

DEPARTMENT INPUT DOCUMENT

Department/School of Engineering
Game Above College of Engineering and Technology

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Yes 13 No 0 Abstain 0

APPROVALS:

E. Johensgard 14 April 2022

Personnel Committee Chair (Date)

PLA 4/14/2022

Department Head/School Director (Date)

M. S. Qatu 4/15/2022

Dean (Date)

Kurtis H. Stacey 5/12/2022

Assistant Vice President, AHR (Date)

Ronda Longworth 5/12/22

Provost and Executive Vice President (Date)

**Department Input Document
School of Engineering
Eastern Michigan University**

I. School of Engineering Technology (SE) Meetings

A. Schedule

1. There shall be no less than one SE meeting in each of the fall and winter semesters.
2. SE meetings shall be scheduled by the School Director (SD) at times he/she deems appropriate or upon written request signed by a simple majority of the members of a School standing committee; or upon written request signed by a simple majority of the tenured/tenure-track faculty members. A written request for a meeting must include the purpose of the meeting requested.
3. The first regularly scheduled SE meeting of the academic year will be scheduled during the first month of the fall semester. Notice and the agenda shall be emailed to faculty at least ten (10) working days before the meeting.

B. Agenda

1. The SE meeting agenda shall be prepared by the SE SD, or in those instances where meetings are convened in response to requests from standing committees or tenured/tenure-track faculty members, by the originators of the request, and disseminated at least five (5) working days in advance of the meeting.
2. A faculty member may place additional items on the agenda of any School meeting either in advance, by notifying the SD in writing, or at the beginning of the meeting.

C. Proceedings

1. The SD or his/her designee shall preside at SE meetings. The proceedings shall be governed by the most recent edition of Robert's Rules of Order.

D. Minutes

1. The SD shall be responsible for having minutes of SE meetings recorded and disseminated.
2. Minutes of meetings shall be made available to the SE faculty within a reasonable time period, but at least five (5) work days prior to the next scheduled meeting. Minutes will be posted on the appropriate server location.
3. Files of SE Department meeting minutes shall be established in the School's main office and be available to tenured/tenure-track faculty during regular business hours and on the server.

II. SE Committees

A. Committee Structure & Membership

- B. There shall be five (5) standing input committees in the SE: The Personnel Committee (PC), the Instruction Committee (IC), the Finance Committee (FC), the Strategic Planning and Continuous Improvement Committee (SPCIC), and the Graduate Committee (GC). The proceedings shall be governed by the most recent edition of Roberts rules of order

C. Personnel Committee (PC)

1. Membership: The Personnel Committee shall consist of three tenured faculty members and a tenured alternate. One member of the committee must be a tenured full professor. The Personnel Committee will be elected in the first month of the fall term. One member will be elected from the previous year's PC and two additional members will be elected with one-year terms. The committee will annually elect its own chair. PC members should be affiliated with different programs.
2. Responsibilities
 - a. The committee is responsible for the interpretation of the Department Evaluation Document (DED). The primary purpose of the committee is to perform evaluation of faculty for tenure, promotion, and continuing evaluation of tenured faculty. The committee will write personnel evaluation reports as

required by the DED and AAUP Contract. The committee may also be asked to review the credentials of proposed adjunct faculty and lecturers. In the event that these activities are carried out by ad hoc committees, the Personnel Committee will be responsible for monitoring the composition and conduct of these committees. The personnel committee is also responsible for:

- b. Review of emerging personnel issues, and making recommendations to the SD or to the school faculty.
 - c. Accepting referral of problem cases from the School Director.
 - d. Faculty searches
 - e. Complete the triennial evaluation of the SD consistent with the AAUP Contract.
 - f. Revision of the SE DED and DID as required consistent with the AAUP Contract.
3. Procedures: As per the AAUP Master Agreement, faculty seeking reappointment, tenure or promotion will submit their prescribed materials to the SD who will then forward said materials to the PC. The PC will then complete the contract/DED defined evaluation and forward the complete evaluation forms and narratives to the SD. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.
 4. Conflict of interest statement: Faculty members applying for the research/creative release shall not participate in the review evaluating the eligibility of their release.

D. Instruction Committee (IC)

1. Membership: The IC shall consist of no fewer than three and no more than 5 tenured/tenure-track faculty elected at the opening of the fall term. IC members should be affiliated with different programs. The committee will annually elect its own chair.
2. Responsibilities: The IC shall review academic credentials and professional qualifications of instructional staff, faculty teaching assignments, teaching overload policies, class size, override policies, and teaching load equivalencies. The IC shall review all curricular issues as the first step in the input system before bringing to the school for a vote. The IC shall serve as the primary source of input to the SD on instructional and curricular issues. The IC shall oversee the formation of the Grade Grievance Committee.
3. Procedures: Proposals for curricular and class changes will proceed from academic programs to the Instruction Committee. Approved forms must be used as defined by the Provost and which are available on the Academic Affairs website. The Instruction Committee will evaluate these proposals and seek additional input if/when necessary. If the proposal is approved by a majority vote of the Instruction Committee, the proposal will be distributed to the SE faculty electronically at least 72 hours prior to a scheduled SE meeting. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting. In addition, the chair or person so designated will arrange for appropriate signature(s) from SD and deliver the approved proposal to Dean's office for distribution to Faculty Council.
4. The IC shall provide input on summer teaching.
5. The IC shall provide input on authorizing new faculty lines, including the structure of the faculty search committee, how departmental faculty will be included in the process of hiring, how input on service rank credit is to be handled, and content of letters to newly selected faculty members.

E. Finance Committee (FC)

1. Membership: The Finance Committee shall consist of no fewer than three and no more than five tenured/tenure-track faculty elected at the opening of the fall term. FC members should be affiliated with different programs. The committee will annually elect its own chair.
2. Responsibilities: The FC shall have the responsibility to provide input on department budget development. Its purview will include but not be limited to such matters as travel monies, supplies, service and maintenance (SS&M), and marketing expenses. Its primary duty is to

suggest priorities and provide input to the School Director relative to the use of School financial resources with the exception of salaries.

3. Procedures: The FC will respond to budget requests submitted by faculty. The FC will receive budget information from the SD and recommend the allocation of available resources with faculty requests the chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

F. Strategic Planning and Continuous Improvement Committee (SPCIC)

1. Membership: The SPCIC shall consist of five tenure-track members that should include major curriculum areas elected at the opening of the fall term. The committee will annually elect its own chair.
2. Responsibilities:
 - a. Recommend the long-term goals, policies, and plans for the School of Engineering Technology.
 - b. Define the market segments to be served.
 - c. Identify the essential characteristics required to serve the defined market segments.
 - d. Devise a program to develop and maintain the essential characteristics.
 - e. Oversee assessment and related issues.
3. Procedures:
 - a. Define the basic philosophy and mission of the School.
 - b. Assess the strengths and weaknesses as well as the opportunities and threats facing the School.
 - c. Develop whatever strategy necessary to obtain appropriate data for decision making purposes.
 - d. Plan for the acquisition of critical resources.
 - e. Develop a scheme to maintain steady growth and vitality.
 - f. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

G. Graduate Committee (GC)

1. Membership: The Graduate Committee shall consist of no fewer than three tenured/tenure-track faculty and Program Coordinators of graduate programs to be elected at the opening of the fall term. Graduate Committee members should teach graduate classes. The Graduate Committee's make-up should generally reflect the curricular areas with graduate programs in the School. The committee will annually elect its own chair.
2. Responsibilities: The Graduate Committee will oversee selection, training and monitoring of graduate assistants; provide liaison with the Ph.D. program; provide representation to the Graduate Council and the Graduate School.
3. Procedures: The GC will meet and carry out tasks as needed. The chair or person so designated will keep a record of all meetings and action taken, and will give a report to the faculty at each department meeting.

III. Input from Curricular Program Areas

- A. Faculty through their respective program coordinators will regularly provide input to the SD on issues such as scheduling, assignment of instructional staff, thesis advisement, independent studies, budget, and other related matters. In the case of a dispute between the program faculty and the SD, the appropriate contractually-defined input committee will be consulted to provide additional input. Input to the SD in writing will be shared with affected parties. Upon request, the program coordinator will indicate to the SD how input was received from program faculty.
8. Program coordinators will be selected by the SD with the input from program faculty. The appointment of the program coordinator will be made for one year before classes start in the fall semester. Program coordinator duties include but are not limited to input to the SD in the following areas: schedules, teaching assignments, course changes, curriculum changes, laboratories, budget and any appropriate input requested by the SD.

IV. Recall of Standing Committee Members

- A. At the discretion of the School Director, or within two weeks of receipt of a written petition requesting the recall of a faculty member signed by a majority of the standing committee involved, the School Director shall schedule a faculty meeting for the purposes of discussing

and voting on the proposed recall.

8. Recall of members shall require a simple majority of the faculty and be effective only for the duration of the appointment.

V. School Director Selection

- A. The faculty in the School shall have the right to participate in the selection of the permanent S/D.
8. When a vacancy occurs, the Dean shall seek the input and advice from the tenured faculty as to the preferred credentials and duties.
- C. The tenured/tenure-track faculty shall be accorded representation on and participation in any search committee with the same rights and responsibilities accorded to any other committee member.
- D. SE faculty serving on the search committee will be elected by all SE tenured/tenure track faculty.

VI. Release Time:

A faculty member may receive release from teaching as approved by the SD after receiving input on such an award from the Instruction Committee. A letter should document the amount of release, the expectations of work done while on release, and the completion date of the release. All Department Faculty need to be notified of available and assigned release time. Release may be considered for a variety of duties and responsibilities, such as, but not limited to:

1. extraordinary obligations in the area of Scholarly/Creative Activity or research;
2. laboratory supervision, planning, and/or equipment facility maintenance;
3. participation in and/or administration of grant projects;
4. extraordinary service or committee obligations, such as coordination of advising, program coordination, multiple-section course supervision, and other administrative duties;
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;
6. new Faculty during their first year at EMU.

VII. Summer Rotation:

1. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.
2. The School Director will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.
3. The School Director, in consultation with the program coordinator (where applicable) and with input from the program area faculty, will prepare a list of program courses (not special topics courses) that should be offered in the summer sessions. This list will be distributed to all program area members.
4. In a regularly scheduled program area meeting, faculty members will bring requests to teach two courses, for which they are qualified, from this list. Proceeding in order of seniority (from most to least), faculty members will be given their first choice.
5. After all program faculty members have submitted a request for one course, and if there are unstaffed courses, the coordinator (where applicable) will return to the beginning of the seniority list and faculty members will submit their second course request until the summer schedule is complete.

6. During subsequent summers, #4 and #5 will be repeated, beginning with the next faculty member. If there are unstaffed courses after all faculty have submitted their request for one course, the faculty members who did not receive 20% the previous year, will have first choice at selecting a second course. This is a continuous process.
7. Faculty members may choose to pass when submitting request(s). If faculty members pass by yielding to a more experienced faculty member, that faculty member will retain the same position on the next rotation list. If a faculty member volunteers to pass for other reasons, the next rotation list will be continued as if that faculty member had selected a course.
8. If there is an unstaffed course in a program area, a faculty member from another program area who does not have 20%, will be able to request that course with program area approval.
9. It is the responsibility of the School Director to maintain summer rotation records.

Appendix E

Research/Creative Activity Release Program

Only the following equivalencies apply:

- **Double Sections (2x equivalency)**
 - A “double section” is created by purposely scheduling two identical sections of a course at the same time, with the same cap, and with the same instructor. If the two sections fill to 1.5x the single section cap, the double section is created and each section is counted towards workload.
- **Team Teaching (1:1 equivalency)**
 - Each faculty member team-teaching the course receives the established credit hours of the course, assuming each faculty member is actively involved in teaching the course over the entire semester.
- **Contact hours (1 contact hour = 1 credit hour towards load)**
 - If the scheduled hours that a face-to-face section meets are greater than the credit hours of the course, the contact hours are used to determine the teaching load, assuming the faculty member is actively involved in teaching the section over the entire meeting time. The typical case would be a clinical, studio or laboratory course.
- **Research/Creative Activity Release (3 credit hour release per semester from the contractual teaching load of 12 credit hours per semester/24 credit hours per academic year).**
 - Faculty can apply in any year using the Promotion evaluation calendar.
 - Faculty must:
 - Complete two major and one minor Research/Creative Activities per five-year evaluation period; and
 - Meet a Scholarly/Creative Activity rating of “Distinctly Above Average.”
 - Faculty meeting these standards are eligible to receive the release for a five (5) year time period.
 - Faculty must reapply to receive the Research/Creative Activity Release for another five-year period in the fifth year using the Promotional calendar.
 - Faculty electing the Research/Creative Activity Release may balance their teaching load over two (2) years as a result of a teaching load of more or less than 9 credit hours. Any additional credit hours needed to balance the load must be taught sooner if the five (5) year research release period is coming to an end.
 - Faculty electing not to participate will teach twelve (12) credit hours per semester or 24 credit hours per academic year. Faculty not participating may only receive equivalency credit for double sections, team teaching, and contact hours.