative at meetings 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.

Students' Problems and Grievances Committee Representative

The Students' Problems and Grievances Committee Representative shall act as the Department's representative on this committee shall report back to the faculty and Department Head on actions taken that affect the Department or its members. Faculty members elected to this position serve one year terms.

AAUP Steward and Alternate

Faculty members who stand for election as the AAUP Steward acts as other faculty members' representatives at meetings with the Department Head or other University administrative officers in which problems with faculty performance are presented. The Steward shall also act as the Department's representative at meetings with the AAUP concerning the EMU-AAUP Master Agreement. One representative and one alternate shall be elected for two-year terms.

Teaching Overload Policy

In accordance with Article XIII of the EMU-AAUP Master Agreement, the department will maintain a "Teaching Overload Policy Document" that will be written and periodically reviewed by Ad Hoc committees created for that purpose.

Summer Teaching Rotation Policy

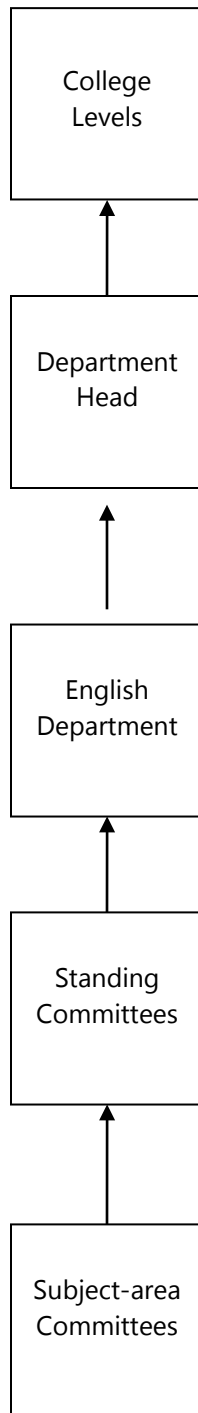
The department head (DH) receives allotments and notifies the Coordinating Committee about available lines. CHL, CRWT, LING, LIT, PURL, FYW, and WRTG receive one course each, if enough are available, and each program then assigns English Department faculty from their program rotation to teach it. If the department has courses above that number, then the extra courses go to a department-wide rotation of English Department faculty, with the largest programs receiving priority. Programs will prioritize course offerings by students' needs first.

DID Amendments

The DID may be amended in accordance with Article XIII of the EMU-AAUP Master Agreement.

Appendix A: Flow Chart for Input on Department Recommendations and Proposed Actions Which Require Extra-Departmental Approval, e.g.: New Programs, New Courses, Revisions of Existing Programs, Majors, Minors, Courses, Revisions of Existing Catalog Course Descriptions, Titles, and Pre-requisites, or Required Credit Hours





Appendix B: Other Input Procedures

Some recommendations, decisions, and actions *do not require Departmental consideration and approval.*

Such recommendations, etc., are forwarded from the appropriate Standing Committee directly to the Department Head for the Head's review and approval and then, where appropriate, to the Dean of the College and other administrative agent(s) for their review and approval. These recommendations, etc., *include but are not limited to* the following:

- faculty reappointment evaluations, tenure and promotion evaluations and decisions for faculty;
- faculty research and/or sabbatical leave applications;
- personnel decisions;
- faculty requests for leaves of absence.

Flow Diagram # 1

Standing Committees → Department Head (where appropriate) →
College or University Level Committees/other administrative agents

Flow Diagram # 2

Annual evaluations of faculty members serving in Coordinator positions with released time are forwarded from the Department Head to the Subject-area Committee and the PFC Chair.

Department Head → Subject-area Committee and Chair of PFC

Faculty requests for released time for other specific activities are forwarded from the PFC to the Department Head for review and approval.

Flow Diagram # 3

PFC → Department Head

The department's consideration and review is not required for the following Subject-area Committee recommendations, decisions, and actions, which require further review and approval only from the appropriate Departmental Standing Committee and the Department Head:

- proposed new formats—online or hybrid versions, or other deviations from the format, meeting times, and expected contact hours of regular course offerings—for existing undergraduate or graduate courses;
- proposed new formats and instructors operating within the new formats—online or hybrid versions, or other deviations from the format, meeting times, and expected contact hours of regular course offerings—for existing undergraduate or graduate courses;
- special topics courses for undergraduate and graduate credit;
- independent studies courses taken for undergraduate credit.

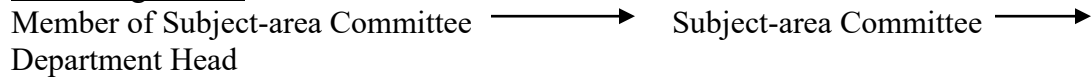
Flow Diagram # 4

Subject-area Committee → Standing Committee → Department Head

Recommendations, decisions, or actions taken by Subject-area Committees which require review and approval from the Subject-area Committee, *but not the Department or a Standing Committee*, before being forwarded to the Department Head for review and approval include the following:

- approval of Topics in courses taken for graduate credit;
- other proposed changes in policies, scheduling, or events and activities which only affect those teaching in a Subject-area;
- assessments of courses and programs;
- special events, recognitions, etc.

Flow Diagram # 5



Appendix E

Research/Creative Activity Release Program

Only the following equivalencies apply:

- **Double Sections (2x equivalency)**

- 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.
- **Team Teaching (1:1 equivalency)**
 - 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.
- **Research/Creative Activity Release (3 credit hour release per semester from the contractual teaching load of 12 credit hours per semester/24 credit hours per academic year).**
 - Faculty can apply in any year using the Promotion evaluation calendar.
 - Faculty must:
 - Complete two major and one minor Research/Creative Activities per five-year evaluation period; and
 - Meet a Scholarly/Creative Activity rating of “Distinctly Above Average.”
 - Faculty meeting these standards are eligible to receive the release for a five (5) year time period.
 - Faculty must reapply to receive the Research/Creative Activity Release for another five-year period in the fifth year using the Promotional calendar.
 - Faculty electing the Research/Creative Activity Release may balance their teaching load over two (2) years as a result of a teaching load of more or less than 9 credit hours. Any additional credit hours needed to balance the load must be taught sooner if the five (5) year research release period is coming to an end.
 - Faculty electing not to participate will teach twelve (12) credit hours per semester or 24 credit hours per academic year. Faculty not participating may only receive equivalency credit for double sections, team teaching, and contact hours.