

DEPARTMENT INPUT DOCUMENT

Department/School of World Languages
College of Arts and Sciences

Date of Last DID Revision: January 31, 2023

Date of Department Faculty Vote: 1/31/23

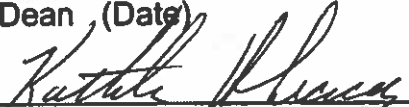
Yes 8 No Abstain 1

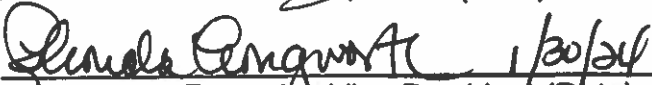
APPROVALS:

 02/01/2023
Personnel Committee Chair (Date)

 02/01/2023
Department Head/School Director (Date)

 2/1/2023
Dean (Date)

 1/11/2024
Assistant Vice President, AHR (Date)

 1/30/24
Provost and Executive Vice President (Date)

EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

DEPARTMENT INPUT DOCUMENT

DEPARTMENT OF WORLD LANGUAGES

College of Arts & Sciences

REVISED – January 31, 2023

EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

DEPARTMENT INPUT DOCUMENT
Department of World Languages
College of Art & Sciences

TABLE OF CONTENTS

STRUCTURE

I. Department Head.....	4
II. Departmental Committees and Representatives.	4
A. Standing Committees	6
B. Departmental Representatives and Officers	8

GENERAL PROCEDURES FOR INPUT

I.Meetings.....	10
A. Department Meetings	10
B. Personnel and Instruction and Finance Committees Meetings	10
C. Subject-area Committee Meetings	11
D. AdHoc Committees Meetings	11
II.Program Coordinator/Director Input	12
III.Financial Resources.....	12
IV.Instruction.....	13
V.Work Load	13
A. Equivalencies	14
B. Release Time Faculty Input Process	14
VI.Summer Rotation.	14
VII.Procedures for Search Request and Hiring of New Instructional Personnel ..	15
VIII.Evaluation of Faculty.....	16
IX.Selection of a New Department Head.	16

A. Tasks of the Search Committee	17
B. Selection Process	18
X.Evaluation of Department Head.....	18
XI.Complaints.....	18
XII.Procedures for Amending Department Handbook.....	19
XIII.Scope.....	19
APPENDIX A.....	20

STRUCTURE

Within the Department of World Languages, the subject-area committees and department meetings and the committees elected by them are the principal structures for making recommendations to the Department Head regarding, but not limited to, budgetary, curricular, instructional, outreach, and personnel policies and procedures. Those matters affecting all subject-area committees will be considered in department meetings; matters pertaining only to one subject-area will be considered in meetings of that particular Subject-area committee.

I. Department Head

The Department Head shall be appointed by the Board of Regents in accordance with the procedure described in the Eastern Michigan University Policy Manual and shall be charged with the duties and responsibilities described therein. In addition to these duties, the Department Head shall:

1. Chair the meetings of the entire faculty and see that agendas and minutes of department meetings are distributed to the faculty.
2. Serve as an ex-officio, non-voting member of department committees.
3. Serve as the administrator of the department office staff. The Department Head may delegate administrative responsibility to faculty and staff.
4. In the interests of collegiality, it is understood that nothing in these procedures shall be interpreted as preventing the Department Head from consulting with individual faculty members or groups of faculty members if he/she deems it appropriate to do so in carrying out his/ her duties. However, it is also understood that such informal consultation shall not be construed at any time as faculty input as defined by the EMU-AAUP Agreement.
5. Keep track of committees' officers and terms of appointments of their members.
6. Except in the case of a medical or other emergency that prevents communication between the Department Head and the faculty member, the Department Head shall not intervene in a faculty member's class without prior consultation with that faculty member.

II. Departmental Committees and Representatives

Standing committee assignments, as well as departmental representation on University committees, shall be determined as follows:

1. Nominations shall be submitted to the department prior to the first department meeting in April. Additional nominations may be made from the floor on the day of the election. All tenured and tenure-track faculty members are eligible.
2. Voting shall be done at the first department meeting in April.
3. The candidate(s) receiving the highest number of votes shall be elected.
4. A faculty member may be re-elected to a committee, with the exception of the Personnel Committee and the Instruction and Finance Committee, for any number of consecutive terms. The term of office for standing committee assignments and departmental representatives shall begin at the end of the Winter term.
5. Each committee shall elect its own chair.

The process for replacement or recall of committee members shall be as follows:

1. In the event that one or more committee members must be replaced due to conflict of interest on an issue addressed by the committee, the chair of that committee shall appoint an equal number of replacements, for deliberation on the issue to which the conflict applies. Such appointments are subject to the concurrence of the remaining committee members and other standing committee chairs.
2. If the chair of a committee must be replaced, the remaining members of the committee shall appoint a replacement. One of the elected committee members will be selected by the newly constituted committee to serve as chair for deliberation on the issue to which the conflict applies.
3. If the majority of the members of any departmental committee determine that one of its members is not fulfilling his/her responsibility to the committee, then the committee may request a recall vote to the department faculty. If a majority of all tenured and tenure-track full time faculty members in the department vote to recall the member, he/she will be removed from the committee and another faculty member will be elected as a replacement for the remainder of the academic year.
4. If a committee member resigns from a committee for any reason, another faculty member will be elected at a department meeting to complete the remaining term of office.

A. STANDING COMMITTEES

1. **The Personnel Committee** shall be composed of three members and one (1) alternate elected by the department for staggered terms of two years. There may be only one representative from any one Subject-area Committee. Members of the Personnel Committee may not serve on the Instruction and Finance Committee. They may succeed themselves only once. The Department Head shall serve as a non-voting, ex-officio member, and ad hoc non-voting representatives from unrepresented Subject-area Committees shall be called upon as required. The alternate member can be from any Subject-area.

The responsibilities of this committee shall include, but not be limited to, the following:

- a. evaluation of faculty members for reappointment, tenure, promotion, special salary adjustment, other special recognition, termination, or layoff;
- b. the review and evaluation of faculty members in the following areas of responsibility:
 - teaching and advising students
 - research and creative activity
 - service to the department, college, university, and profession
- c. input on workload policies;
- d. recommendations concerning leaves of absence, including sabbatical leaves.

The members of the Personnel Committee shall appoint a subcommittee to review the DID every five years or whenever necessary for its compliance with the EMU-AAUP Master Agreement and Department practices. It shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval to the faculty for a vote, and as provided in the AAUP Master Agreement. If a change is not required, the review is still documented in the same manner a change is. This ensures the review is documented and that the administration approves that no change is required.

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

2. **The Instruction and Finance Committee** shall be composed of three members and one (1) alternate elected by the department for staggered terms of two years. There may be only one representative from any one Subject-area Committee. Members of the Instruction and Finance Committee may not serve on the Personnel Committee. They may succeed themselves only once. The Department Head shall serve as a non-voting, ex-officio member, and ad hoc

non-voting representatives from unrepresented Subject-area Committees shall be called upon as required. The alternate member can be from any Subject-area.

This committee shall be responsible for advising the Department Head concerning all decisions related to instructional and financial matters, e.g. program proposals and reviews, travel requests, materials/ equipment acquisition, course offerings and FTEF distribution, academic policies, advising, the awarding of scholarships, budget allocation, release time, etc.

The chairpersons of the Personnel and the Instruction and Finance Committees shall be made aware of the department's budgetary and FTEF allocations for Summer terms in a timely manner each year so that they may realistically prepare recommendations for Summer class offerings, whether for six (6), seven and one-half (7-1/2), or fifteen (15) -week terms.

3. All tenured and tenure-track faculty shall act as a **Committee of the Whole** in any and all reviews of course offerings, including the determination of the best method of undertaking such reviews and the evaluation of the results thereof.
4. **Subject-area Committees** include *but are not limited to the following*:
 - o German
 - o French
 - o Japanese
 - o Spanish
 - o TESOL (Teaching English to Speakers of Other Languages)

Each Subject-area Committee shall consist of all 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. Each Subject-area Committee shall elect its own chair annually.

The responsibilities of the subject-area Committee shall include:

- a. continual evaluation of the Subject-area's programs in that Subject-area, accreditation and assessment requirements, course revisions, proposals for new courses and programs, both undergraduate and graduate;
- b. selection of undergraduate and graduate advisers, Graduate Assistant coordinators, and representatives to other departmental committees as appropriate;
- c. recommendations on scheduling and staffing of courses in the Subject-area for each term and allocation of Graduate Assistant for the Subject-area;

- d. recommendation on hiring of new instructional personnel for the Subject-area;
 - e. responses to student and faculty complaints within the Subject-area (or as noted in the instructor handbook for the ESL program, in compliance with CEA accreditation standards);
 - f. recommendations concerning admissions to the program, requirements and waivers of requirements, testing, honors and awards.
5. **The Grade-Grievance Committee** shall consist of two regular faculty members, one (1) alternate, one (1) Graduate student member, and one (1) Undergraduate student member appointed each year by the Department Head in consultation with the faculty members on the grade-grievance committee.
6. **Ad hoc committees** may be elected or appointed at any time by vote of the faculty.

B. DEPARTMENTAL REPRESENTATIVES AND OFFICERS

1. The **CAS Council Representative** acts as the department's representative at the meetings of the College of Arts and Sciences Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.
2. The **CAS Research & Sabbatical Leave Representative** acts as the department's representative on the Research and Sabbatical Leave Committee of the College of Arts and Sciences Council and reports to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.
3. The **Faculty Senate Representative** acts as the department's representative at meetings of the university's Faculty Senate and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative and one alternate are elected for a three-year term.
4. The **Library Representative** acts as liaison between the department and the University Library and represents the department at meetings of the University Library Committee. The representative also processes orders for videos, books, journal subscriptions and other materials that department members would like to have in the library's holdings.
5. The **AAUP Steward** acts as a faculty member's representative at meetings with the Department Head or other university administrative officers in which problems concerning faculty performance are presented. The steward also acts

as the department representative at meetings with the AAUP concerning the contract Agreement. One representative and one alternate are elected for two-year terms.

Representatives to the AAUP committees and to EMU college and university committees shall be elected according to the procedures adopted by these organizations.

GENERAL PROCEDURES FOR INPUT

- I. **Meetings:** Email deliberations, in-person and virtual meetings are appropriate for the Department, Subject-area Committees, and Standing Committees operations.

A. DEPARTMENT MEETINGS

The entire World Languages Department faculty, at least once in each Fall and each Winter semester, and more if needed, meets to consider recommendations from the Personnel and Instruction and the Finance committees, topics presented by the Department Head, and such other issues as may warrant departmental attention. At such meetings a quorum shall consist of one-half plus one of the number of faculty members on regular appointment and teaching in the semester of the meeting. Balloting on issues may be by voice, show of hands, online, or secret ballot; however, secret ballot must be used if a faculty member so requests.

The Department Head shall have the authority to call meetings, prepare agenda, and serve as a chair without vote at department meetings. In addition, the Department Head must call a meeting upon receipt of a written request from five (5) faculty members of the department. Any faculty member may place items on the agenda by submitting them to the Department Head no later than three (3) school days prior to the meeting; additionally the agenda shall include an opportunity for any Subject-area Committee faculty member to bring a matter before the meeting. The agenda shall be distributed to the faculty at least one day before the meeting. Department meetings shall be limited to a maximum of 75 minutes and adjourn 15 minutes before the start of the following class period.

A secretary, selected by an alphabetical rotation scheme employing first letters of members' last names, shall be designated at each meeting, and shall record the minutes of the department meeting, and shall send them within one (a) week of the meeting to the department's Head, who will distribute them to the faculty and file a copy in the departmental office.

B. PERSONNEL AND INSTRUCTION AND FINANCE COMMITTEES MEETINGS

The Personnel and the Instruction and Finance Committees shall meet on a needs basis during the Fall and Winter terms. The agenda shall be determined by the committee members, but any other faculty member or student may place items on the agenda by submitting them in writing to the Department Head at least two school days before the meeting. The agenda shall be distributed to the faculty at least one (1) day before the meeting. The minutes of these meetings shall be distributed to the department faculty within one (1) week of the meeting, and a copy shall be filed in the department office.

With the exception of curricular actions, for which the Dean's Office requires a recorded vote of regular faculty, the actions approved by a majority vote of the Personnel and the Instruction and Finance Committees shall be recommended to

the Department Head as department policy unless a written request to place an action on the agenda of the next department meeting is received within five (5) school days following distribution of the approved minutes of the committee. If such a request is received, the action in question shall be reviewed and voted upon at the next department meeting, where a simple majority vote of the faculty will determine recommendations for department policy on the issue or action under discussion.

The Department Head shall have the authority to call meetings, prepare agenda, and serve as chair without vote at the Personnel and the Instruction and Finance Committees meetings.

The Personnel Committee shall hold such special meetings as may be necessary to enable it to prepare the evaluation reports that are provided for in the EMU-AAUP agreement.

C. SUBJECT-AREA COMMITTEES MEETINGS

Each Subject-area Committee shall determine the frequency and agenda of its meetings. Minutes of all official actions shall be recorded and a copy filed in the department office. Minutes of Subject-area Committees meetings are to be submitted regularly to the Department Head for filing/posting in an accessible location.

Each Subject-area will choose its Chair in a manner agreeable to that Committee. The Committee Chair can succeed him/herself if agreed by the Subject-area Committee. The Committee Chair shall have the authority to call meetings, prepare an agenda, and serve as chair at Subject-area Committees meetings with a casting vote. In addition, the Committee Chair must call a meeting upon receipt of a written request from any faculty member of that Subject-area. Items shall be placed on the written agenda at the request of any Subject-area Committee faculty member; additionally, agenda shall include an opportunity for any Subject-area faculty member to bring a matter before the meeting.

Department Head may attend Subject-area Committee meetings if requested, but may not vote at those meetings.

D. AD HOC COMMITTEES MEETINGS

Minutes of actions taken by any ad hoc committee shall also be recorded and filed in the department office.

In the event that matters must be dealt with at a time when the usual committee procedure cannot be followed, the Department Head shall solicit the aid of available faculty to implement as much of the procedure as possible.

II. Program Coordinator/Director Input

In cases where the Department Head requests input from a Program Coordinator/Director, that input needs to come from the entire faculty or, in cases of issues that only impact a single program, from the entire program faculty. In no instance shall input from a Program Coordinator/Director alone be considered sufficient.

III. Financial Resources

1. At the beginning of each academic year, the Department Head shall furnish the faculty with a copy of the department's budget allocations and an analysis of the budget.
2. Each Subject-area Committee shall submit that year's requests on a priority basis for equipment, travel, and other expenses (except routine office supplies) to the Department Head no later than September 30. He/she shall also list on a priority basis any needs anticipated for the following two years.
3. At its first meeting after September 30, the Instruction and Finance Committee shall study the budget, evaluate individual requests, and recommend priorities for expenditures that year as well as for the following two years.

If travel requests received are in excess of departmental budget allocated for this purpose, it is agreed that:

- Funding will be limited to faculty making presentations (or equivalent).
 - Funding will be for transportation, lodging, and/or registration.
 - Requests will be granted on a first-come basis as funds are available.
 - All requests for travel funds will be submitted in advance of the trip, and in any case, no later than May 30 for a given fiscal year. Faculty members shall submit the following two types of information by email to the Instructional and Finance Committee when making travel requests:
 - a. An explanation of activities to be undertaken, events, places and dates, with supporting documentation.
 - b. An estimated budget, including anticipated expenses, such as travel, lodging, meals, conference registration, etc.
4. The Instruction and Finance Committee shall make additional budget recommendations as needed throughout the year or as required by changes in allocations.

IV. Instruction

1. Each Subject-area Committee shall be responsible for the on-going evaluation of that Subject-area's programs, course revision, proposals for new courses and programs, both undergraduate and graduate, and the awarding of student honors.
2. The Subject-area Committees shall advise the Department Head on the selection of undergraduate and graduate advisers for the year and on the establishment of advising schedules during preregistration and registration periods.
3. The Subject-area Committees shall make recommendations on scheduling and staffing of courses in the Subject-area for each term. The final choice will be made consistent with the needs of the program.
4. The Subject-area Committees shall make recommendations on the hiring of new instructional personnel for the Subject-area. The final choice will be made consistent with the needs of the program.
5. The Subject-area and ad hoc committee, as well as individual faculty members shall ordinarily submit recommendations to the Instruction and Finance Committee for program and curricular proposals affecting the department as a whole, as well as recommendations concerning general admissions to the program, requirements and waiver of requirements, placement procedures, and special honors and awards.
6. The Instruction and Finance Committee shall review and make recommendations to the faculty concerning program and curricular proposals which affect the department as a whole as well as policy relative to students in the department. This committee shall also review any and all language courses offered through Continuing Education as well as the professional qualifications of persons assigned to teach said courses.
7. Related curricular proposals (course changes, new courses, etc.) are to be presented as a package to the faculty whenever appropriate. Further, all proposals shall be approved by the faculty prior to referral to the College Advisory Council. Finally, if a proposal fails approval at a department meeting, it shall be reconsidered at the following department meeting, prior to which revisions, as appropriate, will be distributed to the entire faculty.

V. Workload

It is recognized that a full-time faculty position includes many professional duties and responsibilities in instruction, scholarly/creative activities, and service. While it may not

be possible to establish the same load or credit hour production for each Faculty Member, it is assumed that a twelve(12) credit hour teaching load is the norm for the Fall and Winter semesters and that a six (6) credit hour teaching load is the norm for the summer term (total in all summer sub-terms).

- A. **EQUIVALENCIES:** The established credit hours of a course are used to determine teaching load. However, there are universal equivalencies that could apply to all faculty, should they be assigned to teach one of these courses. See Appendix A for a list and description of the University equivalency categories.
- B. **RELEASE TIME FACULTY INPUT PROCESS:** A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the Department Head and the Dean. A letter should document the amount of release, the expectations of work done while on release, and the completion date of the release. All Department Faculty need to be notified of available and assigned release time.

VI. Summer Rotation

1. Scheduled Summer courses should be chosen purely in terms of program needs and allowing students to complete their degree requirements.
2. For a scheduled course to be offered during the Summer terms, it must have the department's minimum requirement regarding the number of students registered or CAS Dean's approval.
3. Each Subject-area Committee will maintain a list of all its members by year of hire. If two or more faculty are hired the same year, they will be listed by seniority. Whenever there are not enough Summer courses to teach for every willing and available faculty member, the teaching assignment should be based on a rotation. For the first summer term, the first name on the list will be given the option of teaching one summer course, if s/he declines, it will go to the next, and so on. If there are more classes than faculty available to teach them, the offer will begin at the top of the list again. For the maximum number of hours a faculty member can teach in the summer, refer to the AAUP Master Agreement.
4. If a faculty member declines, s/he will remain in the list in the same ranked order for the following Summer semester.
5. Every Summer semester the list will start where it left off the previous year.
6. In case of class cancellation due to low enrollment, classes will be reassigned according to the priority structure mentioned above.

7. Subject-area Committees will review and decide if faculty receiving summer research awards or teaching abroad will be counted within the summer rotation policy.
8. Faculty has priority over lecturers for summer teaching.
9. The faculty within one Subject-area has priority for teaching courses in that language over faculty from other Subject-areas. TESOL faculty has priority over faculty from other Subject-areas to teach ESL courses.

VII. Procedures for Search Request and Hiring of New Instructional Personnel

1. The Department Head shall announce when new faculty requests are being solicited by the administration and the deadline for the requests. Each program is responsible for new faculty requests within their own program. New faculty requests shall be submitted to the Department Head, who will inform the faculty of all the requests received.
2. All requests shall be presented at a faculty meeting for discussion and vote. The requests shall be ranked based on the number of votes received. This ranking constitutes department faculty input to the Department Head regarding the priority to be given to search requests from the Department of World Languages for that year. All procedures for new appointments shall be in accordance with the provisions of the EMU Equal Opportunity and Affirmative Action program.
3. For new faculty appointments, the Department Head and the Subject-area Committee concerned shall provide input on determining the qualifications for the position, and the position shall be posted as required by University policy.
4. The Subject-area Committee shall serve as a screening committee for all applications and shall rank the candidates according to qualifications. The Department Head and Subject-area Committee shall then review the best qualified candidates and select the top names (usually three). For ESL Program Instructional Staff specifically, the TESOL/ESL Subject-area Committee will include CEA accreditation standards as well in determining qualifications for the position. The TESOL/ESL Subject-area Committee will make recommendations to the Department Head for lecturer appointments consistent with ESL Program instructional needs and compliance with CEA accreditation standards.
5. Each of the candidates approved for invitation to the campus shall be interviewed by the Department Head and the relevant Subject-area Committee, although this review process shall be open to all interested faculty members.

6. The Subject-area Committee shall establish a priority ranking of the candidates, and shall submit a short list of names in rank order to the Department Head for transmittal to the Dean.
7. In the event that a vacancy occurs at a time when the above procedure cannot be followed, the Department Head shall solicit the aid of available faculty to implement as much of the procedure as possible.

VIII. Evaluation of Faculty

1. Evaluation criteria are found in the Department Evaluation Document (see Departmental Handbook section III and IV).
2. Evaluation procedures are found in the Personnel Policies and Procedures section of the Handbook (see Departmental Handbook section V).
3. The Personnel Committee shall be charged with recommending to the faculty changes in criteria and procedures for evaluation.

IX. Selection of a New Department Head

1. All procedures for new appointments shall be in accordance with the provisions of the EMU Equal Opportunity and Affirmative Action program.
2. A Search Committee shall be composed of one member from each Subject-area Committee elected by the department and an outside Department Head who shall serve without a vote.
3. There may be only one representative from any Subject-area Committee and to select the outside Department Head, the Search Committee shall forward a nomination to the Dean for approval.
4. The Search Committee shall select its chair from among the members of the committee. The chair's duties shall include, but are not limited to, the following:
 - a. chair meetings of the Search Committee;
 - b. preside over Department meetings when the topic of discussion is any aspect of the search procedure;
 - c. coordinate the advertisement and other search requirements with Academic Human Resources and the Dean and ensure that ads are placed in appropriate forums and that the various requirements are met;

- d. prepare appropriate documentation as required by the search process;
- e. ensure that the search is conducted in accordance with all applicable university regulations;
- f. schedule all aspects of the search process;
- g. keep members of the Department informed of the progress/status of the search process;
- h. forward to the Dean, via the chair of the Search Committee, the short list of the candidate(s) selected for campus visits and subsequently, the name(s) of the candidate(s) selected for the position, as per Academic Human Resources requirements.

A. TASKS OF THE SEARCH COMMITTEE

1. draw up a job description, including academic credentials, and secure approval from the Department and appropriate administrative authorities prior to placing ads;
2. prepare any voting matrices or other decision-making/selection documents or processes (including the procedure for the department's final vote) and secure department approval for their use prior to the beginning of the screening process.
3. conduct an initial screening of applicant files, only to ensure that the files are complete (application received on time, appropriate degree, acceptable academic field, letters of recommendation, etc.);
4. review the credentials of all applicants who have complete files and rank groups of candidates for recommendation to the Department for further consideration; this selection process shall be conducted using decision-making/selection documents approved earlier by the Department;
5. each member of the Department shall have the opportunity to review the files of the candidates and to express his or her preferences regarding the candidates by using the process approved by the Department for this purpose;
6. the Search Committee shall record faculty attendance at the formal sessions with each candidate and compile a list of members;
7. in the event that a faculty member from the Department is an applicant for the position, that person will be excused from the process and not privy to any application material.

B. SELECTION PROCESS

1. After tenure/tenure-track faculty of the Department review and rank the files of screened applicants, the Search Committee will compile the results and the Chair of the Committee will forward a short list to the Dean;
2. Each of the candidates approved for invitation to the campus shall be interviewed by the Search Committee, which should be open to all faculty members;
3. A numbered ballots equal to the number of faculty members shall be printed and distributed;
4. Each faculty member shall rank the finalists in order of preference and submit their rankings to the Search Committee, who will tally the votes and determine a ranking according to the voting matrices to compile a final ranking;
5. The Chair of the Search Committee will forward the final ranking (with rationale) to the Dean of the College of Arts and Sciences. This ranking constitutes department faculty input to the Dean.

Throughout these procedures, the credentials of any and all applicants shall be available for review by all members of the Department unless a faculty member has been excused due to conflict of interest. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.

X. Evaluation of Department Head

The Department's Personnel Committee shall be responsible for conducting Department Head Evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

XI. Complaints

1. Any department faculty member or student who has a complaint that cannot be resolved by the appropriate committee may bring his/her complaint to the Department Head.
2. In the case of a faculty member, grievance procedures shall be those specified in the appropriate sections of the AAUP Master Agreement.
3. In the case of a student, policies and procedures shall be those specified in the published University Student Grievances Procedures.

XII. Procedures for Amending the Department Handbook

The existing departmental structure may be reviewed and changes made subject to approval on a secret ballot by a majority of the faculty members in the Department.

Changes at the department level must be submitted through the appropriate college level structure and approved by the Dean or equivalent administrative agent and the Provost and Vice President for Academic Affairs. Prior to proposed changes being approved, departmental recommendations shall be reviewed by the Association and the Office of Employee Relations for the purpose of determining whether such recommendations are in compliance with the terms and conditions of the parties' Master Agreement. After the Dean or the Provost and Vice President for Academic Affairs receives a proposed change, a statement of approval or reasons for disapproval will be returned within thirty (30) days of receipt of the proposed change.

The Department shall establish an ad hoc committee to review the DID every five (5) years or as necessary for its compliance with the Master Agreement and Department practices. The ad hoc committee shall comprise three faculty members recommended by the Personnel Committee. It shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and the AAUP Master Agreement. If changes are not required, the review is still conducted in the same manner a change is to ensure that the review is documented and that the administration approves that no change is required.

XIII. Scope

This document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted to EMU or EMU-AAUP through the parties' Master Agreement.

APPENDIX A
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.