

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Christopher Herman, School Director
Health Promotion and Human Performance

From: David Woike, Assistant Vice President
Academic Human Resources

Date: December 19, 2016

Re: Approved DID

Attached is a copy of the revised Departmental Input Document for the School of Health Promotion and Human Performance approved by the Provost on December 19, 2016. 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 documents page. Thank you.

DEPARTMENT INPUT DOCUMENT

School of Health Promotion and Human Performance
College of Health and Human Services

Date of Last DID Revision: December 19, 2016

APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

EASTERN MICHIGAN UNIVERSITY
School of Health Promotion and Human Performance

Faculty Input System(Updated Draft Copy March 11,2011)

Amended to Include The Physician Assistant (PA) Program August 1, 2014

The present organization of the School of Health Promotion and Human Performance is based on the existence of programs for related disciplines. This organization is predicated on the uniqueness of the disciplines represented in the School while at the same time recognizing common threads, which unite these School units in purpose.

I. SCHOOL MEETINGS

A. Schedules

There shall be no less than one School meeting in each of the Fall and Winter semesters. School meetings shall be scheduled by the School Director or upon written request signed by a majority of the full time tenure track faculty School faculty members. A designated time slot for this and other committee meetings will be determined each semester at a time when no other classes are scheduled. (Since the PA program is a M-F 8a.m. to 4 p.m. program, PA faculty may not be able to attend these meetings during this time.) A written request for a special meeting must state the date, time, place, and purpose of the meeting requested.

B. Notice

At least five (5) days prior to a School meeting held for the purpose of soliciting faculty input, the date, time, place, and agenda of the meeting shall be posted by the School Director in a prominent place in the School and communicated in writing to all regular School faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when a majority of the members of a School standing committee agree in writing that circumstances require a waiver of the usual notice requirements.

C. Agendas

School meeting agendas shall be prepared by the School Director or, in those instances where meetings are convened in response to request from standing committee or regular faculty members, by the originators of the request. A faculty member may place additional items on the agenda pursuant to Robert's Rules of Order.

Agendas of meeting of the respective individual school programs shall be prepared by the Program Coordinators and shall comply with the timelines and procedures set forth for the School meetings.

D. Proceedings

The School Director or his/her designee shall preside at the School meetings. Robert's Rules of Order (revised) shall govern the proceedings. Faculty may request that the School Director not be present for segments of the meeting, when appropriate.

E. Minutes

The School Director or is/her designee shall be responsible for keeping and disseminating the Minutes for School meetings. Minutes of meetings shall be made available to School faculty at least one day prior to the next scheduled meeting and will be approved by faculty at the subsequent meeting.

F. Attendance

All regular faculty members are required to attend School meetings, except in cases of conflict with instructional assignments or if excused for other service or personal commitments by the School Director.

II. COMMITTEE STRUCTURE ELECTIONS, ORGANIZATIONAL GUIDELINES.

I. Advisory Council

A. Scope of Responsibilities:

The Advisory Council shall provide program information and make recommendations to the School Director in matters affecting programs as follows but not limited to:

1. Program Assessment Procedures
2. Schedule Requirements and Development
3. Catalog Copy Development and Review
4. Advising Assignment and Coordination
5. Program Need Identification and Requests
6. Program Certifications / Accreditation
7. Program Personnel Need /Requests
8. Program Budget Need /Requests
9. Program Recruiting and Marketing
10. Development of Program Information
11. Dissemination of Program Information
12. Other Committee Assignments as Needed
13. Provide an Annual Report

B. Membership and Purpose:

There shall be an Advisory Council consisting of the respective Program Coordinators from each of the School programs. The membership shall be elected by the respective program faculty members and serve a three (3) year term. The purpose of this committee is to provide input to the School Director in the coordination and management of the programs in the School.

C. Procedures:

The Council shall meet with the School Director on a regular biweekly basis to consider School program issues. Program Coordinators will hold at least one meeting a semester to gather faculty input on school and program issues. Agendas and minutes from these meetings will be forwarded to all program faculty and the School Director.

2. HPHP and Physician Assistant Program (PA) Personnel Committees

A. Scope of Responsibilities

The two Personnel Committees shall perform the duties listed below and make its recommendations in writing to the School Director on personnel issues of program faculty including, but not limited to:

1. School faculty evaluation for reappointment, tenure, promotion, and professional performance evaluation.
2. Personnel Committee shall develop a procedure and evaluation form for classroom teaching observation/visitations when pertinent for faculty evaluations, ratified by a majority vote of full time, tenure track faculty in the HPHP and PA programs respectively.
3. The Department's two Personnel Committees shall be responsible for conducting Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.
4. Monitor and influence improvement in the work environment.
5. Upon request of a faculty member, that member's teaching schedule may be reviewed by the Committee for its input to the School Director. The committee will also be responsible for providing input on overload teaching policies.
6. Establish and oversee a mentoring program for new faculty.
7. Review the Department Input Document every five years for compliance with the EMU-AAUP Master Agreement and School practices. If changes are needed, it shall revise and submit the DID for approval in accordance with Article XI.

B. Membership

The HPHP Personnel Committee shall consist of seven (7) to nine (9) School faculty members elected from the HPHP faculty. All members must have tenured status and two members must hold full professor status. The Committee Chair shall be elected by the committee membership.

The PA Personnel Committee shall consist of all PA faculty. Faculty applying for reappointment, tenure and/or promotion or subject to a PPE shall not participate in their own evaluation process that year. A chair shall be elected by vote of the committee members.

C. Procedures

I. Approval of Evaluations for all HPHP and PA faculty

A faculty member evaluation for any purpose shall require a majority vote of the Personnel Committee present at that meeting. The number of affirming and dissenting votes shall be given in written form to the School Director when the evaluation materials are forwarded to him/her. The faculty member shall receive a written evaluation from the committee for his/her information pursuant to the School Evaluation document.

2. A faculty member who has received an evaluation may request clarification of the evaluation in a meeting with the members of the committee. The evaluated faculty member may submit a written rejoinder to the Personnel Committee's evaluation which shall accompany the Personnel Committee's written evaluation when delivered to the School Director.
3. A Personnel Committee member who is receiving any evaluation, shall remove himself/herself from the committee during all deliberations concerning all applications for that type of evaluation (promotion, and PPE's and full interim evaluations).

3. **HPHP and PA Instruction Committees**

A. **Scope of Responsibilities**

The Instruction Committees shall advise the School Director on all instructional and curricular developments and changes, including research into potential new programs, evaluation of the effectiveness of current programs, sequencing of classes and of course offerings in the School and Continuing Education throughout the year, academic standards with respect to new course provisions or modifications of existing courses, tutorial programs, override and class size practices, teaching load equivalencies, and any other curricular matter that arises.

B. **Membership**

The HPHP Instruction Committee shall be comprised of four (4) to five (5) members, elected from the HPHP faculty. First year faculty members may serve on this committee. Two members of the committee must be tenured.

The PA Instruction Committee The PA instruction committee will be comprised of all PA faculty members. Faculty shall not serve in a grade grievance hearing where the grade grievance involves that faculty member. A chair shall be elected by vote of the committee members.

C. **Procedures**

(1) **Election of Chair**

- (2) The Chair of the HPHP Instruction Committee shall be elected from among the tenured members on the committee. The chair of the PA Instruction Committee shall be elected from among its members.

- (3) **Receipt of Course/Curriculum Proposals and Revisions** The Chairs shall receive only those courses approved and carrying a signed transmittal sheet from the Program Coordinator.

(4) **Responsibilities of the School Director**

Courses/programs approved by a program and by the Instruction Committee, but not approved by the School Director should be returned to the Chair of the Instruction Committee within 30 days of receipt and shall be accompanied by a reasonable explanation for the denial.

4. HPHP and PA Finance Committees

A. Scope of Responsibilities

The Finance Committees shall advise the School Director regarding the size and character of School budget requests and the distribution and expenditure of funds available to the School, including SS&M and travel expenditures, as well as any other matter concerning the finances of the School.

The School Director shall provide the finance committee with all budgetary and FTEF information in a timely manner so that the committee may perform its duties.

B. Membership

The HPHP Finance Committee shall be comprised of three (3) to five (5) HPHP faculty members. First year faculty members may serve on this committee. Two members of the committee must be tenured. The Chair shall be elected by the committee and must be tenured. The PA Finance Committee shall be comprised of all PA faculty and the chair shall be elected from among its members.

C. Procedures

(1) The Committees shall meet individually with the School Director at the beginning of the annual budget preparation or at other times during the year, as they deem necessary.

(2) The Committees shall seek input from the general faculty regarding budget concerns and shall make recommendations to the School Director.

5. Faculty Affairs Committee

A. Scope of Responsibilities

The Faculty Affairs Committee shall advise the School Director regarding faculty concerns, professional responsibilities and other faculty matters not within the scope of other standing committees.

B. Membership

The Faculty Affairs Committee shall be comprised of three (3) to five (5) HPHP faculty members. One first year faculty member may serve on this committee. Two members of the Committee must be tenured. The Chair shall be elected by the Committee and must be tenured.

6. HPHP Faculty Committee Guidelines (All PA Faculty will consist of the entire PA faculty)

A. Term (s) of Office

All committee terms are three years and are staggered so that no committee shall be comprised of an all new membership in any given year.

B. Eligibility

First year faculty may serve only on the Instruction Committee and Finance Committee. The Personnel Committee will be comprised only of faculty members holding tenure. All other faculty will be eligible for membership on committees.

C. Nominations

Nominations will be made and membership voted on at the first meeting of the School faculty each fall semester.

D. Election

School elections shall be conducted at the first regular meetings during the Fall term. Vacancies for school committees will be filled initially by any faculty member who volunteers and is willing to serve. If there are more volunteers than vacancies or there are still vacancies after that initial process, a written ballot will be distributed that will include all faculty members eligible to serve to fill the vacancies. Faculty members elected to committees shall take office immediately following the election.

E. Vacancies

Should a position on any of the standing committees become vacant, a replacement shall be elected at the next regular meeting of the School. The replacement shall serve for the remainder of the term of the position. Any faculty member who voluntarily resigns from a committee for other reasons than reassignment, transfer or retirement will be responsible for securing a replacement to fulfill the term of office.

F. A faculty member of any School standing committee is subject to removal from that position by the following procedure:

- 1. Within two (2) weeks of receipt of a written petition signed by a majority of the regular faculty members of the School requesting the recall of a faculty member of any School Standing Committee, the School Director shall schedule a School meeting for the purpose of discussing and voting on the proposed recall.**
- 2. Notice of the meeting and of its purpose shall be communicated in writing to all regular School faculty at least one week prior to the meeting.**
- 3. The faculty member cited shall be removed from the committee assignment in question if a majority of the regular School faculty members present and voting so vote. The vote will be by secret ballot.**

III. OPERATIONAL GUIDELINES (PA faculty will develop operational guidelines for their standing committees and will give input directly to the School Director)

A. Chair (s)

A Chair, who is a tenured faculty member, shall be elected by the committee members of each committee for the purpose of presiding at meetings and providing liaison with the comparable college-wide committee (s). In the absence of a Chair, he/she may designate another committee member to chair meetings of a committee.

B. Secretary (s)

A member of each committee, excluding the Chair, shall be appointed Secretary.

C. Minutes

Minutes of each committee meeting shall be taken by the a Faculty member and shall be provided to the School Director and current committee members and they shall also be posted on the appropriate bulletin board as general faculty information within a reasonable time period. Minutes which pertain to individual personnel issues and student grievances shall be excluded from this procedure and shall be maintained by the School Director and Committee Secretary.

D. School Director Involvement

- 1. The School Director is an ex-officio member of the School Input Committees and will be entitled to meet with the committees at all times except on those occasions where the EMU/AAUP Contract authorizes faculty members to meet independently to prepare and submit written evaluations or other such reports. In addition, committees may meet without the School Director if a majority of the committee members so request.**
- 2. The School Director should be responsive to committee input by providing written reactions to committee recommendations within thirty days. If the committee input is not accepted the response shall be framed with reasonable particularity.**

E. Conflict (s) of Interest

If, in the judgment of the majority of a standing committee, a committee member has a personal or professional conflict of interest in a matter to be reviewed by a committee, that member shall be replaced by an alternate to be selected by a vote of the general faculty.

F. Meetings

Meetings of a committee shall be scheduled, as needed, by the Chair and shall be announced in writing to the members of the committee. The proceedings of meetings shall be governed by Robert's Rules of Order (revised).

G. School Faculty Input

Faculty will have input regarding their teaching preferences including Spring and Summer class offerings. The Head of the School will distribute a preference sheet for such input at least once a year. The Head of the School shall inform faculty of their tentative schedules before submitting it for publication in the schedule books or online class schedule. The School Director will also notify faculty affected by any course and/or time changes after release of the initial schedule.

Any recommendations of a committee, except those relating to reappointment, tenure and promotion, as governed by the EMU/AAUP Contract, or student grievances as governed by University policy, may be submitted to the regular faculty members of the School for an advisory vote.

Written input from the committees in the form of minutes and other formal reports shall be submitted to the School Director in a timely manner.

Nothing in this document shall be interpreted as preventing the School Director from consulting with individual faculty members or groups of faculty members as he/she deems appropriate in carrying out his/her duties. This, however shall not be construed as appropriate faculty input.

IV. AD HOC COMMITTEES

Ad hoc committees may be convened by the School Director. The standing committees may recommend the composition, responsibility and procedure of such committees. Recommendation may also come from the faculty as whole.

1. Grade Grievance Committee

The Grade Grievance Committee shall conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures, and shall be constituted as necessary and in compliance with University regulations. It shall also advise the School Director on grade grievance matters.

2. School Director Search

A Screening/Search Committee to fill a School Director vacancy shall be constituted as follows. The School Faculty will be represented by one member from each program in the school. The representatives will be elected by written ballot by the faculty members in those respective areas. A non-voting student representative will be selected by the Screening Search Committee to represent the student body. The Dean of the College of Health and Human Services may at his/her discretion appoint two representatives to the search committee. Once the Committee has been selected, the members will elect their own Chair. The official list of the Search Committee will be provided to the School faculty and to the Dean of the College of Health and Human Services..

The Screening Search Committee shall develop and recommend to the faculty and the Dean of the College of Health and Human Services the criteria for the position, the procedures to be used in advertising the position, the review process, and the screening program. Any recommendations with respect to these procedures shall be subject to the review of the School faculty and submitted in writing to the Search Committee Chair for further Committee action. The Dean of the College of Health and Human Services may accept, reject, or modify any of the recommended procedures or criteria. Once the Search Committee has made its recommendation to the Dean for a slate of candidates for a campus interview, a Vitae and complete itinerary will be made available to individual School faculty. All HP&HP faculty will have the opportunity to meet each candidate during the campus interview process.

Once the interview process is completed, a School meeting will be announced to discuss the candidates and a pre-printed ballot will be given to all faculty to recommend the selection of a School Director. Following the balloting, the search committee shall deliberate and make a recommendation to the Dean concerning acceptable candidate(s) or the course of action to be taken.

3. Faculty Search

When the HPHP program and/or the PA program is in a position to hire a new faculty member a Search Committee shall be established in the following manner. The School Director shall propose a Search Committee of faculty predominantly in the area of expertise with respect to the new position. The

Committee will be made up of a minimum of (3) three and a maximum of (5) five faculty members and (1) one to two (2) students in the major content area. The Committee shall propose reporting and review procedures in a fashion similar to those required for the School Director Search Committee.

V. OFFICE ASSIGNMENTS

- A. With the input of the HPHP Advisory Council, the School Director shall designate the intended use of capacities for the spaces allocated to the School by the administration (e.g. one-person, two-person office, etc.). As the PA faculty is located HPHP program faculty, their space is considered to be separate from the rest of HPHP.**
- B. The School Director shall promptly notify all HPHP faculty when an office space becomes vacant or when additional vacant spaces are made available. The seniority of choice shall be based upon program needs and requirements, followed by years of membership in the school irrespective of rank, except in instances of a tie in length of service, in which case academic rank will prevail.**
- C. Offices located in clearly defined program areas (Sports Medicine Lab, Health Program, etc.) shall be designated for faculty in that specific area program and allocated utilizing the above criteria.**
- D. Disputes regarding office assignments shall be brought before the HPHP Advisory Council for resolution.**

VI. PROCESSES

1. INPUT PROCEDURE FOR SUMMER TEACHING ROTATION SCHEDULE FOR FACULTY

Given that there are multiple programs within HPHP, decisions regarding summer teaching loads are to be determined by program faculty using a rotation that gives each qualified faculty member an equal opportunity to teach summer courses. A faculty member's receipt of a summer award will not negatively impact their place in the rotation.

- a. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.**
- b. The Department Head will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.**
- c. The Department Head, 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.**
- d. 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.**
- e. After all program faculty members have submitted a request for one course, and if there are unstaffed courses, the coordinator will return to the beginning of the seniority list and faculty members will submit their second course request until the summer schedule is complete.**
- f. 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.

g. 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.

h. 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.

i. It is the responsibility of the Department Head to maintain summer rotation records.

2. FACULTY HIRING AUTHORIZATION PROCESS

As part of their stated responsibilities, the HPHP Faculty Advisory Council will provide input to the School Director regarding the prioritization of requested faculty positions. The HPHP Personnel Committee will provide input to the School Director regarding requests for service rank credit.

3. INPUT PROCEDURE FOR AWARDING FACULTY RELEASE TIMES

For transparency purposes, faculty requests for release will be submitted to the Program Coordinator for consideration by the Advisory Council. The advisory council will forward requests to the School Director. All granted release requests must include a list of responsibilities and time frame for completion.

4. INPUT PROCEDURE FOR OVERLOADS

- a. When it is determined that an overload is necessary or available, the Department Head will inform the program area, the personnel committee, and all faculty by email of the overload opportunity and the response date.
- b. Frequently, overload teaching opportunities become available at the last moment and faculty members interested in overload opportunities are responsible for timely responses to their emails.
- c. Faculty members interested in an overload assignment must apply to the Department Head, listing their qualifications to teach the course.
- d. The Department Head in consultation with the program area will examine all qualified overload applications received by the response date and award the overload assignment to the most senior applicant based on a rotating seniority list.
- e. The Department Head will maintain a rotating seniority list of applicants such that if the most senior applicant applies in consecutive years, the next applicant in subsequent years will be awarded the overload assignment.
- f. The Department Head will notify the program area, the personnel committee, and all faculty by email of the recipients of all overload assignments.

VII. AMENDMENTS

Amendments to this document shall be proposed in writing at a regular School meeting, with modifications to the proposed amendments permitted at that time. Proposed amendments may be approved at a subsequent regular School meeting by a

two-thirds vote of the faculty. If approved, recommended amendments shall be forwarded to the University and the EMU-AAUP and in accordance with the procedures set forth in the EMU/AAUP Master Agreement.

IX. 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 of this document detract from any right (s) or function (s) retained by or granted EMU or EMU/AAUP through the parties' Master Agreement.

APPENDIX A

University Equivalencies

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”

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>	<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.
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)	+1 hour	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 equivalencies 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.

<u>Course</u>	<u>Equivalency</u>	<u>Notes</u>
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**