

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Philip Lewis, Department Head
Accounting & Finance

From: David Woike, Assistant Vice President
Academic Affairs

Date: October 26, 2018

Re: Approved DID

Attached is a copy of the revised Departmental Input Document for the Accounting & Finance approved by the Provost on June 13, 2018. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources website, under the DOCUMENTS tab.

Thank you.

DEPARTMENT INPUT DOCUMENT

Department/School of Accounting & Finance

College of Business

Date of Last DID Revision: 12/16/2016

Date of Department Faculty Vote: Apr. 16, 2018

Yes 13 No 0 Abstain 1

APPROVALS:

[Signature] 4/20/18 Susan Moeller 4/20/18
Personnel Committee Chair (Date) Joseph A Scoggero 4/24/18

Pho Sears 4/20/2018
Department Head/School Director (Date)

[Signature] 4/23/18
Dean (Date)

[Signature] 13 Jun 2018
Assistant Vice President, AHR (Date)

[Signature] June 13, 2018
Provost and Executive Vice President (Date)

DEPARTMENT OF ACCOUNTING AND FINANCE
DEPARTMENT INPUT DOCUMENT

I. Committees:

A. Accounting Discipline

1. Accounting Personnel Committee
2. Accounting Curriculum and Instruction Committee
3. Accounting Finance Committee
4. Accounting Assessment Committee
5. Accounting Program Director

B. Finance Discipline

1. Finance Personnel Committee
2. Finance Curriculum and Instruction Committee
3. Finance Finance Committee

C. Decision Science Discipline

1. Decision Science Committee

D. Department

1. Department Head Search Committee
2. Department Executive Committee

II. Functions of the Committees:

A. Personnel Committees:

Accounting Personnel Committee

1. To screen possible candidates for faculty tenure track positions, make recommendations to the Department Head concerning those who should be

interviewed for positions, interview those candidates invited to the campus and make recommendations to the faculty concerning proposed appointments.

- a. Additional members may be added to the Accounting Personnel Committee for the purpose of a faculty search, if there is a majority approval of the Accounting faculty. Duties of these additional members shall be limited to the faculty search.
2. To evaluate faculty for purposes of personnel actions as required by the union agreement. Such evaluations will utilize those methods and criteria required by the collective bargaining agreement and the Department Evaluation Document (DED).
3. To recommend faculty for research, teaching and service awards or other recognitions.
4. To provide input to the Department Head, when a non-bargaining unit employee is hired to teach one or more classes, prior to the initial hiring and thereafter, consistent with the appropriate contract. This input shall take the form of a written ballot.

Finance Personnel Committee

1. Responsible for recruiting tenure track faculty positions:
 - a. Determine the areas or specialties to be recruited, draft position announcements and advise the Department Head accordingly.
 - b. A recruiting committee will be constituted with those faculty who will sign the AHR confidentiality agreement or any other AHR requirements. Chair of the Personnel committee will chair the recruiting committee.

- c. The recruiting committee will screen candidates from the application pools to prepare a short list for interviewing at professional conferences, and advise the Department Head accordingly.
 - d. Recruiting committee Interview candidates at the appropriate professional conferences to prepare a short list for invitation for campus interviews, and advise the Department Head accordingly.
 - e. Schedule individual faculty members to interview candidates during their campus visits, and schedule research presentations by the candidates.
 - f. At the conclusion of the campus visits by all invited candidates, all finance faculty will rank the candidates and make recommendations to Department Head.
 - g. Prior to making an offer to a candidate, the Department Head shall seek input from the Personnel committee on service rank credit, salary range, rank, and other conditions of a candidate's offer letter.
2. To evaluate faculty for purposes of personnel actions as required by the union agreement. Such evaluations will utilize those methods required by the collective bargaining agreement and the DED.
 3. To handle such research and scholarly activity matters as required under University procedures. The Personnel Committee may form an ad-hoc committee to help in the evaluation process.
 4. To recommend faculty for research, teaching and service awards or other recognitions.

5. To provide input to the Department Head, when a non-bargaining unit employee is hired to teach one or more classes, prior to the initial hiring and thereafter, consistent with the appropriate contract. This input shall take the form of a written ballot.
6. To provide the Department Head with input for additional tenure track faculty positions in a timely manner, given the established timelines for faculty hiring in Finance, e.g., schedule of job meetings.

B. Curriculum and Instruction Committees:

Accounting Curriculum and Instruction Committee

1. To promote instructional effectiveness among the faculty.
2. To review and advise the Department Head and faculty on adequacy and appropriateness of course coverage as evidenced by syllabi, textbooks, student assignments and other assessment methods in Accounting courses.
3. To advise and recommend to the Department Head on Accounting faculty course assignments, schedules, and teaching loads, including overloads.
 - a. The initial summer teaching ranking is based on seniority.
 - i. Tenured faculty members shall have priority for rotation over probationary Faculty Members.
 - ii. Between tenured faculty members, the faculty members with the higher rank shall have priority for rotation.
 - iii. Between tenured faculty members with equal rank, rotation priority shall be based on the following criteria, in sequence:
 1. Length of service in rank

2. Total length of service at EMU
3. Date of highest relevant academic degree.
- iv. Between probationary faculty members, the initial rotation shall be determined using the same criteria as in ii. and iii. above.
- b. A second course may be made available if every regular faculty member that requested a teaching assignment in the summer session has one course.
- c. Faculty will be rotated and an updated priority ranking will be distributed to the Accounting faculty by the Accounting Curriculum Committee after the summer session is complete on or before October 15th of each year.
- d. If the Department Head believes a faculty member is not qualified to teach a course, when using this ranking system, the Department Head will ask the Accounting Curriculum Committee for input on the qualifications of the faculty to teach the course.
4. To recommend to the Department Head who should be assigned to the available overload courses. In the event that it is necessary to assign overload courses during the academic year or summer semesters, the Department Head will notify all Accounting faculty that an opportunity for an overload course is available. After receiving notice from interested faculty members, the Department Head will provide the committee with the list and ask for their recommendation
5. To review and recommend new course and program development, including face-to-face, hybrid, and online course offerings.
6. To review course titles, descriptions and update the information for the university catalog and other university publications.

7. To handle grade grievances as established under University procedures.
8. To determine when there is a need for additional faculty to maintain proper coverage of courses in the Accounting discipline. The Department Head will request approval for additional faculty positions in a timely manner, given the established timelines for faculty hiring in the Accounting discipline, e.g., schedule of job meetings.
9. To give input to the Department Head on proposed independent studies.

Finance Curriculum and Instruction Committee

1. To promote instructional effectiveness among the faculty.
2. To review and advise the Department Head and faculty on adequacy and appropriateness of course coverage as evidenced by syllabi, textbooks, student assignments and other assessment methods in Finance courses.
3. To advise and recommend to the Department Head on Finance faculty course assignments, schedules, and teaching loads, including overloads.
4. To use the following SUMMER TEACHING ROTATION schedule and procedure
 - a. In Fall 2018, the 2019 summer teaching schedule will be based on the following rules:
 - i. All finance faculty names will be listed in order based on seniority and seniority in rank. Among faculty of equal rank, the tie will be broken in the order listed below, by the faculty member who has:
 - a. Longest length of service in rank at EMU
 - b. Longest total length of service at EMU
 - c. Longest time with a Ph.D.

- d. By flipping a coin.
- ii. All finance faculty in Fall 2018, will then be assigned ONE summer course to teach in summer 2019 based on course / selection availability and faculty preferences.
- iii. If for ANY reason, a faculty member elects not to teach or does not teach at all in summer 2019, his or her name will automatically be placed at the top of the list for the following summer.
- iv. If a second course is available in summer 2019 and can be assigned to a faculty member, the assignment of the second course will start with the name at the top of the list developed for summer 2019 based on section i and the summer 2018 teaching schedule.
- v. If all faculty members do not receive two courses in the summer of 2019, then when scheduling next year's summer courses, faculty members will be assigned, first to one course beginning with the faculty member whose name is at the top of the list. The faculty member's name at the top of the list will be the first faculty member who did not teach any courses in summer 2019, followed by the faculty who only taught one course in summer 2019, consistent with the seniority rank described in i. above.
- vi. In the future, after summer 2019, faculty will be rotated and an updated priority ranking, starting where the rotation left off, will be distributed to the Finance faculty by the Finance Curriculum Committee chair, after the summer session is complete, on or before September 15 of each year.

Newly hired finance faculty will be placed at the bottom of the rotation list.

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

viii. If there is a summer where not every faculty member teaches two courses, followed by a summer where every faculty member teaches two courses, the next summer after that shall resume the rotation list from the summer where every faculty member did not teach two courses.

5. To recommend to the Department Head who should be assigned to available overload courses.
 - a. In the event that it is necessary to assign overload courses during the academic year of summer semesters, the Department Head will notify all Finance faculty that an opportunity for an overload course is available.
 - b. After receiving notice from interested faculty members, the Department Head will provide the committee with the list and ask for their recommendation.
6. To determine when there is a need for additional faculty to maintain proper coverage of courses in the Finance discipline.
7. To review and recommend new course and program development, including face-to-face, hybrid and online course offerings.
8. To review course titles, descriptions and update the information for the university catalog and other university publications.

9. To handle grade grievances as established under University procedures.

C. Finance Committees:

Accounting Finance Committee

1. To advise and recommend to the Department Head on budget and finance matters, including allocation of funds to instructional, travel and support.
2. To recommend on the allocation of graduate assistants to individual Accounting faculty.
3. To advise and recommend to the Department Head on allocation of the department travel budget to fund the professional development activities of the Accounting faculty.
4. To recommend on the use of Accounting development funds. To ascertain that separate development funds are maintained for the Accounting, Finance and Decision Science disciplines.

Finance Finance Committee

1. To advise and recommend to the Department Head on budget and finance matters, including allocation of funds to instructional, travel and support functions.
2. To recommend on the allocation of graduate assistants to individual Finance faculty.
3. To advise and recommend to the Department Head on allocation of the department travel budget to fund the professional development activities of the Finance faculty.
4. To recommend on the use of Finance development funds. To ascertain that separate development funds are maintained for the Accounting, Finance and Decision Science disciplines.

D. Decision Science Committee:

Decision Science Personnel Functions

1. To screen possible candidates for faculty tenure track positions, interview candidates at the appropriate job meetings of the DS discipline, make recommendations to the Department Head concerning those who should be invited to campus, and interview those candidates invited to the campus. Candidates will be available to faculty for personal interview and will make a presentation at the committee's request. Following the conclusion of campus interviews, the committee will make recommendations concerning proposed appointments. A vote of the faculty in the Decision Science discipline will be taken to provide input to the Department Head in making the hiring decision.
 - a. Additional members may be added to the Decision Science Committee for the purpose of a faculty search, if there is unanimous approval of the Decision Science faculty. Duties of these additional members shall be limited to the faculty search.
 - b. Prior to making an offer to a candidate, the Department Head shall seek input from the Decision Science Committee on service rank credit, salary range, rank, and other conditions of a candidate's offer letter.
2. To evaluate faculty for purposes of personnel actions as required by the union agreement. Such evaluations will utilize those methods required by the collective bargaining agreement and the DED.

3. To handle such research and scholarly activity matters as required under University procedures. The Decision Science Committee may form an ad-hoc committee to help in the evaluation process.
4. To recommend faculty for research, teaching and service awards or other recognitions.
5. To provide input to the Department Head, when a non-bargaining unit employee is hired to teach one or more classes, prior to the initial hiring and thereafter, consistent with the appropriate contract. This input shall take the form of a written ballot.

Decision Science Curriculum and Instruction Functions:

1. To promote instructional effectiveness among the Decision Science faculty.
2. To review and advise the Department Head and faculty on adequacy and appropriateness of course coverage as evidenced by syllabi, textbooks, student assignments and other assessment methods in Decision Science courses.
3. To advise and recommend to the Department Head on Decision Science faculty course assignments, schedules, and teaching loads, including overloads. Summer teaching course assignments shall be based on the following rotation.
 - a. The initial summer teaching ranking is based on seniority:
 - i. Tenured faculty members shall have priority for rotation over probationary Faculty Members.
 - ii. Between tenured faculty members, the faculty members with the higher rank shall have priority for rotation.
 - iii. Between tenured faculty members with equal rank, rotation

priority shall be based on the following criteria, in sequence:

1. Length of service in rank.
2. Total length of service at EMU.
3. Date of highest relevant academic degree.
- iv. Between probationary faculty members, the initial rotation shall be determined using the same criteria as in ii. and iii. above.
- b. A second course may be made available if every regular faculty member that requested a teaching assignment in the summer session has one course.
- c. Faculty will be rotated and an updated priority ranking will be distributed to the Decision Science faculty by the Decision Science Committee after the summer session is complete on or before October 15th of each year.
- d. If the Department Head believes a faculty member is not qualified to teach a course, when using this ranking system, the Department Head will ask the Decision Science Committee for input on the qualifications of the faculty to teach the course.
4. To recommend to the Department Head who should be assigned to the available overload courses.
 - a. In the event that it is necessary to assign overload courses during the academic year or summer semesters, the Department Head will notify all Decision Science faculty that an opportunity for an overload course is available. After receiving notice from interested faculty members, the Department Head will provide the committee with the list and ask for their recommendation.

5. To determine when there is a need for additional faculty to maintain proper coverage of courses in the Decision Science discipline. The Department Head will request approval for additional faculty positions in a timely manner, given the established timelines for faculty hiring in the Decision Science discipline, e.g., schedule of job meetings.
6. To review and recommend new course and program development, including face-to-face, hybrid and online course offerings.
7. To review course titles, descriptions and update the information for the university catalog and other university publications.
8. To handle grade grievances as established under University procedures.

Decision Science Finance Functions

1. To advise and recommend to the Department Head on budget and finance matters, including allocation of funds to instructional, travel and support functions.
2. To recommend on the allocation of graduate assistants to individual Decision Science faculty.
3. To advise and recommend to the Department Head on allocation of the department travel budget to fund the professional development activities of the Decision Science faculty.
4. To recommend on the use of Decision Science development funds. To ascertain that separate development funds are maintained for the Accounting, Finance and Decision Science disciplines.

E. Accounting Assessment Committee:

1. To collect, analyze, and disseminate data about student learning in all the accounting programs to the Accounting faculty that will then be used to continuously improve the programs.
2. To coordinate efforts in the internal Program Review process.
3. To coordinate efforts in the external AACSB Accreditation process.

G. Department Head Search Committee:

1. To screen possible Department Head candidates, make recommendations to the Dean concerning those who should be interviewed for the position, interview those candidates invited to campus and make recommendations concerning proposed appointments.

H. Department Executive Committee

1. This committee will determine department rankings, in cases where one department ranking is required (e.g., sabbatical proposals, release times, awards, etc.).
2. This committee shall review the DID every five years 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 as provided in Section VIII of this document and the EMU-AAUP Master Agreement.
3. This committee shall also be responsible for conducting Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement. Such evaluations shall be conducted for the purpose of improvement of the performance of the Department Head and should review the Department Head's

strengths and weaknesses in meeting his/her obligations for department leadership and management. The committee may append any additional evaluation materials deemed appropriate by the Faculty in the department.

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

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

A. Personnel Committees:

Accounting Personnel Committee

The committee shall be comprised of four (4) Accounting discipline tenured faculty members with two-year terms of office or the remainder of a two-year term if filling a vacant position. Faculty applying for promotion or subject to a professional performance evaluation (PPE) shall not participate in the evaluation process that year, with an alternate member elected to fill the position that year. If four faculty are not available to serve, then the committee shall be comprised of a lesser number. Only Accounting discipline members of the bargaining unit shall be eligible to vote for committee membership. A chair shall be elected by vote of the committee members. Nominations and elections of members shall be as provided in Section V.

Finance Personnel Committee

The committee shall be comprised of all Finance Faculty members. For promotion, reappointment and tenure decisions, only faculty of higher rank can participate in the

evaluation process. A chair shall be elected by vote of the committee members. For full professor salary adjustments, only full professors shall participate. For PPE faculty of equal rank or higher can participate in the evaluation process.

B. Curriculum and Instruction Committees:

Accounting Curriculum and Instruction Committee

The committee shall be comprised of three (3) Accounting discipline members with staggered two-year terms of office or the remainder of a two-year term if filling a vacant position. Faculty shall not serve in a grade grievance hearing where the grade grievance involves that faculty member. Only Accounting discipline members of the bargaining unit shall be eligible for nomination and to vote for committee membership. A chair shall be elected by vote of the committee members. Nominations and elections of members shall be as provided in Section V.

Finance Curriculum and Instruction Committee

The committee shall be comprised of all Finance Faculty members. Faculty shall not serve in a grade grievance hearing where the grade grievance involves that faculty member. Only Finance discipline members of the bargaining unit shall be eligible for nomination and to vote for committee membership. A chair shall be elected by vote of the committee members. Nominations and elections of members shall be as provided in Section V. All curriculum issues have to be approved by a majority vote of the department Finance Faculty.

C. Finance Committees:

Accounting Finance Committee

The committee shall be comprised of three (3) Accounting discipline members with staggered two-year terms of office or the remainder of a two-year term if filling a vacant position. Only Accounting discipline members of the bargaining unit shall be eligible for nomination and to vote for committee membership. A chair shall be elected by vote of the committee members. Nominations and elections of members shall be as provided in Section V.

Finance Finance Committee

The committee shall be comprised of all Finance Faculty members. Only Finance discipline members of the bargaining unit shall be eligible for nomination and to vote for committee membership. A chair shall be elected by vote of the committee members. Nominations and elections of members shall be as provided in Section V.

D. Decision Science Committee:

The committee shall be comprised of all Decision Science discipline faculty who are members of the bargaining unit. A chair shall be elected by vote of the committee members. A faculty member will be excused from any meeting involving the faculty member directly (e.g., a personnel evaluation or a grade grievance).

E. Accounting Assessment Committee:

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

by vote of the committee members. Nominations and elections of members shall be as provided in Section V.

F. Department Head Search Committee:

When needed, the committee shall be formed and comprised of six (6) members, three (3) from the Accounting discipline, two (2) from the Finance discipline and one (1) from the Decision Science discipline. Each discipline shall elect its own members to the committee. A chair shall be elected by vote of the committee members.

Nominations and elections of members shall be as provided in Section V. Should the composition of faculty positions change significantly, the current ratio (3:2:1) of committee composition shall be adjusted appropriately.

G. Department Executive Committee. This committee shall consist of the chairs of the Personnel Committees for each discipline.

Prerogatives and Responsibilities of the Committee: The committee will have the right to meet on any subject without the Department Head present, except where such joint meetings are required by contract (e.g., interim and comprehensive interim evaluations, certain stages of the PPE, etc.), at such times and with such agenda as may be established by the chair of the committee or by action of the members of the committee.

In scheduling future meetings, the committee will accommodate requests from the Department Head: (a) to place items on the agenda, and/or (b) to meet reasonable requested deadlines for the formulation of recommendations, and/or (c) to meet with the committee to present input on a scheduled agenda item. In the event that the Department Head wishes to exercise the right to meet with the committee to present input on an agenda item scheduled at a meeting that the chair or the committee has

declared to be held without the Department Head present, than the committee will withhold action on any formal motion related to that item and schedule that item for further discussion at its next meeting so that the Department Head may attend.

IV. Procedures for Nomination and Election of Committees:

A. Nomination Procedures:

1. The Department Head will provide each member of the department eligible to vote with written notice of the vacancy(ies) to be filled. Nominations will be accepted from the floor at the September and April meetings.
 - a. For College Committees, including FAC, COBACC, CIMBAC, IB Committee, COB Research Committee, for which two faculty members per department must represent the department, ONE representative will be nominated and elected by the Accounting faculty and ONE representative will be nominated and elected by the Finance/DS faculty. The representatives must come from the disciplines they are representing. For all College Committees, alternates must also be elected and be from the disciplines they are representing. The representatives must notify the alternate as soon as possible if he/she can not make a meeting.
 - b. For University Committees, including the Faculty Senate, for which one faculty member per department, must represent the department, the representative can come from any discipline in the department. An alternate must also be elected. The representative must notify the alternate as soon as possible if he/she cannot make a meeting.
 - c. Nominations will not require a “second”.

- d. Eligible department members may nominate themselves or others who are also eligible. Before nominating another person, the department member should be certain that the person is willing to serve.

B. Election Procedures:

1. Election to fill new and unexpired but vacant terms will be held by secret written ballot at the meeting in which the nominations are accepted from the floor.
2. Ballots will be counted by the two most senior (as defined contractually) faculty available.
3. A majority of those present and voting shall be required to elect.
4. Lacking such a majority in the balloting for any vacancy, a written ballot runoff election will be held in which the nominees with the highest and second highest number of votes in the initial balloting will be the candidates. Should there be a tie, successive runoff elections shall be held until the tie is broken.
5. Elections to fill vacancies on the committee will take place successively where more than one vacancy is to be filled at the same time. It will be assumed that an unsuccessful candidate for one vacancy is automatically a candidate for other vacancies to be filled at the same time. In the first election and where successive elections are necessary because of multiple vacancies on a given committee, the terms will be elected in reverse order of expiration, with the longest term being elected first.
6. By petition signed by one-third of eligible voters and submitted to the Department Head, a committee member may be scheduled for recall election. Removal from committee membership shall require a majority of all faculty eligible to vote. No

meeting for discussion will be required. A secret written ballot will be conducted by the senior member (second most senior member if the senior member is subject to recall) of the department as defined by the order of recall in the contract. If recalled, the recalled committee member may not be elected to the vacancy, which vacancy shall be filled as stated in the following section.

7. Vacancies on committees created by resignation or reason other than normal term completion occurring during the Fall or Winter terms shall be filled immediately by the foregoing procedures. Vacancies occurring at other times shall remain vacant until inception of the next Fall term.
8. Other positions required to be filled for College or University service (e.g., FAC representative, AAUP steward) shall be filled based on the procedures above.

C. Elections shall normally be held in April for terms commencing the following September 1. Should elections not be completed by September 1, faculty members whose terms have expired shall continue in their elected positions until new elections are completed for their position.

V. Teaching Loads:

- A. Release Times: Release times are often available for a variety of purposes. The Department Head will notify all faculty of release time opportunities for which they may be eligible. If the release time relates to duties of the entire department the faculty of the entire department will be notified. If the release time is for duties specific to a particular discipline, then only faculty in those disciplines will be notified. When a faculty member is granted release time, the Department Head will provide an appointment letter that includes the amount of release, the

expectations of work to be done on release, and the completion date of the release and make this letter available to the entire department.

VI. General Provisions:

- A. The term majority as used throughout this document and for departmental input of the full faculty shall mean a vote comprised of a majority vote of all department faculty eligible to vote, whether present or not or voting or not.
- B. Proxy ballots will not be accepted for any actions. Absentee ballots will not be accepted for actions voted on at meetings, but will be accepted for written ballots under Section VIII.
- C. If present, faculty on sabbatical, professional or personal leave have the same voting eligibility as when they are not on leave.
- D. If a committee not specifically listed above is required by administration or contract to constitute official faculty input for a discipline, then the composition of such committee shall be determined by majority vote of the discipline. If a committee not specifically listed above is required by administration or contract to constitute official faculty input for all department faculty, then a Committee of the Whole shall be created to provide the input. The Committee of the Whole may at its discretion form and select a subcommittee to provide input. A chair shall be elected by vote of the committee members. When required, nominations and elections of members shall be as provided in Section V.
- E. Department meetings of each faculty discipline separately or of all department faculty together shall be scheduled as necessary by the Department Head. Except in an emergency, one week notice of meeting time, date and purpose shall be given.

VII. Amending Procedure:

Amendments to this document or the DED (for faculty initiated changes) must be proposed in writing to the Department Head with a petition signed by 25% of department faculty who are members of the bargaining unit. The Department Head will promptly distribute the proposed change to all faculty eligible to vote and schedule a discussion meeting.

Following that meeting, a secret written ballot will be conducted by the senior member of the department as defined by the order of recall in the contract. A majority of the votes by departmental faculty who are members of the bargaining unit shall be necessary before a recommended change may be submitted through the appropriate contractual procedures.

This same process may be used for any proposal that faculty wish to put forward.

VIII. Scope:

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

APPENDIX C

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

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

MP 216: "Release Time: A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the Department Head and the Dean. Release may be considered for a variety of duties and responsibilities such as, but not limited to:

MP 221: (5) compliance with work load standards established by external professional organizations and/or accrediting bodies; and, at the same time maintain a level of credit hour production consistent with University responsibility;

Accreditation-specific release:

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

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
Double-section	2x	A "double section" is created by purposely scheduling two identical sections of a course at the same time, with the same cap, and with the same instructor. If the two sections fill to 1.5x the single section cap, the double section is created and each section is counted towards workload.