

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Deb de Laski-Smith, Interim School Director
Technology and Professional Services Management

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 Technology and Professional Services Management 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 Technology and Professional Services

College of Technology

Date of Last DID Revision: December 19, 2016

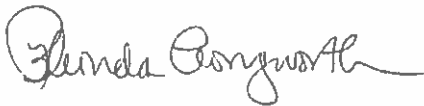
APPROVALS:



12/19/16

Assistant Provost & Assistant VP for Administration

(Date)



12/19/16

Provost and Executive Vice President

(Date)

School of Technology and Professional Services Management Departmental Input Document

Preamble: The Departmental Input Document shows the steps by which tenured and tenure-track faculty input may be turned into policy in the School of Technology and Professional Services Management (STPSM). It also proposes the School's allotment of faculty teaching hours and equivalencies. All STPSM committee members shall be tenured and/or tenure-track faculty.

School (Department) Meetings

- a. There shall be at least one School meeting each fall and winter term.
- b. School meetings are scheduled by the School director, or by a majority of the tenured/tenure-track faculty, or by special request of a committee.
- c. Agenda - The School director will prepare an agenda for faculty meetings. Except in special cases, the agenda will be distributed five days prior to the meeting, but faculty members may add items to the agenda as late as one day prior to the meeting.
- d. Voting - A quorum for voting will be a simple majority of the tenured/tenure-track faculty. While the School director ordinarily will preside at meetings, he/she is a non-voting member of the meeting. A secret ballot must be used for selecting members of the personnel committee, the research review committee, and other committees that make decisions about individual faculty. Other decisions that do not require a count of faculty votes may be made by shows of hands or voice vote at the meeting's discretion.
- e. Attendance - All tenured/tenure-track faculty are expected to attend all School meetings. If a faculty member cannot make a meeting, he/she must inform the director in writing three days prior to the scheduled meeting unless an emergency arises. All faculty members who chair/serve on committees will be on the agenda and must be prepared to contribute/share information at the meeting. Full-time lecturers may attend and are encouraged to do so. Only tenured/tenure-track faculty are voting members. In the event a conflict of interest occurs, the faculty member may excuse him/herself from voting or from the meeting.
- f. Roberts Rules of Order will ordinarily define the procedure for the meeting. However, any motion from a standing committee shall be considered and does not require a second.
- g. Notes of the meeting will be taken by a faculty member selected by the director. The notes from a meeting will be distributed 5 days prior to the next meeting. Minutes from meetings will be filed in the main office for at least five years and made available to tenured/tenure-track faculty members during regular business hours.

Personnel Committee

- a. **Membership** - The personnel committee shall consist of three tenured faculty members and an alternate. To avoid a conflict of interest, all four members shall be tenured. The personnel committee will be elected in the first month of the fall term, and will ordinarily serve for three years. An exception will be when a new committee is elected, and in that case, staggered terms will be used so that in succeeding years one new member for the committee shall be elected each year. All members of the committee must be tenured. When possible all members must be full professors. The committee will annually elect its own chair.
- b. **Responsibilities** - The committee is responsible for the interpretation of the Department Evaluation Document (DED) as applied to faculty evaluation. The primary purpose of the personnel committee is to perform evaluation of faculty for tenure, promotion, and continuing evaluation of tenured faculty. The committee will also be asked to review the credentials of proposed adjunct faculty and lecturers. In the event that these activities are carried out by ad hoc committees, the personnel committee will be responsible for monitoring the composition and conduct of these committees. The personnel committee is also responsible for:
 1. Review of emerging personnel issues, and making recommendations to the School director or to the school faculty.
 2. Seeking advice and counsel of the School director for special cases in which the minimum criteria for hiring might need to be set aside.
 3. Accepting referral of problem cases from the School director.
 4. Providing advice and counsel to search committees.
 5. Review the DID every five years for its compliance with the EMU-AAUP Master Agreement and Department practices. It shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and Article XIII mp 380-382.
 6. Conduct School Director Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.

Finance Committee

- a. The finance committee shall consist of three tenured/tenure-track faculty. Its primary duty is to suggest priorities and provide input to the School director relative to the use of School financial resources with the exception of salaries. Its purview will include such matters as travel monies, supplies, service and maintenance (SS&M), and marketing expenses, but is not limited to these items
- b. The finance committee will be elected by the tenured/tenure-track faculty of the School within the first month of the fall term and will serve for three years. An exception will be when a new committee is elected, and in that case, staggered terms will be used so that in succeeding years one new member for the committee shall be elected each year. Members should be from the School of Technology and Professional Services Management.

Curriculum and Instructional Service Committee (CISC)

- a. The CISC shall consist of three tenured/tenure-track faculty (at least one must be tenured) who will be elected during the first month of the fall term, and will serve for three years. An exception will be when a new committee is elected, and in that case, staggered terms will be used so that in succeeding years one new member for the committee shall be elected each year.
- b. Curriculum matters are largely the responsibility of individual programs, though approval will be sought from the faculty as a whole for new courses, changes to courses, or requirements for graduation.
- c. The CISC will take an active and advisory role in the entire instructional mission of the School.
- d. The CISC will assist the School director in reviewing the scheduling of courses, teaching assignments including providing input regarding overload policies, class size, over-ride policies, room assignments, and requests for instructional materials and/or equipment and provide input in the delivery of instruction.
- e. The CISC may facilitate the request for new programs, courses and program revisions.
- f. The CISC may also assist the School director and the faculty on curriculum related issues. In the case of emerging programs, the director may add to the committee individuals who have the expertise in the specific program being considered.

Grade Grievance (GGC)

- a. The Grade Grievance Committee (GGC) shall consist of three tenured/tenure-track faculty who will be elected consistent with the University Grade Grievance Committee procedures during the first month of the fall term, and will serve for three years. An exception will be when a new committee is elected, and in that care, staggered terms will be used so that in succeeding years one new member for the committee shall be elected each year.
- b. After meeting to select chair, the GGC will convene on an as-needed basis. Proxy voting is not permitted.
- c. The GGC shall hear grade grievances from within the School during the academic year.
- d. Selection of substitute members to replace any committee member who is himself/herself involved in a grade grievance or who is unavailable for an extended time period shall be done by the School director in consultation with the chair of the GGC.

Representatives to the College of Technology Faculty Council

- a. Representation to the COT Faculty Council shall consist of representatives elected from among the tenured/tenure-track faculty members during the first month of the fall term.
- b. Members shall be selected so as to represent the academic diversity of the School in so far as practical. The alternate shall immediately assume a position vacated by a regular member, and another alternate shall be elected by the faculty at its next School meeting.
- c. The term of office for School representatives shall be three years, with one member and an alternate elected each year to provide for rotation. Members may succeed themselves through re-

election. Following election, the newly elected representatives will take office beginning in the fall term.

School Director Selection

- a. The faculty in the School shall have the right to participate in the selection of the permanent School director.
- b. When a vacancy occurs, the Dean shall seek the input and advice from the tenured faculty as to preferred credentials and duties.
- c. The STPSM tenured/tenure-track faculty shall be accorded representation on and participation in any search committee with the same rights and responsibilities accorded to any other committee member.
- d. STPSM Tenured/tenure-track faculty shall compromise the majority of the committee members.
- e. The STPSM tenured/tenure-track faculty shall be responsible for designating representatives to the committee.

Faculty Searches and Hiring

- a. Program faculty will complete a Faculty Position Request Matrix, then a complete a Request for Tenure Track Faculty Form and submit to Director.
- b. Search committees should consist of no more than five EMU faculty. In some cases a person outside EMU may serve as a sixth member (e.g. Eagle Flight employee). The suggested categories for members include program faculty, school personnel committee member or school faculty member, college or university representative.
- c. Search and school personnel committees will provide input regarding service rank credit and may provide input regarding any other hiring issues.

School Sponsored Release Time for Research or Creative Activity

- a. In general, School release time for research and creative activity may be granted based upon available resources for one semester with one course release time based on a one to two-page proposal reflecting a scholarly plan for research and/or creative activity to be undertaken, the time frame involved, and the expected outputs from the research (e.g. papers, books, inventions, etc.).
- b. The proposals will be delivered to the School director, who will call upon the research review committee to rank the proposals.
- c. All proposals will be delivered to the School director by either October 15th or February 15th in time to be scheduled for the next semester if awarded.
- d. The faculty member involved will keep a portfolio with his/her research and creative plan(s) and copies of work(s) or documentation of the scholarly or creative project(s). This folder will be given to the School director and also be available to the research review committee when it requests to see it.

- e. While scrutiny when the proposal is submitted will be minimal, the faculty member will be expected to use the time to carry out the research indicated, and will publish or display outputs in a timely manner.
- f. A report covering the outcomes of the work produced during the release time is to be submitted to the director and the chair of the research review committee no later than one year from the initial date of the award.

Input Process for Faculty Releases

- a. For release time that is specific to the school, the director will solicit the need for releases from faculty on an annual basis.
- b. Annually, the School director will solicit requests for program release each January for the following Fall semester.
- c. Once faculty release positions are identified by the administration, all qualified faculty will be encouraged to apply. Prior to the administration determining the recipient of the release, the program faculty affected by the release will be consulted.

New Course Proposals for the Ph.D. Program

- a. The Ph.D. program is housed in the College of Technology. Courses for this program may be proposed by any COT faculty member. All course proposals must be consistent with the guidelines of the Ph.D. Handbook.
- b. Within the School of Technology and Professional Services Management, subsequent steps are consistent with the normal input process of the School of Technology and Professional Services Management and the Curriculum and Instructional Services Committee. Proposals will then be forwarded through school representative to the Doctoral Operations Committee.
- c. If approved by the Doctoral Operations Committee, the Ph.D. Director will review and submit to the College of Technology Faculty Council.

Faculty Input to the Program Coordinators

Faculty who are designated as program coordinators must seek input from the STPSM tenure-track faculty within the program prior to making recommendations to the Director regarding the program. Documentation for such input may take the form of:

- a. An email message which documents that input was solicited.
- b. Minutes of a meeting involving program faculty where input was requested.

Summer Teaching

1. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.
2. The Department Head will inform program coordinators (where applicable) 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.

Overloads

Once the need for an overload is determined, the director in consultation with the program coordinator will ensure that qualified faculty are selected.

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.**