

COLLEGE INPUT DOCUMENT

College of Health and Human Services

Date of Last College DID Revision: __October, 2016

Date of College Vote: 2/20/2024

Yes 31 No 0 Abstain 2

APPROVALS:



Chair, (CHHS FAC) (03/21/2024)

Jennifer Fritz 3/21/2024
Dean (Date)

Kathleen Hickey 10/3/2024
Assistant Vice President, AHR (Date)

Deirda Cengiz 10/6/24
Provost and Executive Vice President (Date)

Eastern Michigan University
College of Health and Human Services
Faculty Advisory Council
College Level Input System

The Faculty Advisory Council (FAC) for the College of Health and Human Services was established in compliance with Article XIII of the agreement between the Eastern Michigan Chapter or the American Association of University Professors, December 1974 (herein referred to as the Agreement).

I. Purpose

The purpose of the College of Health and Human Services Faculty Advisory Council (FAC) is to provide a system for faculty input from the Schools to the College in relation to issues of Personnel, Curriculum, and Finance and to provide feedback to the Dean of CHHS regarding faculty and/or departmental concerns and issues.

II. Definitions

- A. College – shall mean the College of Health and Human Services (CHHS)
- B. Dean – shall mean the Dean of the CHHS
- C. Faculty – shall mean the staff of the CHHS who are members of the bargaining unit, as defined in the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.
- D. Department – shall mean a School of the CHHS
 - 1. School of Health Promotion and Human Performance
 - 2. School of Health Sciences
 - 3. School of Nursing
 - 4. School of Physician Assistant Studies
 - 5. School of Social Work

III. Composition, Term of Office and Officers

- A. Representation on the FAC will include the Schools of: Health Promotion and Human Performance, Health Sciences, Nursing, Social Work, and Physician Assistant Studies. If other Schools are added to the college, such shall be included in the FAC.
- B. Membership of the FAC will include one representative from each School with 1 to 10 faculty members and two representatives from each School having more than 10 faculty in the bargaining unit. Membership on the FAC is limited to

faculty members employed in the bargaining unit, as defined in Article III of the Agreement.

- C. School representatives will be elected from each School bargaining unit and shall provide for an alternate who will attend meetings in the event that any of the regular members cannot attend. If a member is recalled, the member's school will be responsible for finding a replacement. Each School shall elect its faculty representatives in such a fashion that they may begin their term of office at the beginning of the academic year. A representative who is unable to attend meetings for a term or longer due to university-related commitments, including leave, shall notify her/his School Director. The alternate for the affected School shall replace the representative and the affected school shall elect an alternate for the specified period of time. The School Director shall notify the Dean of the College of the results of the election and the period of time involved.
- D. The term of the FAC assignment will be two years (September through August)
- E. There is no limit to the number of terms that a representative may serve and the terms may be consecutive.
- F. The Chairperson shall be democratically elected (50% plus 1) by the FAC members in April for the following academic year. Vice-Chair and Chairperson will be tenured faculty members. The Chairperson may be re-elected for a maximum of four, one-year terms.
- G. The Vice-Chair and Recorder will be democratically elected (50% plus 1) by the FAC members at the first meeting of the fall semester. If the chair is re-elected, the vice-chair may continue without an election. Recorder will submit an electronic copy of the minutes to the Chairperson within one week of the completion of the meeting. The Dean's office may provide clerical support to distribute the minutes.

IV. Operations

- A. The FAC will meet a minimum of once a month during Fall and Winter semesters. Meetings may be conducted electronically upon approval of the representatives.
- B. Additional meetings may be scheduled as necessary.
- C. The Chairperson will call the initial meeting in September. Meeting day and times will be determined based on faculty availability.
- D. A quorum for all business matters will be two-thirds plus one of the membership.
- E. FAC representatives will receive agenda items from individual faculty members and/or from School committees.
- F. The Chairperson shall prepare the agenda prior to the meeting, with FAC representatives and/or the Dean of CHHS submitting items for consideration. The agenda for the meeting will be sent out electronically at least two days before the meeting and will be posted on FAC's shared drive or LMS systems.

- G. A member of the Dean's Office will attend the FAC meetings and will report on Dean's Office activities. The Dean's office representative will not be present for the remainder of the meeting unless invited.
- H. Approved minutes will be posted on FAC's shared drive or LMS systems site that will serve as an archive for minutes and other items of business of the FAC.
- I. FAC representatives are responsible for communicating with their respective faculty and obtaining feedback from faculty regarding issues to be addressed by the FAC.
- J. The Chairperson, Vice Chairperson or designee will serve as liaison with other college Faculty Advisory Councils, as needed.
- K. The Dean shall respond in writing within fifteen (15) calendar days to requests and/or recommendations from the FAC with rationale supported by reasoning with evidence. Any dissenting decision to input shall be supported by rationale.
- L. When necessary, by majority vote, the FAC may send a report of its deliberations and recommendations to the Provost as well as the Dean.
- M. The FAC may appoint ad hoc committees as needed.
- N. There shall be at least one all college faculty meeting in fall or winter semesters. The Dean will prepare the time, agenda and schedule, in consultation with the FAC. The Dean shall chair College faculty meetings. The Dean will report on the credit hour production for each School, as well as strategic plan updates and new directions at the annual all College Faculty meeting. The FAC and each School's director will provide information about their group, responsibility, and updates on important information.

V. Faculty Input Procedures for Personnel, Curriculum, and Finance in the College of Health and Human Services.

A. Faculty Input re: Problems/ Issues

The FAC will review and make recommendations concerning college-level problems or issues brought to them by School Input Committees, such as Personnel, Curriculum, and Finance.

B. Faculty Input re: Strategic Planning

In any strategic planning process, the Dean shall collaborate with the FAC regarding the design of the process, appointment of representatives, and evaluation.

C. Faculty Input re: Leaves and Awards

FAC reviews and ranks Dean's research awards and Marshall awards and can make recommendations for University Research Awards.

D. Faculty Input re: Requests for new faculty lines

The FAC will be provided the opportunity to review requests for new faculty lines and rationale.

E. Faculty Input re: Evaluation of College Dean

1. Per the AAUP Contract, "The College Advisory Councils shall conduct periodic evaluations of the academic Deans, and the Faculty Senate shall conduct a periodic evaluation of the Provost. As part of the evaluation, the administrator will provide a self-assessment and documentation to the evaluating faculty. Results will be communicated to the person being evaluated and their respective supervisor. The supervisor of the person being evaluated will communicate the results of the submitted evaluation to the appropriate faculty together with any additional comments they wish to make within thirty (30) working days." (EMU-AAUP Agreement 2022-2026, Article K, p. 89)
2. Evaluation Process
 - a. The period for evaluation and review of the CHHS Dean is three years.
 - b. The FAC shall form an ad hoc committee to administer and/or supervise the evaluation and response procedure.
 - c. The entire CHHS faculty (tenure/ tenure track, full time and part time lecturers) and staff of the CHHS shall be surveyed using an instrument 1) approved by the FAC and 2) disseminated in a secure manner. The survey will be designed to allow CHHS faculty to assess the effectiveness of the Dean's management of the office of the Dean.
 - d. The survey will be disseminated to the entirety of CHHS faculty and staff along with the Dean's self-assessment and description of job title.
 - e. Within five (5) working days of the close of the survey, the survey results, including aggregate scores and summarized comments with de-identified representative quotes, shall be forwarded to the Dean.
 - f. After results are forwarded to the Dean, the Dean has five (5) working days to submit a reply, if desired.
 - g. Within ten (10) working days of the close of the survey, the survey results, including aggregate scores and summary comments with the Dean's reply, will be forwarded to the University Provost and distributed by FAC to all CHHS faculty and staff.

F. Faculty Input re: Curriculum Instruction

1. The Function of the FAC with respect to instruction is to:
 - a. To review all changes and new proposals for Schools, curricular modifications, majors, minors, courses, and interdisciplinary programs in the College and to submit its recommendations to the Dean.

- b. To make recommendations concerning all reviews of the College's academic programs initiated within the University or by external accreditation agencies.
 - c. To ensure liaison between the Schools and the College and between colleges regarding academic programs and courses.
 - d. To recommend policies concerning the relationship between credit and contact hours.
2. In the instance of conflicts between programs, schools, departments, and/ or the Dean's Office on curricular matters, the FAC will put forth a vote and recommendations to the Dean, as needed.

G. Faculty Input re: Finance

1. The function of the FAC with respect to finance is to make recommendations concerning the College budget including funding requests for such items as programs, faculty positions, and other established budgetary categories (Supplies, Services & Materials [SS&M], student help, etc.) and the nature and extent of budget adjustments that may have to be implemented during a fiscal year.
2. The Dean shall meet with the FAC at least once in the Fall semester and once in the Winter semester to review the College budget. To facilitate this meeting, the Dean shall provide the FAC an itemized Budget vs. Actuals report at least five (5) calendar days prior to the meeting.

H. Faculty Input re: Other

The FAC shall consider other matters brought to them by the Dean and may consider other matters brought by School Directors, CHHS faculty, and other stakeholders.

- i. Faculty Input re: Dean communication
 - A. The Dean shall respond in writing within fifteen (15) calendar days to requests and/or recommendations from the FAC with rationale supported by reasoning with evidence. Any dissenting decision to input shall be supported by rationale.

VI. Approval and Amendment of Input Systems.

The College level input system and amendments thereof must be submitted to the individual Schools within CHHS, the Dean of CHHS, and the Provost for approval.

VII. Amendment of College Faculty Advisory Council Input Document

- A. Amendments and/or corrections to this document and the *By-Laws* contained within will be by formal motion at any regularly scheduled FAC meeting. This document should be reviewed every five years. Any proposed changes will be distributed to the regular members of the FAC one week prior to that regularly scheduled meeting.
- B. Any faculty member, School Director, or the Dean may propose in writing an amendment to this input system at a regularly scheduled meeting of the FAC. Changes to the input document shall be first proposed and publicized and then voted on at the next meeting. If the FAC agrees by majority vote to consider the proposed amendment, the full input document shall be submitted to the AAUP and the Office of Academic Human Resources for the purpose of determining whether such recommendations are in compliance with the parties' Master Agreement. The input document then must be submitted to the college faculty for ratification. Ratification shall require a two-thirds (2/3) affirmative vote of those faculty casting secret ballots. Following this review and vote, the input document shall be submitted to the Dean of the College for approval. After the Dean receives a proposed change, a statement of approval or reasons for disapproval will be returned within 30 days of receipt of the proposed change. The Dean of the College submits the full input document to the Office of Academic Human Resources.

Revisions to the College Input Document approved by CHHS FAC on 1/11/2024 and 3/19/24

Revisions to the College Input Document approved by CHHS Faculty on 2/20/2024