

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

**To:** Suleiman Ashur, School Director  
Visual and Built Environments

**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 Visual and Built Environments 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 Visual and Built Environments  
College of Technology

Date of Last DID Revision: December 19, 2016

APPROVALS:

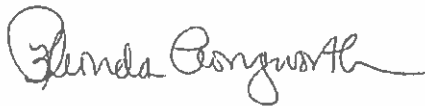


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

**Department Input Document [DID]  
School of Visual and Built Environment  
Eastern Michigan University**

SVBE DID Approval Vote: 8-0-3  
November 13, 2015  
101 Roosevelt Hall

**1. School Meetings**

**1.1 Schedules**

There shall be no less than one School meeting in each of the fall and the winter semesters. School meetings shall be scheduled by the School Director at times he/she deems appropriate; or, upon written request signed by a majority of the School faculty members. A written request for a meeting must state the date, time, place, and purpose of the meeting requested.

**1.2 Notice**

At least five (5) business days prior to a School meeting held for the purpose of soliciting faculty input, the date, time, and place of the meeting shall be communicated in writing to all School faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when requested by a standing School committee.

**1.3 Agendas**

School meeting initial agendas shall be prepared and shared with school faculty five (5) days prior to the meeting, by the School Director or, in those instances where meetings are convened in response to requests from faculty members, by the originators of the request. A faculty member may place an item on the agenda of a meeting by submitting a written request to the School Director at least two days prior to the scheduled meeting.

**1.4 Proceedings**

The School Director or his/her designee shall preside at School meetings. The proceedings shall be governed by Robert's Rules of Order.

**1.5 Minutes**

A Faculty Member will take the minutes; the minutes shall not be recorded digitally. The School Director will distribute the minutes. Minutes of meetings shall be made available to the School faculty members, lecturers, and staff at least five (5) days before the date of the next meeting.

**1.6 Voting**

Any voting where faculty are involved, whether in the school or in the college committees, shall be by secret ballot.

**2. Committee Structure and Elections**

The five standing committees are Personnel, Instruction, Finance, Graduate, and Assessment. The School committee structure is designed to facilitate School decision-making, particularly as it relates to the contractual provision for "meaningful faculty involvement in the area of selection and evaluation of faculty members,

curriculum development and utilization of financial resources." Nothing in the language describing the structure is to be understood as limiting the rights of either faculty or administration beyond the limitations that are specifically written into the agreement currently in force between the administration and the AAUP. In the interest of collegiality, it is understood that nothing in this document shall be interpreted as preventing the School Director from consulting with individual faculty members or groups of faculty members in the carrying out of her/his duties.

### 2.1 Eligibility

All SVBE faculty members shall be eligible for membership on the Instruction, Finance, Graduate, and Assessment Committees. Only tenured faculty members are eligible to serve on the Personnel Committee. A member may serve any number of consecutive terms.

### 2.2 Nominations & Elections

School elections will normally be conducted during the first regular School meeting of the fall term. The vacancies for committee positions will be filled using the following procedure:

2.2.1 Prior to the meeting, all eligible SVBE faculty members will be informed of the available positions for the five standing committees, various ad-hoc committees and other appointed positions for the new school year.

2.2.2 Any faculty member may nominate himself/herself or another faculty member. At any point, anyone nominated may decline the nomination.

2.2.3 If there are more nominees than vacancies, the vote will be by secret ballot. The ballots will be counted by the School Director and/or his/her designee.

2.2.4 The candidate(s) with the highest number of votes shall be elected. In the event of a tie, the School will revote once and if a tie remains will draw by lot. The actual vote totals will not be announced.

Elections for full terms will be held separately from those for partial terms. The elections for the committees shall ordinarily be in the order: Finance, Instruction, Personnel, Assessment, and then Graduate. (The order may be altered at the discretion of the Nominations Committee or faculty.) The results of each election shall be announced before the next occurs.

After all committee elections are completed, the School will elect two representatives to serve on the College Faculty Council. This election will follow the same procedure described above except that the Nominations Committee is not expected to nominate anyone for this position.

After all committee elections are completed, the School will elect a representative to serve on the University Faculty Senate. This election will follow the same procedure described above except that the Nominations Committee is not expected to nominate anyone for this position.

Faculty members elected to committees, appointed to ad-hoc committees, and/or assigned other SVBE service duties, shall take office immediately; i.e., at the beginning of fall term of the new academic year.

### 2.3 Vacancies

Should a position on the Personnel, Instruction, Finance, Graduate, or Assessment Committee become vacant, the committee shall meet and select a replacement to serve the remainder of the academic year. The replacement will be eligible to serve only after being confirmed by a majority vote of the faculty members at a School meeting.

The same procedures will be used to fill temporary vacancies (except the replacement will only serve during the time the committee member is unable to serve). If, due to time constraints, it is necessary to fill the vacancy before the next scheduled faculty meeting, the replacement chosen by the committee will be allowed to serve with the approval of the School Director.

#### 2.4 Recall

At the discretion of the School Director or after the receipt by the School Director of a written petition signed by a majority of the faculty members of the School, a faculty member serving on a standing committee may be subject to recall. A vote to recall will be held at the next School meeting subject to the following constraints:

2.4.1 The faculty member being recalled must be notified in writing at least one week prior to the vote on recall.

2.4.2 This written notification must explain the reason/s for the action being taken.

2.4.3 The faculty member may respond to the charges in writing in advance of the meeting and shall be given the opportunity to respond orally at the meeting, prior to the secret ballot vote being taken.

2.4.4 A two-thirds majority of the faculty is necessary to remove the faculty member from his/her elected position.

### 3. Operational Guidelines for Committees

#### 3.1 Chairperson

As soon as possible after the elections each committee, except for the Graduate Committee, will meet to elect a chairperson from its membership. The chairperson of the Graduate Committee will be the SVBE Graduate Coordinator, a 2-year rotational assignment. In the absence of a chairperson, he/she may designate another committee member to chair the meetings of the committee.

#### 3.2 Minutes

The chairperson, or his/her designee, will be responsible for taking minutes of the meeting. These minutes will be available to other faculty members upon request. These minutes shall not contain any references which would violate an individual's right to privacy.

#### 3.3 School Director Involvement

The School Director will inform the five committees of deadlines, issues and need for decisions in their areas of responsibility. The School Director will not participate in school committees, unless invited by the chair of the committee. This provides authentic and uninfluenced input to the director.

#### 3.4 Conflict(s) of Interest

If, in the judgment of 2/3 majority of the faculty members on a committee, a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced for all discussions concerning that matter. The replacement will be made utilizing the procedures for filling vacancies described above.

Specific examples of conflicts of interest include: (1) reviewing, as a member of the Finance Committee, proposals when the committee member has submitted one of the proposals; (2) evaluating, as a member of the Personnel Committee, another faculty member's application for promotion while applying for promotion himself/herself (only tenured faculty may serve on the Personnel Committee); (3) evaluating, as a member of the Personnel Committee, another faculty member's application for promotion to a rank higher than that of the committee member; 4) evaluating, as a member of the Personnel Committee,

another faculty member's application for promotion and/or tenure when there is documented conflict between the specific faculty member and the Personnel Committee member.

### 3.5 Meetings

The chairperson will be responsible for the calling of a meeting. The chairperson is required to call a meeting if requested by either the School Director or at least half of the faculty members on the committee. Meetings will be scheduled, at the convenience of the members, whenever issues needing attention arise. The agenda for the meeting should be distributed to the committee members as far in advance of the meeting as possible and posted by the person(s) calling the meeting. Unless a majority of the committee rules otherwise, the meetings will be open to non-committee members.

### 3.6 Committee Reports and Recommendations

The committees are expected to solicit input from other faculty members and to have appropriate members give oral reports from time to time at regularly scheduled School Faculty / Staff Meetings.

Each committee will make its recommendations to the entire School faculty. The faculty may then revise the recommendations before passing them on to the School Director.

Items brought to a School faculty meeting from committees will be voted on at the same meeting at which they are presented if practical. Items properly brought to a School faculty meeting that are tabled, per Roberts Rules of Order, may be voted on virtually thereafter, if practical.

## 4. Scope of Responsibilities

### 4.1 Personnel Committee

A three-member committee with two alternates, each from different programs, on Personnel will be maintained by yearly election of one or two members for three-year terms. The duties of the Personnel Committee are as follows:

4.1.1 Evaluation: To recommend techniques for evaluation and for the implementation of the criteria following the procedures as provided in the EMU/EMU-AAUP Agreement. This includes the upkeep of the School Evaluation Document.

4.1.2 School Director Evaluation: To conduct School Director Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.

4.1.3 Hiring: To help establish standards, develop job descriptions, and make recommendations on hiring. This includes recommendations as to whether to grant any service/rank credit for experience prior to joining the faculty at EMU, and how much to credit any scholarly/creative activity done during that time. The committee will appoint the search committee for all vacant positions (which normally will be the committee itself).

4.1.4 Committees: To assist the School Director in appointing members to the nonelected School committees.

4.1.5 Department Input Document [DID]: To review the SVBE Department Input Document [DID] relative to the time of the prevailing contract.

4.1.6 Reports: To submit a yearly written report to the SVBE Faculty members and to the School Director on committee business.

### 4.2 Instruction Committee

A three-member committee with one alternate on Instruction will be maintained by the yearly election of one or two members, as needed, for a three-year term. The committee will be made up with respect to diversity of programs.

For issues relating to a specific course, the appropriate Faculty Member of Record will be included in all discussions as an ex-officio member (non-voting).

The duties of the Instruction Committee are as follows:

4.2.1 Curriculum: To evaluate current programs and to recommend changes that appear beneficial.

4.2.2 New Course and new Programs: To assess the feasibility of offering new courses and new degree programs, particularly when these would involve major reassignments of School resources.

4.2.3. Instruction committee chair shall verify that the program faculty have voted on and approved proposed course and program changes.

4.2.4 Scheduling: To make recommendations on course scheduling including: a) program courses roll-out, b) courses to be offered for a particular term, c) specific scheduling of classes and extra sections, d) class sizes, e) override policy, and f) teaching overload policies,

4.2.5 Standards: To monitor grading and instructional practices.

4.2.6 Honors: To coordinate activities with the Honors College and advise SVBE Honors students. An Honors College Coordinator will be recommended to the School Director by the Instruction Committee.

4.2.7 Grade Grievances: To conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures, as necessary, and advise the School Director on grade grievance matters.

4.2.8 Reports: To submit a yearly written report to the SVBE faculty members and to the School Director on committee business.

#### 4.3 Finance Committee

A three-member committee on Finance will be maintained by the yearly election of one or two members, as needed, for a three-year term. The committee will be made up with respect to diversity of programs.

The duties of the Finance Committee are as follows:

4.3.1 Budget: To assist 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 budgets in question include SS&M, student help, work study, travel funds and capital equipment.

4.3.2 Economy: To promote cost-awareness among faculty and students. To promote the compilation of a record of laboratory expenditures and research costs.

4.3.3 Reports: To submit a yearly written report to the SVBE faculty members and to the School Director on committee business.

#### 4.4 Graduate Committee

A three-member committee dealing with issues involving the Graduate program will be maintained by the yearly election of one member for a three-year term. The committee will be made up with respect to diversity of programs.

The SVBE Graduate Coordinator is elected by the Graduate committee as a 2-year rotational assignment. The SVBE Graduate Coordinator is a member of the Graduate committee and acts as its chairperson.

The duties of the Graduate Committee are as follows:

- 4.4.1 Recruitment and Retention: To assist the Graduate Coordinator in developing policies for recruiting and retaining students in the various SVBE graduate programs.
- 4.4.2 Honors and awards: To recommend recipients of graduate student awards.
- 4.4.3 Graduate Council: To elect from its membership the School representative to the University Graduate Council. This will normally be the Graduate Coordinator.
- 4.4.4 Reports: To submit a yearly written report to the SVBE faculty members and to the School Director on committee business.

#### 4.5 Assessment Committee

A three-member committee on Assessment will be maintained by the yearly election of one or two members, as needed, for a three-year term. The committee will be made up with respect to diversity of programs.

The duties of the Assessment Committee are as follows:

- 4.5.1 Assist in the development of learning outcomes for students in our programs in consultation with faculty
- 4.5.2 Develop appropriate assessment methods for learning outcomes in consultation with faculty
- 4.5.3 Collect and analyze assessment data
- 4.5.4 Communicate assessment results to the SVBE faculty
- 4.5.5 Suggest curriculum and pedagogical changes designed to improve student learning outcomes to the Instruction Committee
- 4.5.6 Report findings to Instruction and Graduate Committees and work in conjunction with these committees when necessary
- 4.5.7 Produce assessment reports as required by the University and submit to the School Director

#### 5. Ad Hoc Committees

Ad Hoc committees may be appointed by the School Director. The school faculty will provide input to the School Director in determining the composition and responsibilities of such committees. (A list of the current Ad Hoc Committees is listed in the Appendix.)

#### 6. Search Committee Procedures

6.1 Faculty and lecturer lines approved for search by the Provost's office will be authorized for hiring a person to fill the line.

6.2 Each faculty search committee shall include at least one member from each of the following: the SVBE personnel committee, the program affected, SVBE, COT, and EMU. Administrators from outside COT may be included if they can provide valuable input to the search committee.

6.3 The SVBE faculty will have an opportunity to meet candidates who are brought to campus for an interview.

6.4 When service rank credit is considered for new hires, input on this credit shall be obtained from SVBE faculty prior to hiring.

**Note:** The procedures for the SVBE faculty to provide input to the administration for the filling of SVBE faculty and School Director positions will strictly follow Academic Human Resources procedures and applicable University policies. It is recognized that all forms used and all recommendations are subject to administrative approval.



## 7. Amendments

Amendments to this document shall be proposed via agenda item in a school meeting. If approved, recommended amendments shall be forwarded to the University in accordance with the procedures set forth in the EMU/EMU-AAUP Agreement. All amendments must receive the written approval of the Vice President for Academic Affairs before they can go into effect.

## 8. Definition

"Faculty Member" means a person employed in the bargaining unit as defined in the Master Agreement. Only faculty members are eligible to vote or serve on the committees defined in this document.

## 9. Scope

This document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University

Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

10. Summer Teaching Rotation Schedule – When summer courses are scheduled and available for faculty to teach, the following rotation schedule will apply.

10.1. Faculty interested in teaching a course in the summer must submit a completed SVBE Courses Request Form to the School Director by March 1. A copy of the form will be forwarded to the program coordinator of the program in which the summer course resides.

10.2. During the initial year of the rotation schedule process, all faculty members who are interested in teaching a summer course in their program, and who have submitted a SVBE Courses Request Form to their School Director, will be listed in alphabetical order. Rank will not be considered in the course assignment.

10.3. If a faculty member submits a SVBE Courses Request Form during subsequent semesters, that faculty member's name will be added to the program course summer rotation list, following the name of the last faculty member to be considered for teaching a program course as summer load.

10.4. The program coordinator will recommend to the Director the program courses and number of sections of each course to be offered in the summer I and II terms.

10.5. The program coordinator will review the completed SVBE Courses Request Form forwarded to him or her from the Director, and determine which faculty are qualified to teach a course in their program, and which faculty are next to receive a summer course. The faculty at the top of the list will receive first choice of refusal for a program course in the summer terms. If a faculty refuses a summer program course, then that faculty will be offered another summer program course. If the faculty refuses all summer program courses in a given summer, then the faculty will be put at the top of the list for the following summer term program courses.

10.6. Once a faculty has taught a program course in summer I or II term, then that faculty will be rotated to the bottom of the list of faculty for teaching a summer course the following year.

10.7 If there are sections of a program course being offered in the summer terms that have not been assigned a faculty, and all faculty who requested a summer program course have received a program course, then the program coordinator will offer the course as a second course to the first faculty in the list for that summer. This will occur for each unassigned summer program course until all summer program courses have a faculty.

10.8 If there are not enough faculty to teach the summer term program courses, then the courses shall be offered to a lecturer.

10.9 Once all summer program courses have been assigned a faculty or a lecturer, then the program coordinator will inform the Director who is teaching each summer program course.

## 11. Course Overload Procedures –

11.1 Faculty shall have no more than one course overload per fall or winter semester, as per the EMU-AAUP contract.

11.2 All course overloads shall be shared with all faculty in SVBE, for transparency.

11.3 Each year, the SVBE director shall ask faculty interested in teaching a course overload during a fall or winter semester to submit a completed SVBE Courses Request Form by April 1 for fall and by December 1 for winter. On the form, the faculty must share each semester the faculty member wishes to be considered for an overload course.

11.4 In general, it is assumed that faculty are affiliated with an academic program and that their first priority teaching assignments will be with that program.

11.5 All full-time faculty members are to achieve load prior to any overload being granted to any qualified faculty in SVBE during the fall and winter semesters. This load requirement is not the case for summer load.

11.6 There exists a limited number of overload sections to be distributed to all interested and qualified faculty.

11.7 If a faculty member teaches a specific course as overload in a given semester, that faculty member will be put at the bottom of the rotation list for teaching that specific course as overload the following semester.

11.8 During the initial year of the overload course rotation schedule process, all faculty members who are interested in teaching an overload course, and who have submitted a SVBE Courses Request Form to their School Director, will be listed in alphabetical order. Rank will not be considered in the course assignment.

11.9 If a faculty member submits a SVBE Courses Request Form during subsequent semesters, that faculty member's name will be added to the overload course rotation list, following the name of the last faculty member to be considered for teaching a course as fall or winter overload, who has not taught a course as overload within the previous semester.

11.10 The program coordinator will review the SVBE Courses Request Form submitted to them from the school director, and determine if the faculty member is on the list of those faculty members who have not taught a specific course as overload in the previous semester. It is possible for a faculty member to teach more than one overload course in an academic year, IF their name rises sufficiently to the top for their name to be considered again for a course.

11.11 The program coordinator will approach the first interested faculty member on the list with an option to teach one of the program courses as overload. If the faculty member in question chooses to teach one of the program courses as overload during that given semester or term, then his or her name will be moved to the bottom of the list of interested faculty members who wish to teach that specific course in subsequent semesters. If the faculty member in question declines to teach a specific program course as overload during that given semester or term, then the faculty member's name will remain in relative position on the list, to be considered to teach a program course as overload during the subsequent semester or term.

11.12 Once all program course overload recommendations have been determined by the program coordinator, the program coordinator will make his/her recommendations to the School Director.

## Appendix to SVBE-DID

### School of Visual & Built Environments Standing and Ad-hoc Committees

Personnel Committee – 3 members and 2 alternates, serve 3-year term, no two from any one program (must hold tenure)

Instructional Committee – 3 members, serve 3-year term, one from each program

Finance Committee – 3 members, serve 3-year term, one from each program

Assessment Committee – 3 members, serve 3-year term, one from each program

Graduate Committee – 3 members, serve 3-year term

- SVBE Graduate Coordinator, 2-year rotational assignment, serves as Chair

Research Review – 3 – serve 3-year term

- To provide School review of proposals to the University for Research awards and sabbatical leaves.

Strategic Planning & Continuous Improvement Committee

School Grade Grievance Committee – 3 members – one alternate – serve 3-year term

- Two Graduate Students:
- Two Undergraduate Students:

Recruitment Coordinator

Recruitment and Retention: To recommend programs and activities directed toward obtaining and retaining students in the instructional program. A Recruitment Coordinator will be recommended to the School Director by the Instruction Committee.

Awards Coordinator

To coordinate the recommendation of recipients of a) scholarships and student awards, b) faculty awards and special recognition, and c) other recognition and awards involving the SVBE. An Awards Coordinator will be recommended to the School Director by the Instruction Committee.

### SVBE Representatives to College of Technology Committees

COT Faculty Council

- 2 members with alternate

COT Assessment Committee Rep. (1 per request of COT Faculty Council)

DOC Operating Committee

- 1 member with alternate

COT Human Subject Committee (use IRB net)

- 1 member with alternate

*SVBE Representatives to University Committees*

Faculty Senate

□ 1 member with alternate

Library Liaison Representative

UG Symposium Representative

Honors Program Representative

United Way Representative

AAUP Steward

□ 1 member with alternate

University Human Subject Research Committee (UHSRC)

Extended Programs (EPEO)

eFellows Committee

General Education

General Education Assessment

Writing Intensive Committee

Student Athletic Advisory Committee

*FACULTY ADVISORS FOR SVBE STUDENT ORGANIZATIONS*

Eastern Constructors

Women in Construction Representative

National Society of Black Engineers

Interior Design Student Group (ASID)

USGBC (Green Building)

SAG Student Organization

Honors EPT

Fashion Avenue

## 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, require 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, require 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 equivalency 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 are 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.**