

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Lynn Nybell, School Director
Social Work

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 Social Work 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 Social Work

College of Health and Human Services

Date of Last DID Revision: December 19, 2016

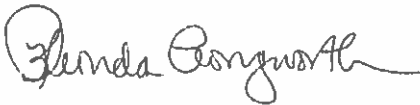
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

School of Social Work
Department Input Document

Preamble

Within the School of Social Work the school meetings and committees are the principle structures for making recommendations to the School Director but not limited to budgetary, curricular, instructional, personnel policies and procedures. Faculty have the right and responsibility, as specified in Article XIII of the EMU/AAUP Agreement, to provide input on all matters pertaining to the running of the School of Social Work including assignment of teaching load and assignment to specific courses (includes all courses taught within the School of Social Work though continuing education and its alternate programs), decisions about who shall teach courses, class size, size of enrollment, and work load. The following document lays out procedures and a structure of organization for this input.

Article I
School Meetings

Composition. School of Social Work Meetings are to be convened with tenured and tenure-track faculty of the School of Social Work as a contractual right and responsibility. The School Director, or designee, coordinates and distributes the agenda and provides leadership within the meeting. Full-time and part-time lecturers, student representatives, and office support staff are invited to attend. The School Director and attendees who are not tenured or tenure-track faculty are ex-officio members and therefore are not eligible to vote at school meetings.

Purpose. School of Social Work meetings are to focus on the business of the School of Social Work that requires faculty discussion and input. These meetings are a forum for dialogue among member of the School of Social Work on topics of concern to the School of Social Work as a whole {e.g. recommendations regarding curriculum and personnel matters that are the contractual right of the faculty). The ongoing work of the School of Social Work {e.g. budgetary and financial recommendations, reviewing personnel issues, and making curriculum decisions) is to be accomplished in the six standing committees.

Meetings. School of Social Work meetings should be convened by the School Director no fewer than once per semester and normally once per month. School of Social Work meetings shall be scheduled by the School Director at a time most convenient to the majority of the tenured and tenure track faculty in order to discuss decision-making and policy matter that cannot be handled through written memos to faculty. These meetings may also be convened upon written request signed by a majority of the members of the School of Social Work standing committee or upon written request signed by tenured or tenure track School of Social Work faculty members. A written request for a meeting must state the date, time, place, and agenda for the meetings requested.

Agenda for School of Social Work meetings shall be prepared by the School Director or, in those instances where meetings are convened in response to requests from standing committees or tenured and tenure-track faculty members, by the originators of the request. A tenured or

tenure-track faculty member may place additional items on the agenda of any meetings by written request submitted to the School Director at least 48 hours prior to the scheduled meeting. The School Director may not choose to omit agenda items that are properly requested by a faculty member.

At least seven (7) days prior to a School of Social Work meetings, the date, time, and meeting agenda shall be posted by the School Director and communicated in writing to all tenured and tenure-track School of Social Work faculty, and student representatives. Revisions requested by faculty should be posted at least 48 hours before the meeting date. Although a schedule of monthly school meetings will be set prior to each semester, if for any given meeting there is not an agenda item that relates to a discussion or vote related to 1) School of Social Work policy, 2) School of Social Work goals, or 3) decisions or agreements that relate to the School of Social Work, then the meeting will be cancelled.

All school meetings will be held in a room that is barrier-free, fragrance free, and accessible. This place must not pose any environmental barriers that could interfere with the attendance of anyone required or invited to attend. A list of rooms within the university that meet these specifications will be submitted by the School Director for approval at the first school meeting of each academic year and will serve as an approved list of potential meeting sites.

Standing committees or individual faculty, as well as the School Director, can offer proposals and recommendations regarding School of Social Work policy, School of Social Work goals, and decisions or agreements that relate to the School of Social Work as a whole. Final approval of faculty recommendations requires a majority vote from a quorum of tenured and tenure-track faculty members (not on leave) in a School Meeting where the item has been posted on the meeting agenda at least seven days in advance. A quorum is defined as fifty (50) percent plus one of the tenured and tenure-track faculty members who are currently on the EMU payroll.

A School meeting for the purpose of soliciting faculty input may be called with less notice in emergency situations when a majority of members of a school standing committee agree in writing that circumstances require a waiver of the usual notice requirements. In the event of an emergency meeting, all tenured and tenure-track faculty will be notified of an emergency meeting. No permanent policy change can be made unless the conditions in the following sentence in the documents are met. Votes on policy related to contractual rights of faculty may not occur unless those faculty not in attendance were given information about the issue to be decided in advance.

The School Director, or designee, shall preside over school meetings. The proceedings shall be governed by Robert's Rules of Order. The agenda shall be approved at each meeting. Minutes shall be made available in faculty mailboxes to School of Social Work faculty members within a reasonable time period, normally one week. The minutes will be reviewed, corrected if necessary, and approved at the next official School of Social Work Meeting.

Article II. Standing Committees

General Procedure The purpose of standing committees in the School of Social Work is to facilitate the work of the school by having appropriate committees consider matters relevant to their mandate and to bring information and/or matters needing a vote of the school to the school meetings. The norm is to use the standing committee structure to carry on the business of the school while still permitting faculty members to bring an issue or problem to a school meeting if they do so desire.

Each committee will elect its own chair or co-chairs. Committee chairs are to see that all members including student members are informed about meeting times and meeting agendas in writing. In addition, committees will not meet in the Summer when faculty who are assigned to teach are paid only for that purpose (10 percent of base per course) (this rule can be set aside in emergencies with the agreement of all members). Faculty who teach evenings will not be required to return to campus for morning meeting duties less than 12 hours after the evening class ends or be required to be present for a morning meeting when teaching in the same evening or when having officially-posted office hours that same evening.

Times and agendas for meetings shall be communicated in writing to all committee members at least one week prior to the meeting. Agenda items may be proposed by any committee member, the School Director, or by other tenured and tenure-track faculty members of the School of Social Work.

Committee chairs are to be responsible for seeing that a record is kept of activities and decisions in committee minutes. For personnel discussions minutes will record only official actions taken by the Committee. These minutes are to be distributed to tenured and tenure-track social work faculty and to the School Director. In addition, each committee is to distribute in writing to all faculty any issues, problems, proposed items that need action in a School of Social Work meeting five days prior to the next meeting of the School of Social Work. All matters having to do with changes or procedural changes in another area of program should be brought to a School of Social Work meeting for consideration and/or vote.

Major decisions, such as changes in curriculum, proposals to change the input or evaluation documents, to expand the programs offered by the School of Social Work, must be recommended to the entire faculty in a School of Social Work meeting and may not become effective without faculty input.

Standing committees should meet as often as they deem necessary to complete their business. Each committee should decide on its own operating procedures except when university policy, the collective bargaining agreement, or this document dictates procedures. Each standing committee should submit a final report of their activities and actions for the academic year by May 1st of that year. The School Director is responsible for monitoring the progress of tasks assigned to the various committees.

Should a position on any of the standing committees become vacant, the designated alternate shall serve until the next regular school election for such positions, at which time a

replacement shall be elected by the faculty present for the remainder of the term of the position. Should further vacancies occur, a vote of the School of Social Work faculty members voting shall be sufficient to elect a replacement. If, in the judgment of a simple majority of member of a committee, a member has a personal or a professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced by an alternate. If the alternate has such a conflict of interest, the committee member shall appoint a temporary alternate or alternates to review the matter at issue. Similarly, if a majority of committee members agree that a member consistently has failed to perform School of Social Work responsibilities or exhibited unprofessional behavior, the member may be removed permanently from the committee by a simple majority vote of the membership. A permanent replacement will then be elected by a vote of the School of Social Work faculty within two weeks of the vacancy as stated in the paragraph above.

Committee Structure The School of Social Work shall have six standing committees: Finance, Instructional, Personnel, BSW, MSW and Field. In addition, an established grade grievance committee will function as a sub-committee of the Instructional Committee.

Contractually-required elections for committee membership shall occur in a School of Social Work meeting by the beginning of each academic year except for the Personnel Committee, whose members should be elected during Winter term for the next year. Nominations for committee membership shall be made in writing by any tenured or tenure-track faculty member prior to the meeting at which elections are held. Any person nominated shall have the right to decline the nomination up to two days prior to the date of the election. Election may be conducted by voice, hand, or secret ballot subject to the wishes of the members present.

Anyone can attend any meeting of the committees except for Personnel Committee and Grade Grievance Committee meetings when sensitive personnel issues (i.e. faculty evaluations) or grade grievance issues are being discussed. All committee chairs must produce and distribute minutes of their meetings to the faculty by the end of the following week. Committee chairs are responsible for establishing a meeting schedule for the current year and for calling the first meeting of the following academic year so that a new chair can be elected, except in the case of the Personnel Committee. The Personnel Committee Chair is responsible for election of a new chair in the end of the Winter semester (see section C).

A. Finance Committee

Composition. The Finance Committee shall be composed of five elected tenured or tenure-track faculty members elected to serve two-year staggered terms with either two or three people being elected each year. The School Director shall be invited to committee meetings as needed. The chair will be elected by the committee.

Purpose. The Finance Committee assists in the preparation of budget requests and funding priorities, initiating its deliberations well in advance of the date such requests are due. This work will involve study of past years' expenditure patterns and must be done with some awareness of shifting enrollment pressures. The budget items in question include such things as SS&M, student help, work-study, travel funds, capital equipment, faculty administrative release time, FTE availability for Fall, Winter, Spring, and Summer, and funds available for lectures.

The Finance Committee will provide school review of proposals to the University for program expansions. It will review and make decisions on recommendations to the School Director with regard to financial matter of the School of Social Work including appointment of graduate assistants, long-range planning, and development.

Committee Responsibilities:

1. Review the School of Social Work budget with recommendations to the School Director in the areas of teaching assignments, **SS&M**, support staff, work study, travel funds, and capital equipment.
2. Review of FTEF allocations for teaching assignments for fall, winter, spring, and summer.
3. Make recommendations regarding the financial implications of faculty administrative release time to the School Director. This will include recommendations for release time for the MSW and BSW Program Directors (see Article VII);
4. Review decisions on graduate assistantship applications;
5. Review student scholarship applications;
6. Review new program proposals in the context of the School of Social Work's resources and mission and forward to faculty for vote.
7. Provide recommendations on overload policies to the Director. the Faculty will provide input to the Director in accord with the AAUP contract.

Meetings. Meetings of the Finance Committee will occur at least once in the Fall before winter, spring, and summer schedules are completed. It will meet again at least once in winter before the budget for the coming year is complete and before fall schedules are completed. Additional meetings may be called by the Committee Chair or may be requested by the School Director or by a petition from at least half of the committee members whenever budgetary issues arise that need faculty input.

B. Instructional Committee

Composition. An elected committee will be composed of tenured or tenure-track faculty members, one BSW and one MSW student. All lecturers and students are welcome, and are ex-officio.

Purpose. The Instructional Committee shall make recommendations to the faculty and the School Director on all instructional and curricular matters. The Instructional Committee may divide into sub-committees for purposes of considering specialized issues as the MSW curriculum, the BSW curriculum, sequences in curriculum, or the Field Program. Grade grievances shall be heard by a sub-committee appointed by the Instructional Committee.

Committee Responsibilities:

1. Exercise oversight of the BSW and MSW curricula to ensure that the curriculum design and individual courses meet CSWE Standards and the School of Social Work's mission;
2. Recommend teaching assignments in the context of curriculum demands.
3. Review and make recommendations to the entire school on all new course proposals, including special topics courses;
4. Make recommendations to the School Director on Spring/Summer teaching priorities;
- 4 . Provide recommendations on scheduling of classes and course offerings;
6. Submit pedagogical rationale for changes in class size and override policies;
7. Implement the University's grade grievance and academic review process for the School of Social Work;
8. Review all program expansions within and outside the U.S.
9. Review and recommend curriculum of international exchange programs (see Article III of this document).

Meetings. Meetings of the Committee shall be scheduled by its chair on a regular basis at least once per semester and as needed. The date, time, place, and agenda of meetings shall be posted communicated in writing to all committee members by the initiator of the meeting at least one week prior to the meeting time and preferably at

C. Personnel Committee

Composition. The Personnel Committee will be composed of five elected tenured and tenure-track faculty and one elected alternate. At least three elected members must be tenured. Members will serve for two-year staggered terms. Members must be replaced by the alternate at any time that their personal concerns require review. Elections to the Personnel Committee will take place at the end of Winter term for the coming year. Nominations for committee membership shall be made in writing by any tenured or tenure-track faculty member prior to the meeting at which elections are held and shall be communicated to all tenured or tenure-track faculty electronically. Any person nominated shall have the right to decline the nomination up to two days prior to the date of the election. Election may be conducted by voice, hand, or secret ballot subject to the wishes of the members present.

Purpose. The Personnel Committee will evaluate and make recommendations regarding reappointment, tenure, professional performance reviews, promotion, sabbatical, and scholarly leave.. In addition, the Committee will make recommendations to the School Director on academic credentials for teaching continuing education and off-campus courses and hiring lecturers. The Committee will have responsibility for tenure-track faculty search (see Article IV).. At times it may be necessary to invite outside members to the committee. This will be done solely at the discretion of the current committee members. These additional members will be selected by the Personnel Committee.

Committee Responsibilities :

1. Review lists of lecturers acceptable for assignment to on-campus and off-campus teaching.
2. Evaluate reappointment, tenure and promotion applications of all tenure track faculty;
3. Conduct professional performance reviews of all tenured faculty when necessary;
4. Develop recommendations for tenure track faculty search criteria and the organize the search process (see Article IV);
5. Develop and revise the Departmental Evaluation Document as necessary for submission to the faculty for approval at a School of Social Work meeting.
6. Review and rank the faculty requests for sabbatical leave and/or research awards on the basis of merit.
7. Conduct Department Head Evaluations in accordance with Article LV of the EMU-AAUP Master Agreement.

D. BSW Committee

Composition. This committee is comprised of a minimum of five elected members and the BSW Program Director.

Purpose: This committee makes recommendations to the Instructional Committee regarding the BSW Program.

Meetings: The committee will meet a minimum of twice during each Fall and Winter semester.

E. MSW Committee

Composition. This committee is comprised of a minimum of five elected members and the BSW Program Director.

Purpose: This committee makes recommendations to the Instructional Committee regarding the MSW Program.

Meetings: The committee will meet a minimum of twice during each Fall and Winter semester.

F. Field Committee

Composition. This committee is comprised of a minimum of five elected members and the BSW Program Director.

Purpose: This committee makes recommendations to the Instructional Committee regarding the Field Program.

Meetings: The committee will meet a minimum of twice during each Fall and Winter semester.

Meetings. The Personnel Committee shall meet before the termination of the academic year to compose, issue calendars for the coming year and finalize recommendations to the School Director regarding searches for new faculty. It will also provide information and orientation to new faculty regarding personnel

policies specific to the School of Social Work. During the following academic year, the Personnel Committee will meet as often as necessary to carry out its duties. Meetings of the Committee shall be announced to its members and an agenda provided at least one week before the meeting in question.

Article III New Programs

New programs (off-campus, international exchange, extensions of the MSW or BSW programs on other campuses, doctoral programs, etc) will be reviewed by three Standing Committees and the full faculty prior to their implementation. Concept papers and proposals for such new programs will be submitted to the three Committees who will review and make recommendations about the new program to the whole faculty and School Director. Proposals should contain rationale, faculty requirements, curriculum, and cost estimates. They should include estimates of income that may accrue to the School of Social Work that will offset costs. The Personnel Committee will review that personnel needs of the program, the Instructional Committee will review any proposed curriculum, and the Finance Committee will review the resource requirements of the program. Each Committee will submit its findings and recommendations to the faculty in a School of Social Work Meeting. In order to expedite new program review, proposals should be submitted in writing to the committee chairs at least two weeks prior to the meeting in which the program will be considered. Copies of the proposal should be forwarded to Committee members at least one week in advance of the meeting in which the proposal will be considered and voted upon.

Article IV Search for Tenure Track Faculty

The Personnel Committee will provide input on any request for new Faculty Positions put forward by or solicited from the School. When a search is authorized (or in preparation for an authorization), the Personnel Committee will prepare and circulate a draft position description for faculty input. The Personnel Committee carries responsibility for organizing the Search process, including determining the committee size based on the scope of the search, assuring diversity in the committee membership and issuing a call for members to volunteer to run for election to this committee. The Personnel Committee may choose recruit a member of the faculty of another CHHS School to run for election to the Faculty Search Committee. The faculty representatives to the Faculty Search Committee membership will be elected by the faculty as a whole.

The elected Faculty Search committee will recruit, screen and put a qualified roster of candidates forward for invitation to campus. Thorough efforts will be made to assure that all faculty members have access to opportunities and materials to evaluate each

candidate. The Search Committee may select MSW and BSW students from a roster of interested students, who will work to solicit student input and feedback during these visits. The faculty as a whole will vote on the recommendations (of “acceptable” or “non-acceptable”) as well as on the ranking of acceptable candidates that will be presented as input to the Director. The Director will seek the input of the Personnel Committee on determinations of service rank credit in all instances where the candidate appears to be qualified.

Article V Search Committee for School Director

A search and screening committee for a School Director shall be constituted by the Dean and the College as follows:

- Five tenured or tenure track faculty and one alternate elected from the School of Social Work;
- One Eastern Michigan University administrator from outside the School of Social Work named by the Dean of the College of Health and Human Services;
- One alumnus/ae from each of two program, the MSW Program and the BSW Program. The alumni will be selected by the elected members of the search and screening committee;
- One member of the School of Social Work Community Advisory Committee selected by the elected members of the search and screening committee.

The tenured and tenure track faculty members of the School of Social Work shall nominate candidates and elect five members and one alternate to the School Director Search and Screening Committee. The committee will elect its own chair. The School Director shall announce the opening of nominations for candidates to serve on the committee at least two weeks prior to the faculty vote and request nominations be forwarded to the AAUP steward. One week prior to the faculty vote nominations shall be posted in a prominent place in the School of Social Work office. Nominations for candidates should reflect the diversity in the School of Social Work as well as the two programs in the School of Social Work, the Baccalaureate Social Work Program, and the Master of Social Work Program. Election shall be by pre-printed secret ballot.

The School Director Search and Screening Committee shall develop its own procedures for reviewing and reporting as well as a calendar of committee activities and provide these to the School of Social Work faculty, recognizing that it will also be necessary to comply with search and reporting procedures required by Academic Human Resources. All recommendations with respect to Search and Screening Committee procedures shall be submitted to the faculty for review. The faculty shall charge the School Director Search and Screening Committee with taking responsibility for a diverse pool of candidates. It is the intent of the faculty that the member of the School Director Search and Screening Committee operate in a manner consistent with the Code of Ethics of the National Association of Social Workers.

Should faculty wish to overrule a decision on procedures made by the search committee, a meeting of the faculty shall be called upon receipt by the School Director of a written petition signed by at least three (3) members of the School of Social Work's tenured and tenure track

faculty.

Finalists for the position of School Director shall meet with the School of Social Work faculty to present their vision for the School of Social Work as well as to answer questions from the faculty.

The Search and Screening Committee shall provide the faculty with a pre-printed ballot to rank the finalists for the position of the School Director once the process is complete.

Article VI Ad Hoc Committees

In general, if the School Director wishes to establish an ad hoc committee, he/she must first seek the recommendation of the standing committee most closely responsible for the matter in question. The School Director cannot establish an ad hoc committee for the purpose of seeking faculty input that is required by the contract. On occasion, the School Director may form an ad hoc committee for the purposes of carrying out administrative functions of the school that do not fall into the purview of the Standing Committees. Faculty may be recruited to serve on these committees only with their agreement and may not be required to serve on such a committee. A faculty member may receive release time for this service. In no case will input or recommendations from an ad hoc committee be deemed faculty input as defined by the AAUP Agreement, Article XIII. Ad Hoc committees will make their recommendations to the appropriate Standing Committee and/or to the faculty as a whole.

Article VII Release Time

Release time necessary to the operation of the School.

A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the School Director and the Dean. A letter should document the amount of release, the expectations of work done while on release, and the completion date of the release. Faculty shall give input on the assignment of departmental release time. 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 BSW Director, MSW Director, and Field Placement Director--positions historically required by the School's accrediting body, the Council on Social Work Education. If such a release is authorized, the School Director will appoint tenure-track faculty to these positions. The Personnel Committee will evaluate the performance of faculty members in these roles as part of the normal scheduled review process.

As approved by the School Director and the Dean, and contingent upon budget, the School may also offer release time to faculty members who agree to carry out other assignments necessary

to the successful operation of the School. The roster of job descriptions for all release time necessary to the operation of the School will be made known to the faculty body each year.

When any release time appointment become available, the job description for that position will be circulated to all faculty members, who will have the opportunity to volunteer for the release. Typically, faculty will be encouraged to carry out "three-year terms" in these release assignments, serving at the discretion of the Director. As the end of the term approaches (or if the faculty member steps down from a release time role before that point in time), a new open call for volunteers will be issued by the Director. All faculty members (including those concluding a three-year release time assignment) will have an opportunity to discuss the opportunity and to put their names forward. The Director will assign the position to one of the faculty volunteers.

New faculty release

As approved by the School Director and the Dean, and contingent upon budget, new tenure-line faculty may be awarded release time (.25 in Fall and Winter) during their first year.

Scholarly release.

AS approved by the School Director and the Dean, and contingent upon budget, faculty may be afforded scholarly release to support accreditation standards for faculty development to meet the program's missions and goals. Opportunities to apply for scholarly release and the conditions upon which such release is based will be made known to all faculty and criteria specified. The scholarly release cannot be used to produce products promised in externally funded grants or University or College research awards. It cannot be awarded as an overload or to used to place a faculty member into "overload" status. The Personnel Committee will review proposals and renewals to assure that the required criteria are achieved and make recommendations in this regard to the Director.

Article VIII Summer Teaching

All summer courses (both regular and "non-traditional" courses) will be offered to tenure and tenure-track faculty first, so that each faculty member seeking a summer course will be offered one course they are qualified to teach before any tenure or tenure track faculty is offered two summer courses. Rotation through the faculty will be organized each Summer by order of rank and within rank, by seniority.

Article IX Amendments

Amendments to this document shall be proposed in writing at a regular meeting of the School of Social Work, with modifications to the proposed amendments permitted at the time. Proposed amendments may be approved by secret ballot only at subsequent School of Social Work Meetings. If approved, recommended amendments shall be forwarded to the AAUP and the University in accordance with the procedures set forth in the EMU-AAUP Master Agreement.

It will be the responsibility of the elected AAUP steward to handle any matters relevant to the amendment of this document.

The Department Instructional Committee shall establish an ad hoc Committee to review the DID every five years for its compliance with the Master Agreement and Department practices. The ad hoc Committee shall comprise members drawn from the Faculty of the Whole. It shall report the results of its review to the Department Faculty. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and the current EMU-AAUP contract.

Article X Scope

This document shall not serve to alter, modify, or otherwise supersede a provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors, nor shall any provision in this document detract from any right(s) or function(s) retained by or granted to 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.

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 <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**