# Eastern Michigan University
## *Office of Academic Human Resources*
## Memorandum

To:          Ronald Flowers, Department Head
                  Leadership and Counseling

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 Leadership and Counseling Department 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

## Department of Leadership and Counseling

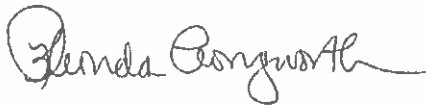## College of Education

Date of Last DID Revision: December 19, 2016

## APPROVALS:

_____     12/19/16

Assistant Provost & Assistant VP for Administration     (Date)

_____     12/19/16

Provost and Executive Vice President     (Date)

**EASTERN MICHIGAN UNIVERSITY**
**DEPARTMENT OF LEADERSHIP AND COUNSELING**

**DEPARTMENT INPUT DOCUMENT**

AS APPROVED BY THE DEPARTMENT ON MARCH 17, 1983
AND AMENDED ON
MARCH 31, 1989, MARCH 12, 1991, SEPTEMBER 3, 1991, MARCH 1, 1994,
NOVEMBER 7, 2007, JANUARY 25, 2011 & NOVEMBER 25, 2015

**PREAMBLE**

In accordance with the Agreement between Eastern Michigan University and the American

Association of University Professors, and in accordance with the College of Education's plan for

faculty input, as approved by vote of the College of Education faculty in February 1983, and as

amended in December 1993, the following plan has been developed by the Department of Leadership

and Counseling for departmental input within the College of Education.

Although general input opportunities exist within the framework of the total membership of the

Department of Leadership and Counseling, this plan provides a means whereby specific members of the

Department have responsibilities for study, analysis, and the making of recommendations in matters of

personnel, instruction, and finance. This is a democratic process within which responsibility is shared,

yet input into the decision-making process is held in the total Department membership and is in keeping

with EMU-AAUP contract provisions.

**DEFINITIONS**

The Department shall consist of all regular faculty members who hold an appointment in the

Department of Leadership and Counseling. Acting as a body within the College of Education, the

Department constitutes an administrative and instructional unit which performs those functions which

are necessary to offer instruction in the disciplines of leadership and counseling.

Recommendations shall be made by majority vote of all Department members present at regularly scheduled Department meetings where a quorum is present. Proxy voting is permitted, and such votes shall be included in determining the quorum.

## DEPARTMENT COMMITTEE STRUCTURE

Department Input Committees

There shall be three Department standing input committees, with one committee each in the areas of personnel, instruction, and finance. The committees will be constituted as follows:

Personnel Committee:

The Personnel Committee with be composed of 5 elected, tenured faculty, with 2 positions for each of the 2 programs and 1 position to be rotated between the program areas each term of office. The personnel committee will report its decisions regarding *personnel evaluations* (i.e. reviews for interim evaluation, tenure, reappointment, professional development, and promotion) to the Department faculty at a Department meeting. In addition, the Department Personnel Committee shall be responsible for conducting Department Head evaluations in accordance with Article XV of the EMU-AAUP Master Agreement.

Instruction Committee:

The Instruction Committee will be composed of 4 elected faculty members, with 2 persons representing each of the 2 programs within the Department. The committee will present its recommendations to the Departmental faculty for action at a Department meeting. In addition to instructional matters, the Instruction Committee shall be responsible for the review and revision of the DID every five years for its compliance with the Master Agreement and department policies.

Finance Committee:

The Finance Committee will be composed of 4 elected faculty members, with 2 persons

representing each of the 2 programs within the Department. The committee will present its

recommendations to the Departmental faculty for action at a Department meeting.

Input Committee Leadership

Each input committee shall have a chairperson and vice-chairperson elected in a manner so that

the chair person and vice chairperson represent both program areas in Department of Leadership and

Counseling. Each committee will elect its own chairperson, and the chairperson's position will rotate

between the 2 programs every 2 years.

Decision-Making and Department Representation

The chairperson and vice chairperson of each of the input committees indicated shall confer as

necessary throughout the academic year. They shall also confer with the Department Head and utilize

the expertise and input from other Department members who may be interested and concerned with the

topic under consideration. Committee chair persons shall report items that require "action" by the body

at a scheduled Department meeting.

Decision-making on various matters shall be the function of regular faculty members in the

Department, with the chair person and vice chairperson of each committee facilitating the planning and

investigative functions.

Standing Committees

The Department of Leadership and Counseling may appoint standing committees as are deemed

necessary. The committees are responsible to the Department of Leadership and Counseling.

Ad Hoc Committees

The Department of Leadership and Counseling may appoint ad-hoc committees as are deemed necessary. These committees are responsible to the Department of Leadership and Counseling.

## OTHER INPUT COMMITTEES

There are two other input committees: College of Education Council and the Faculty Council. The representatives to the College of Education Council shall meet periodically with the Department Head and shall make regular reports to the Department members.

### Input into the College of Education Council

Representatives shall be elected from the regular faculty to represent the Department of Leadership and Counseling on the College of Education Council. Each Department will have at least one voting representative; representation is based on the number of full-time equivalent faculty members within the Department. (Article III-College of Education Council and Related Structures document)     The representatives should be familiar with the College of Education Council's By-Laws.

It shall be the responsibility of the Department representatives to the College of Education Council and the Department Head to forward Department recommendations through the proper channels (i.e., program/department meetings) so that they appear on the agenda of the College Council.

Decisions made by the College of Education Council or the College Council's Committees which are inconsistent with the desires of the Department of Leadership and Counseling shall become a priority item at the next regular Department and/or Program meetings.

### Input into Faculty Council

Representatives shall be elected from the regular faculty to represent the Department of Leadership and Counseling on the Faculty Council.  The representative and alternate to the Faculty

Council should make regular reports to the Department members, and be familiar with the Faculty Council's By-Laws.

## ELECTIONS AND TERMS OF OFFICE

The members of the **Personnel, Instruction, and Finance** Committees shall serve a 2-year term, with both program areas being represented on each committee. Whenever possible, persons elected to serve in the above positions shall be selected so that one member of each of the committees and the College Council will be on teaching status with the University during the spring and/or summer session. The representatives to the College of Education Council shall serve a 3-year term, subject to the re-election provisions of Article III, Section A4 of the *College of Education Council and Related Structures* document. The representatives to the Faculty Council shall serve a 3-year term as stated in the Faculty Council's By-Laws.

## DEPARTMENT AND PROGRAM MEETINGS

### Department Meeting Schedule

The faculty in the Department of Leadership and Counseling will meet three times per year (academic opening, and once each Fall and Winter semester). Additional meetings of the entire Department of Leadership and Counseling may be held periodically throughout the academic year on an as-needed basis on mutually acceptable dates and times that are announced not less than one week in advance. Special meetings shall be scheduled upon the petition of 3 or more members of the Department or by the Department Head. The Department Head may also call a meeting during the time that has been designated for committee/task force work on an as-needed basis.

### Conduct of Meeting

The following are guidelines for the conducting of department meetings:

1. The Department Head shall chair the meetings.

2. Official minutes shall be kept on file.

3. A quorum shall consist of 51% of the regular faculty of the Department of Leadership and Counseling. Members of each of the program areas must be present.

4. An agenda shall be prepared by the Department Head in conjunction with the Program Coordinators. This agenda shall be distributed to all regular faculty members not less than 3 days prior to the meeting.

Program Meetings

In addition to department meetings, the Department of Leadership and Counseling meets by separate program areas: the Educational Leadership program and the Counseling program. Program faculty meets twice a month throughout the academic year. Program meetings are chaired by a program faculty member who serves as the Program Coordinator. Program areas provide input to program area curriculum, assessment, instruction, course scheduling, adjunct faculty, and program admissions. Items requiring Department approval are brought before the Department at a scheduled Department meeting.

Program Coordinator

Program Coordinators are nominated by program area faculty and appointed by the Department Head for a three-year term. The Program Coordinator may be reappointed for additional terms by the Department Head. The Program Coordinator shall be responsible for collecting faculty input, integrating such input with that from the Personnel, Curriculum, and Finance Committees and providing the input to the Department Head.

**OPERATIONAL GUIDELINES**

Committee meetings are determined by the need to address various and sundry tasks/issues related to program development, faculty evaluation, and Department, College, and University business.

The chairperson or, in the chairperson's absence or place, notifies faculty by memorandum or other notice, solicits agenda items, sets and distributes agendas, and determines the time and place of meetings.

The chairperson or, in the chairperson's absence or place, is responsible for taking and distributing minutes of meetings.

The chairperson or, in the chairperson's absence or place, provides recommendations, which are based on the deliberations of the committee, to the Department Head of Departmental faculty for consideration, action, or change.

### RECALL OF COMMITTEE CHAIRPERSON, VICE CHAIRPERSONS OR MEMBERS

Committee members and the chairperson or vice chairperson of any Department standing committee are subject to removal from the position by the following procedure:

1. At the discretion of the Department Head or within 2 weeks of receipt of a written petition signed by a majority of the committee members requesting the recall of a chair person, vice chairperson, or member of any standing Department committee, the Department Head shall schedule a Department meeting for the purpose of discussing and voting on the recall proposed.

2. Notice of the meeting and of its purpose shall be communicated in writing to all regular Department faculty members at least one week prior to the meeting.

3. The chairperson, vice chairperson, or committee member cited shall be removed from the committee assignment in question if a majority of the regular Department faculty members so vote.

## SUMMER TEACHING ROTATIONS

All faculty will be given the opportunity to teach summer courses if courses are needed and available to be offered in the department budget. Once every faculty member has had the opportunity to volunteer for such opportunities they will state their preferences regarding summer I or summer II and whether they are interested in one or two courses during said time.

1. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.

2. The Department Head will inform program coordinators and faculty of the date by which proposed summer schedules are due.

3. 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.

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 Department Head to maintain summer rotation records.

## DEPARTMENT FACULTY LEADERSHIP POSITIONS

Every three years the Department Head will request the faculty in the Educational Leadership & Counseling programs to review the leadership positions needed in their respective programs. The faculty in consultation with the Instruction Committee will provide input to the Department Head on these positions and the assignment of release/reassigned time needed/required for these positions. The faculty will provide the Department Head a letter documenting the amount of reassigned time recommended and the expectation of the work done during the reassigned time. These letters will be kept on file.

### Selection Process

Every three years the department head requests nominations for faculty leadership positions. A list of nominations are presented to the Leadership & Counseling faculty for the leadership position in their areas. The faculty then vote and submit their recommendations to the Department Head. The

Department Head makes the final decision regarding the appointments. Release/reassigned time must be approved by the Dean of the College.

## OVERLOADS

Each academic year the Instruction Committee, in consultation with the program area faculty, will review and make recommendations regarding the department's course offerings on the following schedule:

Fall Semester: Summer & Fall for the following academic year

Winter Semester: Winter for the following year

Recommendations will be made on a rotation, based on seniority.

## FACULTY HIRING

Annually, the Instruction Committee in consultation with the program area faculty will review current faculty staffing. Instruction Committee members will take their recommendations to the Department Head regarding future faculty line requests.

For recruitment and hiring, program area faculty will serve as an ad-hoc committee for hiring within their program area. This ad-hoc committee will recruit, screen, and interview candidates. The committee's recommendations will be forwarded to the full program faculty for action. The name(s) of faculty-approved candidate(s) will be forwarded to the Department Head.

### SELECTING A DEPARTMENT HEAD

In selecting a Department Head, The Department of Leadership and Counseling program faculty will provide input into the selection process.

**Permanent Department Head**

Composition of Search Committee.

When a permanent Department Head is to be selected, the personnel committee will work with the Dean to establish a search committee that is broadly representative of program faculty in the Department of Leadership and Counseling as well as of other constituencies internal and external to the department. The committee will have no fewer than 7 members and no more than 11 members, a majority of whom are full-time faculty members in the Department of Leadership and Counseling. The exact size of the search committee will be determined by the Dean. The personnel committee, with input from the program faculty, will select the department's representatives on the search committee. Faculty members representing the Department shall be equally represented by each program area.

Search Process

After the search committee is established, the Dean or the Dean's appointee will convene the first meeting during which a chair or co-chairs will be elected. The chair or co-chairs will be responsible for scheduling, planning and facilitating meetings for the process. The chair or co-chairs will report to the faculty on the progress of the search at regularly scheduled department meetings.

Following standard search procedures for filling the vacancy, the search committee will work with Academic Human Resources to conduct the search. Each program area in the Department of Leadership and Counseling will be provided the opportunity to submit interview questions to the search committee as well as the opportunity to meet and interview candidates during program meetings.

After the interview process is completed, the search committee and department faculty will meet to discuss the interviewed candidates. After the discussion, the program faculty will vote to select a list of acceptable candidates through a secret ballot. The personnel committee chair will submit the list of acceptable candidates to the Dean as departmental input.

**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 (AAUP) nor shall any provision herein detract from any right(s) or function (s) retained by or granted EMU-AAUP through the parties' Master Agreement.

Source: Faculty Input Plan for the Department of Leadership and Counseling Adopted on 3/17/83 and Amended on 3/31/89, 3/12/31, 9/3/91, 3/1/94, 11/7/2007, 1/25/2011 & 11/25/15.

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## 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.

| Course | Equivalency | Notes |
|---|---|---|
| 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 not 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.

| Course | Equivalency | Notes |
| --- | --- | --- |
| 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 then three (3) Independent Studies may be banked per year; Anything more than three (3) will count as service.

## APPENDIX D

**Equivalencies specific to Departments with PhD Programs**

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 | Notes |
| --- | --- | --- |
| Dissertation and Qualifying exam courses | 5 banked credit hours = 1 credit hour course | The faculty member supervising a dissertation or chairing the qualifying exam is identified as the instructor of record for the course. When the dissertation course is completed (a grade is entered), the credit hours of the course(s) is banked. Once 5 hours are banked, the faculty member receives a one credit hour equivalency to balance the accumulated workload. |
| Dissertation and Qualifying committee members | 8 banked credit hours = 1 credit hour course | The faculty member is identified as a member of the dissertation committee or qualifying exam committee. The committee should be comprised of up to 3 faculty members. When the dissertation or qualifying exam is completed (a grade is entered), the credit hours of the course(s) is banked. Once 8 hours are banked, the faculty member receives a 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 then three (3) Independent Studies may be banked per year; Anything more than three (3) will count as service.