

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: David Winters, Department Head
Special Education

From: David Woike, Assistant Vice President
Academic Affairs

Date: June 14, 2018

Re: Approved DID

Attached is a copy of the revised Departmental Input Document for the Special Education Department 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 Special Education

College of Education

Date of Last DID Revision: _____

Date of Department Faculty Vote: 3/7/2018

Yes 15 No 0 Abstain 0

APPROVALS:

J. L. E. co-chair John McGinnis co-chair 3/7/2018

Personnel Committee Chair (Date)

David C. Winters 3/7/2018
Department Head/School Director (Date)

[Signature] 4/5/18
Dean (Date)

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

[Signature] 6/13/18
Provost and Executive Vice President (Date)

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**FACULTY INPUT DOCUMENT OF
THE DEPARTMENT OF SPECIAL
EDUCATION
EASTERN MICHIGAN UNIVERSITY**

In the Department of Special Education (Department), the department meetings and committees are the principle structures for making formal input and recommendations to the Department Head including, but not limited to, budgetary, curricular, instructional, and personnel policies and procedures. Faculty have the right and responsibility, as specified in Article XIII of the EMU/AAUP Agreement, to provide input on all load (see IX A) and assignments to specific courses (including all courses taught within the Department through extended programs and its alternate programs), decisions about who shall teach courses, class size, size of enrollment, and work load. In consideration of the Master Agreement between the EMU-AAUP and EMU administration, we the Faculty of the Department, adopt this document governing faculty input for the Department.

I. FACULTY MEMBERSHIP

- A. Full voting membership shall be extended to all members of the Department who have academic tenure or who hold appointments designated as working toward academic tenure. These members are hereafter referred to as the faculty.
- B. The Department Head shall chair meetings of the Department faculty (see II below).

II. DEPARTMENTAL FACULTY MEETING

A. Method of Convening

- 1. Meetings of the Department faculty shall be called by the Department Head on his/her own initiative or when he/she is requested to do so by any of the Departmental committees or by a written petition of at least one-third of the faculty, but meetings shall be called based on the Department's established meeting schedule (see IX 8).
- 2. The Department Head shall notify the faculty of meetings at least five (5) calendar days in advance of the meeting. The agenda for faculty meetings are constructed by the Department Head with

- input from the faculty. Faculty members may request item(s) to be added to the agenda. Such items will be placed on the agenda by the Department Head. The agenda for such meetings will be provided at least three (3) working days in advance. The Department Head may amend the agenda as late as twenty-four hours prior to the meeting, providing written notice is available to all members of the faculty. Meetings convened, on an emergency basis, with less than the mandated five (5) calendar days' notice shall be subject to special limitations (see II.B.6 below).
3. A meeting shall not be convened unless a quorum (over 50%) of the faculty is present. Effort will be made by the Department Head to notify all faculty of such meetings.

B. Method of Conducting

1. The Department Head, or his/her designee, shall preside at departmental meetings. The proceedings shall be governed by Robert's Rules of Order.
2. Unless agreed to by the majority of the faculty present, the agenda will be followed during any meeting.
3. The agenda for such meetings shall include:
 - a. A listing, in the order to be considered, of agenda items
 - b. Time limitations, if any, for each agenda item
4. No action by the faculty shall be considered as officially adopted unless it has been voted on as a motion.
5. Motions may be presented by Departmental committees or by faculty members. The Department Head may request that a specific motion be presented.
6. A motion which is agreed to by a majority (over 50%) of faculty present shall be considered as officially adopted by the faculty. In the special case of meetings convened with less than the mandated five (5) calendar days' notice, motions must be agreed to by a majority (over 50%) of all faculty to be officially adopted.
7. None of the above rules of conduct precludes the Department Head from exercising his/her executive role in decision making for the Department.
8. Should the Department Head choose a course of action contrary to motion passed by the faculty, he/she shall explain such action in writing to the faculty within fourteen (14) calendar days.

C. Method of Disposition of Minutes

1. The Department's Senior Secretary, or designee, shall be responsible for taking minutes at Department meetings.

2. The minutes of each faculty meeting, including motions and the disposition of agenda items, will be distributed to the faculty no later than seven (7) calendar days prior to the next scheduled meeting. They shall be subject to faculty approval at the next faculty meeting.
3. Under the supervision of the Department Head, a file of these minutes shall be maintained, systematically arranged and conveniently available, in the Department office.

III. INPUT DOCUMENT REVISIONS (Department Input Document [DID])

A. Definition:

Revisions includes all adoptions, amendments, substitutions for or additions to, this document.

B. Method

1. Revisions shall be by the majority of the faculty in a secret, written ballot.
2. The proposed change must be published for the consideration of the faculty at least seven (7) calendar days before the balloting begins, and the balloting must be concluded in no less than three (3) working days after it begins.
3. Voting will be supervised, and the votes counted by the Personnel Committees of the Department.
4. The Personnel Committees shall be responsible for insuring that documentation, preservation, and proper revisions of the Department Input Document (DID) is accomplished.
5. The Personnel Committee will review the DID every five (5) 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.
6. The Personnel Committee shall forward revisions of the Department Input Document to EMU and the EMU-AAUP pursuant to procedures set forth in the Master Agreement.

IV. COMMITTEES

A. Purpose

1. Provide the faculty a means of expressing their opinions and of

- developing policies relating to Departmental matters.
2. Provide up-to-date information regarding Departmental matters to the faculty.
 3. Recommend actions and policies to the Department Head.
 4. Request formal faculty input via a faculty vote on matters on which the committee or the Department Head deem to be useful or are required pursuant to the Master Contract.
 5. Provide up-to-date information regarding committee matters to the faculty via minutes, synopses, notices, etc.

B. Input Committees

1. Personnel Committees: Special Education (Sp Ed) Personnel Committee and Speech Language Pathology (SLP) Personnel Committee
 - a. Sp Ed Personnel Committee, in advising the Department Head on personnel issues affecting the Department, shall perform, but not be limited to the following:
 - i. Provide oversight to Sp Ed Ad Hoc Committee: Search Committee(s)
 - ii. Review and recommend priorities in Sp Ed personnel needs, including faculty and staff.
 - iii. Develop and recommend policies for Sp Ed personnel matters.
 - iv. Review and/or update methods for evaluation of all Sp Ed personnel, and Department Head (via Department Executive Committee).
 - v. Respond to Sp Ed faculty conflicts and concerns affecting their ability to fulfill their professional responsibilities.
 - vi. Review and/or update the criteria for promotions and tenure specified in the Department Evaluation Document (DED).
 - vii. Conduct and supervise all Departmental elections. SLP Personnel committee chair will submit SLP (only) committee membership
 - viii. Establish and review policies concerning Sp Ed general academic credentials and course load responsibilities for all new hires, including instructor in Extended Programs, lecturers, and tenure-track appointees.
 - ix. Propose descriptions of Sp Ed faculty, Department Head, and staff positions to be filled and establish search committees for faculty and Department Head positions when necessary.
 - x. If required, evaluate, Sp Ed proposals for leaves of absence, including sabbaticals and other scholarly/creative activities which require reductions in teaching responsibilities; and other special

recognition.

- xii. Evaluate and make recommendations on the performance of Sp Ed faculty for reappointment, promotion or tenure.
 - xiii. Review, evaluate, and make recommendations on the performance of the Department Head via Department Executive Committee.
 - xiv. Prepare improvement plans for Sp Ed faculty not meeting the criteria specified in the Department Evaluation Document (DED).
 - xv. Establish a Sp Ed Grade Grievance Committee when needed.
 - xvi. Review the effectiveness of policies recommended by the Sp Ed Personnel Committee.
- b. SLP Personnel Committee, in advising the Department Head on personnel issues affecting the Department, shall perform, but not be limited to the following:
- i. Provide oversight to SLP Ad Hoc Committee: Search Committee(s)
 - ii. Review and recommend priorities in SLP personnel needs, including faculty and staff.
 - iii. Develop and recommend policies for SLP personnel matters.
 - iv. Review and/or update methods for evaluation of all SLP personnel, including the SLP Program Director and Department Head (via Department Executive Committee)
 - v. Respond to SLP faculty conflicts and concerns affecting their ability to fulfill their professional responsibilities.
 - vi. Review and/or update the criteria for SLP promotions and tenure specified in the Department Evaluation Document (DED)
 - vii. Conduct and supervise relevant SLP area only elections.
 - viii. Establish and review policies concerning SLP general academic credentials and course load responsibilities for all new hires, including instructor in Extended Programs, lecturers, and tenure-track appointees.
 - ix. Propose descriptions of SLP faculty, SLP Program Director, Department Head, and staff positions to be filled and establish search committees for faculty, Program Director, and Department Head positions when necessary.
 - x. If required, evaluate SLP proposals for leaves of absence, including sabbaticals and other scholarly/creative activities which require reductions in teaching responsibilities; and other special

- recognition.
- xi. Review the SLP professional responsibilities of the faculty, including teaching, advising, orientation, registration, participation in committee activities, keeping posted office hours, participation in ceremonial academic function, limits on outside professional work, work load, equivalencies, release time, keeping up with current developments in one's field(s) of specialization, scholarly research and writing, attending conferences, and other such Departmental responsibilities.
 - xii. Evaluate and make recommendations on the performance of SLP faculty for reappointment, promotion or tenure.
 - xiii. Review, evaluate, and make recommendations on the performance of the Department Head via Department Executive Committee/
 - xiv. Prepare improvement plans for SLP faculty not meeting the criteria specified in the Department Evaluation Document (DED) of the Department.
 - xv. Establish a SLP Grade Grievance Committee when needed.
 - xvi. Review the effectiveness of policies recommended by the SLP Personnel Committee.

2. Finance Committee (A Joint Committee)

The Department Finance Committee in advising the Department Head on financial and physical asset issues affecting the Department, shall perform, but not be limited to; the following:

- a. Provide oversight to the following Standing Committees:
 - i. Building Utilization Committee
 - ii. Special Events Committee
 - iii. Scholarship Committee
- b. Review budget and expenditures of the Department of Special Education, to include the Department's operating budget, the Department's personnel budget, the Department's development accounts, the Department's Senstius account the Department's scholarship account, and the Department's indirect cost recovery account once each fall and winter semester and make recommendations to the Department Head concerning Department finances.
- c. Travel/Professional development reimbursement procedure:
 - i. Tenure-track faculty will submit Pre-Approval Requests for Reimbursement by November 1 of each year (for activities through

June 30 of the following calendar year). The Department Head will distribute available funds equitably among all requests. Any remaining funds can and should be used for later requests.

- d. Recommend to the Department Head equipment purchase priorities for the Department.
 - e. Review and recommend space-use policies and assignments
 - i. for faculty and staff offices
 - ii. for research areas, workshops, etc.
 - iii. for new and existing equipment
 - iv. for security and key acquisition
 - f. Review and make recommendations on all Department faculty applications for internal funds, such as Graduate School Research Support funds and Graduate Research Assistants.
 - g. Review the effectiveness of policies recommended by the Finance Committee.
 - h. Report to the faculty, at least once each fall and winter semester, the expenditures, acquisitions, and allocations of the Department.
3. Curriculum and Instruction (C and I) Committees: Sp Ed C and I Committee and SLP C and I Committee

The Curriculum and Instructions Committees, in advising the Department Head on curriculum and instruction issues affecting the Department, shall perform, but not be limited to the following:

- a. Sp Ed Curriculum and Instructions Committee, in advising the Department Head on curriculum and instruction issues affecting the Department, shall perform, but not be limited to the following:
 - i. Provide oversight to the following Sp Ed Standing Committees:
 - 1) Student Teaching Committee
 - 2) Graduate Committee
 - 3) Advising Committee
 - 4) Technology Committee
 - 5) Honors Committee
 - 6) Assessment Committee
 - ii. Develop and recommend long and short term curricular goals based on the requirements and standards of the Sp Ed accrediting bodies.
 - iii. Review and recommend Sp Ed program proposals, course changes, new course adoptions, and course deletion
 - iv. Review and recommend change(s) in admission standards for the Sp Ed Graduate Program, in consultation with the Sp Ed Graduate

- Committee and Sp Ed Graduate Coordinator.
- v. Provide input on the policy on the scheduling of Sp Ed classes, and maintain long- term, multi-year schedule of class offerings.
 - vi. Oversee summer Sp Ed teaching schedules and priorities.
 - vii. Review policies on Sp Ed override and class size practices.
 - viii. Oversee Sp Ed course offerings and enrollments of all courses in the Department, including those in Extended Programs.
 - ix. Collect and review Sp Ed syllabi of all course offerings in the Department per Sp Ed accreditation requirements.
 - x. Review and recommend changes in Sp Ed advising practices for the undergraduate and graduate programs, in consultation with the Sp Ed Undergraduate and the Sp Ed Graduate Coordinators.
 - xi. Review and make recommendations on Sp Ed course content and format
 - xii. to maintain accuracy in syllabi and catalogue descriptions
 - xiii. to insure the inclusion of concepts and information essential for the function of prerequisite core, and service courses
 - xiv. to determine consistency with the curricular goals of the Department
 - xv. Review the effectiveness of policies recommended by the Committee
- b. SLP Curriculum and Instructions Committee, in advising the Department Head on curriculum and instruction issues affecting the Department, shall perform, but not be limited to the following:
- i. Provide oversight to the following SLP Standing Committee:
 - ii. Develop and recommend long and short term SLP curricular goals based on the requirements and standards of the program accrediting bodies.
 - iii. Review and recommend SLP program proposals, course changes, new course adoptions, and course deletions.
 - iv. Review and recommend change(s) in admission standards for the SLP Graduate Program, in consultation with the Department's Graduate Committee and Graduate Coordinator.
 - v. Provide input on the policy on the scheduling of SLP classes, and maintain long- term, multi-year schedule of class offerings.
 - vi. Oversee summer SLP teaching schedules and priorities.
 - vii. Review policies on SLP override and class size practices.
 - viii. Oversee SLP course offerings and enrollments of all courses in the Department, including those in Extended Programs.
 - ix. Collect and review SLP syllabi of all course offerings in the Department per Department accreditation requirements.
 - x. Review and recommend changes in SLP advising practices for the

undergraduate and graduate programs, in consultation with the SLP Program Director.

- xi. Review and make recommendations on SLP course content and format
- xii. to maintain accuracy in syllabi and catalogue descriptions
- xiii. to insure the inclusion of concepts and information essential for the function of prerequisite, core, and service courses
- xiv. to determine consistency with the curricular goals of the Department
- xv. Review the effectiveness of policies recommended by the SLP Curriculum and Instruction Committee.

C. Standing Committees

Standing Committees are elected by the faculty (with the exception of the Graduate Committee). The purposes of the Standing Committees are defined by the parent Input Committee. Each Standing Committee is responsible to its parent Input Committee which is, in turn, responsible to the faculty and advisory to the Department Head.

1. Building Utilization Committee

It is overseen by the Joint Finance Committee. The committee's functions are:

- a. To provide input to the Department Head in matters of building utilization.
- b. To recommend changes regarding Department faculty and staff offices, Department common spaces, and Department building.

2. Student Teaching Committee

It is overseen by the Sp Ed Curriculum and Instruction Committee. The committee's functions are:

- a. To give input to the Curriculum and Instruction Committee, Department faculty, and the Department Head regarding student teacher policies and procedures.
- b. To respond to specific student requests regarding student teaching placements.
- c. To respond to specific student requests regarding alternative student teaching placements.
- d. To communicate and coordinate activities with and provide support to SpEd Program Area Coordinators to ensure a smooth execution of the student teaching Experience.
- e. To establish, revise, edit, and maintain the Sp Ed application process and ensure the logical flow of applications through the

Department.

- f. To revise, edit, and maintain the Sp Ed evaluation documents and ensure the logical flow of these documents through the Department.
- g. To revise, edit, and maintain the Sp Ed Student Teacher Handbook.
- h. To establish, revise, and maintain a Sp Ed process for ensuring compliance with accreditation criteria.

3. Honors Committee

It is overseen by Sp Ed Curriculum and Instruction Committee. The Committee's functions are:

- a. To develop and maintain a Departmental Honors Program compatible with requirements of the University Honors College.
- b. To provide oversight for the Departmental Honors Program.
- c. To encourage faculty to support students in the Honors Program in the following ways:
 - i. Contracting for Honors credit in their courses
 - ii. Serving as faculty advisor to a student whose Honors project or thesis is in the faculty member's area of expertise
 - iii. Supervising a student in an Honors Undergraduate Assistantship
 - iv. Attending and participating in Departmental Honors' presentations

4. Technology Committee

It is overseen by Sp Ed Curriculum and Instruction Committee. The Committee's functions are:

- a. To provide oversight to the Department's technology acquisitions and required equipment.
- b. To routinely gather input from the Department's faculty and staff relative to the technology needs of the Department.
- c. To provide input to the Department Head regarding the technology needs of the Department in terms of hardware and software.
- d. To recommend specific technologies to be purchases, appropriate vendors of those products, and a timeline for acquisition and installation.

5. Advising Committee

It is overseen by the Sp Ed Curriculum and Instruction Committee. The Committee's functions are:

- a. To receive input from Department faculty regarding undergraduate and graduate advising issues and concerns.

- b. To inform Department faculty of advising policies and practice that may not be working effectively.
- c. To recommend advising policies, processes, and procedures to Department faculty in an effort to improve and streamline the Department's advising of graduate and undergraduate students.

6. Graduate Committee

It is overseen by the Sp Ed Curriculum and Instruction Committee.

- a. Membership shall consist of the Graduate Coordinator (chairperson) and four (4) faculty members selected by the Curriculum and Instruction Committee in consultation with the Graduate Coordinators.
- b. The term of office shall be 2 years.
- c. Responsibilities will include:
 - i. Serve in an advisory capacity to the Graduate Coordinator
 - ii. Review and recommend change(s) in admission standards for the Graduate Program when required.
 - iii. Review and make recommendations for the admission of all applicant to the Department of Special Education Graduate Programs.
 - iv. Select Graduate Assistants.

7. Scholarship Committee

It is overseen by the Joint Finance Committee. The Committee's functions are:

- a. To receive and review all Department of Special Education scholarships.
- b. To provide information to faculty describing scholarship opportunities within the Department.
- c. To review and revise scholarship materials for students to include annotated
- d. listing of Department scholarships, the scholarship application, and the application timeline.
- e. To receive Department scholarship applications until the close date of January 31st, which is in keeping with the EMU application close date.
- f. To verify and review each applicant's credentials and attachments ensuring that the applicant meets the criteria for the appropriate scholarship.
- g. To make recommendations of scholarship awards and present these recommendations to the faculty in a timely fashion; incorporating faculty input into the final scholarship decisions.

8. Assessment Committee

It is overseen by the **Sp Ed Curriculum and Instruction Committee**. The Committee's functions are:

- a. To review the MTTC score reports for each program area in the Department and to communicate the review findings to the faculty.
- b. To review the current and recommended policies and practices surround the Department's use of LiveText.
- c. To review and recommend the Department's scoring rubrics for the designated program assessments.
- d. To review the results of the Department's program assessment recorded in LiveText, to draw conclusions and make recommendations regarding the performance of Department candidates.
- e. To review and ensure that the Department's program assessment align with CEC standards.

9. Special Events Committee

It is overseen by the **Joint Finance Committee**. The Committee's functions are:

- a. To recognize faculty accomplishments.
- b. To respond to events in Department faculty and staff lives.
- c. To coordinate pot-luck luncheons and other social functions for Department faculty and staff.
- d. To collect annual dues from Department faculty and staff and to utilize these funds for activities described above.

D. Ad Hoc Committees

Ad Hoc Committees shall be established for a specific task by the parent committee concerned. Ad Hoc Committees have a temporary purpose or a highly circumscribed role. Ad Hoc Committees may be dissolved upon completion of the charge/task/objective. Department faculty must be informed of the membership and charges of the specific Ad Hoc Committee within seven (7) calendar days.

1. Search Committee

It is overseen by the respective Personnel Committee.

a. Sp Ed Faculty

- i. A Search Committee is to be established for each faculty vacancy occurring in the permanent tenure-track faculty.
- ii. The membership of this committee will include from five (5) to

- seven (7) faculty members, at least one (1) of whom is knowledgeable in the academic area to be filled. This committee will include at least one (1) faculty member outside of the academic area to be filled.
- iii. The Personnel Committee will facilitate a vote for the membership of the Search Committee. At its first meeting, the membership will elect a chairperson.
 - iv. The Search Committee will review the credentials of each candidate and will recommend a list of finalists to be considered for interviews.
 - v. The Search Committee will provide opportunity for discussion and abide by the results of a vote by secret ballot of the Search Committee members on which finalists will subsequently be invited to present themselves to the Search Committee, the Department Head, and the faculty for interviews. The Search Committee will collect feedback from Department Faculty.
 - vi. After these visits and interviews, the Search Committee will make its recommendations for consideration by the Department Head.
 - vii. Should the Department Head not concur with this choice, he/she shall give written notice to the members of the Search Committee and the Department faculty at least fifteen (15) working days prior to taking any action on the appointment.
 - viii. The faculty may respond to that action in any manner consistent with the Department Input Document and the AAUP-EMU contract.

b. SLP Faculty

- i. A SLP Search Committee is to be established for each faculty vacancy occurring in the permanent tenure-track faculty.
- ii. The membership of this committee will include a minimum of 5 SLP faculty members and the SLP Program Director. This committee will include at least one (1) faculty member outside of the academic area to be filled.
- iii. The Personnel Committee will facilitate the membership of the Search Committee. At its first meeting, the membership will elect a chairperson.
- iv. The Search Committee will review the credentials of each candidate and will recommend a list of finalists to be considered for interviews.
- v. The Search Committee will provide opportunity for discussion and abide by the results of a vote by secret ballot of the Search Committee members on which finalists will subsequently be invited to present themselves to the Search Committee, the Department Head, and the faculty for interviews. The Search Committee will

- collect feedback from Department Faculty.
- vi. After these visits and interviews, the Search Committee will make its recommendations for consideration by the Department Head.
 - vii. Should the Department Head not concur with this choice, he/she shall give written notice to the members of the Search Committee and the Department faculty at least fifteen (15) working days prior to taking any action on the appointment.
 - viii. The faculty may respond to that action in any manner consistent with the Department Input Document and the AAUP-EMU contract.
- c. SLP Program Director (Permanent)
- i. If the headship of the SLP Program area should become vacant, an Ad Hoc Search Committee, consisting of a minimum of 3 SLP faculty members. This committee will include at least (1) faculty member outside of the academic area to be filled.
 - ii. A chair shall be elected by vote of the committee members.
 - iii. The Search Committee will review the credentials of each candidate and will recommend a list of finalists to be considered for interviews.
 - iv. The Search Committee will provide opportunity for discussion and abide by the results of a vote by secret ballot of the Search Committee members on which finalists will subsequently be invited to present themselves to the Search Committee, the Department Head, and the faculty for interviews. The Search Committee will collect feedback from Faculty.
 - v. After these visits and interviews, the Search Committee will make its recommendations for consideration by the Department Head.
 - vi. Should the Department Head not concur with this choice, he/she shall give written notice to the members of the Search Committee and the Department faculty at least fifteen (15) working days prior to taking any action on the appointment.
 - vii. The faculty may respond to that action in any manner consistent with the Department Input Document and the AAUP-EMU contract.
- d. Department Head (Permanent)
- i. If the headship of the Department should become vacant, an Ad Hoc Search Committee, consisting of five members of the Department of Special Education faculty, representing 3 Sp Ed and 2 SLP Faculty and one Department head from outside the Department shall be selected by the joint Personnel Committees. The Search Committee will elect its chairperson. The faculty membership should represent the ratio between the Sp Ed tenured faculty and the SLP tenured faculty (currently 3:2), plus the SLP Program Director.

- ii. The Search Committee will review the credentials of each candidate and will recommend to the Department faculty a list of finalists to be considered for interviews.
- iii. The Search Committee will provide opportunity to the faculty for discussion and will abide by the results of a vote by secret ballot of the Department faculty. Finalists will subsequently be invited to present themselves to the Search Committee and to the faculty for interviews.
- iv. After these visits, the Search Committee will present the Department faculty with its considerations. The Department faculty will vote by secret ballot for the candidate(s) to be recommended to the Dean of the College of Education.
- v. Should the Dean of the College of Education not concur with this choice, he/she shall give written notice to the members of the Search Committee and the Department faculty at least fifteen working (15) days prior to taking any action on the appointment.
- vi. The faculty may respond to that action in any manner consistent with the Department Input Document and the AAUP-EMU contract.

2. Department Executive Committee.

This Committee shall consist of the chairs of the Personnel Committees of Sp Ed and SLP.

- a. This committee will determine department rankings, in cases where one department ranking is required (e.g., release times, awards, etc.).
- b. 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 faculty and submitted for approval as provided in Section VIII of this document and the EMU-AAUP Master Agreement.
- c. 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.

E. Release Time Protocol

When the administration offers a release, the Department Head shall

provide notice to all faculty of the proposed release. All faculty within the department shall have opportunity to provide input about the job tasks associated with the release, the amount of release time, and length of term. The Department Head will then put forth a written job description for the release and invite faculty nominations for it.

The Personnel Committee and the Finance Committee shall oversee the input process. The process shall again ensue at the time of the appointment expiration, including appointment extension. Once a faculty member is selected to fill the position, the Department Head, per the AAUP contract, shall provide the appointee with a letter of appointment that includes the vetted job description and term of appointment. All department faculty shall receive a copy.

F. Committee Chairs

A Committee Chair person shall:

1. Call for input from committee members.
2. Report official faculty input to the Department Head.
3. Convene meetings during the regularly scheduled times and call unscheduled meetings during the academic year when deemed necessary or requested by a faculty member or the Department Head.
4. Be responsible for requesting aid or supported needed by the committee (i.e. student, secretarial, financial, et al.).
5. Provide a written agenda to committee members no less than 24 hours prior to the scheduled meeting.

G. Composition and Term(s) of Office

1. Personnel Committees

a. Sp Ed Personnel

- i. Shall consist of 3 or 5 tenured faculty members in the Sp Ed discipline and is elected by the Sp Ed faculty.
- ii. Members must be Sp Ed tenured faculty of the Department of Special Education.
- iii. No member may serve simultaneously on more than one input committee.
- iv. The term of office for members of the Input Committees is 3 to 5 years, with at least one member elected each year.

- b. SLP Personnel Committee
 - i. Shall consist of 3 or 5 SLP discipline tenured faculty members with staggered two-year terms
 - ii. The term of office for members is 3 to 5 years, with at least one member elected each year
 - iii. Faculty applying for promotion or subject to a professional performance evaluation (PPE) shall not participate on the committee that year, with an alternate member elected to fill the position that year.
 - iv. If 3 faculty are not available to serve, then the committee shall be comprised of a lesser number.
 - v. Only SLP discipline members of the bargaining unit shall be eligible to vote for committee membership.
 - vi. A chair shall be elected by vote of committee members

2. CURRICULUM AND INSTRUCTION

- a. Sp Ed Curriculum and Instruction Committee
 - i. Shall consist of 3 or 5 members representative of Sp Ed faculty and is elected by the sped faculty.
 - ii. Members must be Sp Ed faculty of the Department of Special Education.
 - iii. No member may serve simultaneously on more than one input committee.
 - iv. The term of office for members of the Input Committees is 3 to 5 years, with at least one member elected each year.
- b. SLP Curriculum and Instruction Committee
 - i. The SLP Curriculum and Instruction Committee shall consist of all SLP faculty members, and the SLP Program Director.
 - ii. The Program Director will serve as chair of the committee; or
 - iii. a chair shall be elected by vote of committee members

3. JOINT (SP ED AND SLP) FINANCE COMMITTEE

- a. Shall consist of 5 members, representatives of 3 Sp Ed faculty and two SLP faculty. These members are elected by the Sp Ed and SLP faculty, (respectively).
- b. Members of the JOINT Sp Ed and SLP FINANCE COMMITTEE must be tenured SLP or Sp Ed faculty in the Department.
- c. The term of office for members of the joint Finance Committee is 3 to 5 years with at least one member elected each year.

4. Standing Committees

- a. Shall consist of five (5) members elected by the faculty.
- b. The term of office for each member of each Standing Committee shall be three(3) years, with at least one member elected each year.
- c. Faculty members elected to committees in April shall take office immediately following the election.
- d. Committees will elect a chairperson at their first meeting in September and will report these names to the Personnel Committee
- e. Extended vacancies will be filled by a special election. The elected member will serve for the remainder of the term of office of the person he/she is replacing.

H. Elections

1. The respective Personnel Committees will provide the faculty with listing of all committee membership and vacancies at the Department meeting in March.
2. Nominations will be made in writing to the chairperson of the Personnel Committee within three (3) working days subsequent to receipt of the committee vacancy listing.
3. The chairperson of the Respective Sp E and SLP Personnel Committee will confirm acceptance of each nomination no less than two (2) working days prior to the date of the election.
4. Regular elections to the Department Input and Standing Committees will occur at the final Department meeting in April. Representatives to Input and Standing Committees shall be elected by secret ballot.
5. The candidate receiving the highest number of votes shall be elected. In the case of a tie, a run-off election shall be held immediately.

I. Vacancies

Should a position on any of the Input or Standing Committees become vacant, a special election will be held. The elected member will serve for the remainder of the term of office of the person he/she is replacing.

J. Provisions for Recall and Replacement

1. The Input or Standing Committee shall consult with the Department

Head and, following a majority vote of the committee, recommend to the faculty that the committee member be removed from the said committee.

2. Any faculty member can initiate the recall of a member of an Input or Standing Committee by the presentation to the Department Head of a written petition signed by a majority of the faculty members.
3. Within two (2) weeks, the Department Head shall schedule a Department faculty meeting for the purpose of discussing and voting on the recall proposal. Reasons for recommending removal shall be provided.
4. The faculty shall, by secret written ballot, vote on the Committee's recommendation to remove the committee member. A majority vote by the faculty is required for removal.
5. If the committee member is removed from the committee, a call for nominations and an election to the committee will commence, following election procedures set forth in the Department Input Document. The newly elected committee member will serve the remainder of the removed member's term of office.

K. Conflicts of Interest

If, in the judgment of the Department Head or the faculty, a committee member has a personal or professional conflict of interest in a matter to be reviewed by a specific committee (e.g. he/she is being evaluated for Reappointment, Tenure, Promotion), that member shall recuse him/herself from the committee's deliberations.

L. Transmittal of Committee Activity

1. At the outset of each semester, each Input and Standing Committee will distribute to the faculty and the Department Head its proposed agenda for the semester. As revisions of this agenda take place, the chairperson of the committee will, in writing, so inform the faculty and the Department Head.
2. Minutes for each meeting shall be available for approval at the next committee meeting and communicated to the faculty in writing no later than seven (7) calendar days.

V. METHOD OF CONDUCT OF COMMITTEE MEMBERS

1. Meetings of all committees shall conform to parliamentary

- procedure. No recommendations or decisions shall be transmitted which have not been proposed in a formal motion and agreed to by a simple majority of the committee membership.
2. The Department Head may attend committee meetings on the invitation of the committee for the purpose of providing information to the committee. When a committee is considering an issue involving input, the Department Head may not attend or participate.
 3. If faculty wish to make a presentation to the committee, they shall, in writing, inform the chairperson of this desire, ordinarily at least seven (7) calendar days in advance. If the committee deems the presentation of sufficient urgency, it may, upon majority vote of the committee, be placed on the agenda with shorter notice.
 4. Items to be considered on the agenda shall be submitted to the committee chairperson in writing at least seven (7) calendar days in advance. Items considered by the committee or the Department Head to be of sufficient urgency may, by majority vote of the committee, be placed on the agenda with shorter notice.

VI. SUMMER WORKLOAD ROTATION SYSTEM

A documented summer rotation system allows summer teaching opportunities to be fairly distributed among departmental faculty from year to year.

Summer rotation begins for the first course being requested for the summer on a rotation process, beginning with highest ranking faculty member effective Summer 2014. Future summer rotation begins where we left off the previous summer with the faculty ranking. Beginning Summer 2014, faculty requests for a first course for summer teaching will be granted on the basis of seniority. In each subsequent summer, course assignments will begin with the most senior faculty who did not teach the previous summer, and continue through the seniority rotation. Rotation will continue each subsequent summer.

In the first round of summer course requests, if your program area offers a course, you have to request that course first. However, on all of the course request forms there is an open-ended section for a faculty member to communicate a unique request to teach a core course rather than one in the program area. Faculty must select a program area course first, if one is offered, rather than a core course. However, the course request form has a selection for faculty to make a special request to teach a core course.

We will start the second course being requested for the summer on a rotation process beginning with the highest ranking faculty member effective Summer 2014. Future summer rotation begins where we left off the previous summer with the faculty ranking. Beginning Summer 2014, faculty requests for a second course for summer teaching, if a second course is available, will be granted on the basis of seniority. In each subsequent summer, course assignments will begin with the most senior faculty who did not teach the previous summer, and continue through the seniority rotation. Rotation will continue each subsequent summer.

Any faculty member who is awarded a summer Faculty Research Award, and SLP Program Director will maintain his/her spot in the summer rotation schedule.

VII. AWARDING COURSE OVERLOAD

Overload opportunities are restricted to a maximum of three (3) credit hours per semester for each faculty member. When there is an overload opportunity in the department, it should be announced to all faculty and allow five (5) calendar days for response. In the case of more than one candidate, a rotation system should occur with the highest ranking faculty being assigned first. The final decision will be announced to all faculty. This input procedure will ensure that overloads are distributed fairly among faculty within the department and that all qualified faculty members are given the opportunity to receive available overload teaching. This procedure will allow for transparency and equal treatment with regard to the assigning of overload teaching with the department.

VIII. 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 University Chapter of the American Association of University Professors, nor shall any provision in the document detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

IX. APPENDICES

- A. University equivalences**
- B. Equivalences specific to the department**
- C. The Department of Special Education meeting schedule**

APPENDIX A

University Equivalencies

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

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

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

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

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

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

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

APPENDIX B

Equivalencies specific to Department/School

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

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

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

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

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

Undergraduate
Research
courses/Honors
Thesis
courses/Independent
Studies

10 banked
credit hours
= 1 credit
hour/course

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

Rules for banked equivalencies:

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

APPENDIX C

The Department of Special Education meeting schedule

Department, Program Area, and Committee Meeting Schedule

Type of Meeting	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Departmental Meetings 8:00 to 9:55 a.m.	1 st Wed	1 st Wed	1 st Wed	1 st Wed	1 st Wed	1 st Wed	1 st Wed	1 st Wed
Program Area Committees (CI, EI, P/OH, III, VI, SL), LD, ASD) 8:30 to 9:55 a.m.	2 nd Wed	2 nd Wed	2 nd Wed	2 nd Wed	2 nd Wed	2 nd Wed	2 nd Wed	2 nd Wed
Input Committees (Curriculum & Instruction, Personnel, Finance) 8:30 to 9:55 a.m.	3 rd Wed	3 rd Wed	3 rd Wed	3 rd Wed	3 rd Wed	3 rd Wed	3 rd Wed	3 rd Wed
Ad-Hoc Committees & Divisional meetings may be scheduled.	4 th Wed	4 th Wed	4 th Wed	4 th Wed	4 th Wed	4 th Wed	4 th Wed	4 th Wed
Department Potluck		2 nd Wed		2 nd Wed		2 nd Wed		2 nd Wed

Additional meetings should be scheduled on Fridays to avoid conflicts with regularly scheduled meetings and other faculty assignments.