

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: Rosemary Westin-Gil, Department Head  
World Languages

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 World Languages Department approved by the Provost on December 19, 2016. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources documents page. Thank you.

# DEPARTMENT INPUT DOCUMENT

Department of World Languages

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

## APPROVALS:

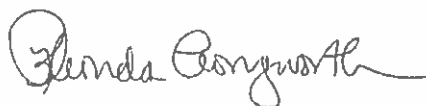


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

# World Language DID

## STRUCTURE

Within the Department of World Languages, the Language Sections and department meetings and the committees elected by them are the principal structures for making recommendations to the Department Head regarding, but not limited to, budgetary, curricular, instructional, outreach, and personnel policies and procedures. Those matters affecting all Language Sections will be considered in department meetings; matters pertaining only to one Language Section will be considered in meetings of that Language Section.

### I. Departmental Committees and Representatives

Standing committee assignments, as well as departmental representation on University committees, shall be determined as follows:

1. Nominations shall be submitted to the department prior to the first department meeting in April. Additional nominations may be made from the floor on the day of the election.
2. Voting shall be done at the first department meeting in April.
3. A faculty member may be re-elected to a committee, with the exception of the Personnel Committee and the Instruction and Finance Committee, for any number of consecutive terms.
4. Each committee shall elect its own chair.
5. The term of office for standing committee assignments and departmental representatives shall begin at the end of the Winter term.
6. If a faculty member is unable to serve on a committee to which he/she has been either a) appointed, or b) elected, a replacement shall be appointed, or b) elected by majority vote of the faculty.

### A. STANDING COMMITTEES

1. **The Personnel Committee** shall be composed of three members and one (1) alternate elected by the department for staggered terms of two years. There may be only one representative from any one Language Section. Members of the Personnel Committee may not serve on the Instruction and Finance Committee. They may succeed themselves only once. The Department Head shall serve as a non-voting, ex-officio member, and ad hoc non-voting representatives from unrepresented Language Sections shall be called upon as required. The alternate member can be from any section.

The responsibilities of this committee shall include, but not be limited to, the following:

- a. evaluation of faculty members for reappointment, tenure, promotion, special salary adjustment, other special recognition, termination, or layoff;
- b. the review and evaluation of faculty members in the following areas of responsibility:
  - teaching and advising students
  - research and creative activity
  - service to the department, college, university, and profession
- c. input on workload policies;

The members of the Personnel Committee shall appoint a subcommittee to review the DID every five years or whenever necessary 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 to the faculty for a vote, and as provided in the AAUP Master Agreement.

2. **The Instruction and Finance Committee** shall be composed of three members and one (1) alternate elected by the department for staggered terms of two years. There may be only one representative from any one Language Section. Members of the Instruction and Finance Committee may not serve on the Personnel Committee. They may succeed themselves only once. The Department Head shall serve as a non-voting, ex-officio member, and ad hoc non-voting representatives from unrepresented Language Sections shall be called upon as required. The alternate member can be from any section.

This committee shall be responsible for advising the Department Head concerning all decisions related to instructional and financial matters, e.g. program proposals and reviews, travel requests, materials/ equipment acquisition, course offerings and FTEF distribution, academic policies, advising, the awarding of scholarships, budget allocation, release time, etc.

The chairpersons of the Personnel and the Instruction and Finance Committees shall be made aware of the department's budgetary and FTEF allocations for Summer terms in a timely manner each year so that they may realistically prepare recommendations for Summer class offerings, whether for six (6), seven and one-half (7-1/2), or fifteen (15) -week terms.

3. All tenured and tenure-track faculty shall act as a **Committee of the Whole** in any and all reviews of course offerings, including the determination of the best method of undertaking such reviews and the evaluation of the results thereof.
4. **Language Sections** shall be composed of all members in a particular Language Section. Each Language Section shall elect its own chair annually. The responsibilities of the Language Section shall include:
  - a. evaluation of members of the section;

- b. continual evaluation of the section's programs, accreditation and assessment requirements, course revisions, proposals for new courses and programs, both undergraduate and graduate;
  - c. selection of undergraduate and graduate advisers, Graduate Assistant coordinators, and representatives to other departmental committees as appropriate;
  - d. recommendations on scheduling and staffing of courses in the section for each term and allocation of Graduate Assistant for the section;
  - e. recommendation on hiring of new instructional personnel for the section;
  - f. responses to student and faculty complaints within the section;
  - g. recommendations concerning admissions to the program, requirements and waivers of requirements, testing, honors and awards.
5. **The Grade-Grievance Committee** shall consist of two regular faculty members, one (1) alternate, and one (1) student member appointed each year by the Department Head in consultation with the faculty members on the grade-grievance committee.
6. **Ad hoc committees** may be elected or appointed at any time by vote of the faculty.

## B. DEPARTMENTAL REPRESENTATIVES AND OFFICERS

1. The **CAS Council Representative** acts as the department's representative at the meetings of the College of Arts and Sciences Council and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative is elected for a two-year term.
2. The **Faculty Senate Representative** acts as the department's representative at meetings of the university's Faculty Senate and reports back to the faculty and Department Head on actions taken that affect the department or its members. One representative and one alternate are elected for a two-year term.
3. The **Library Representative** acts as liaison between the department and the University Library and represents the department at meetings of the University Library Committee. The representative also processes orders for videos, books, journal subscriptions and other materials that department members would like to have in the library's holdings.
4. The **AAUP Steward** acts as a faculty member's representative at meetings with the Department Head or other university administrative officers in which problems concerning faculty performance are presented. The steward also acts as the department representative at meetings with the AAUP concerning the contract Agreement. One representative and one alternate are elected for two-year terms.

Representatives to the AAUP committees and to EMU college and university committees shall be elected according to the procedures adopted by these organizations.

## **GENERAL PROCEDURES FOR INPUT**

### **I. Meetings**

#### **A. DEPARTMENT MEETINGS**

The entire World Languages Department faculty, at least once in each Fall and each Winter semester, and more if needed, meets to consider recommendations from the Personnel and Instruction and the Finance committees, topics presented by the Department Head, and such other issues as may warrant departmental attention. At such meetings a quorum shall consist of one-half plus one of the number of faculty members on regular appointment and teaching in the semester of the meeting. Balloting on issues may be by voice, show of hands, online, or secret ballot; however, secret ballot must be used if a faculty member so requests.

The Department Head shall have the authority to call meetings, prepare agenda, and serve as a chair without vote at department meetings. In addition, the Department Head must call a meeting upon receipt of a written request from five (5) faculty members of the department. Any faculty member may place items on the agenda by submitting them to the Department Secretary no later than three (3) school days prior to the meeting; additionally the agenda shall include an opportunity for any Language Section faculty member to bring a matter before the meeting. The agenda shall be distributed to the faculty at least one day before the meeting. Department meetings shall be limited to a maximum of 75 minutes and adjourn 15 minutes before the start of the following class period.

A secretary, selected by an alphabetical rotation scheme employing first letters of members' last names, shall be designated at each meeting, and shall record the minutes of the department meeting, and shall send them within one (a) week of the meeting to the department's secretary, who will distribute them to the faculty and file a copy in the departmental office.

#### **B. THE PERSONNEL AND THE INSTRUCTION AND FINANCE COMMITTEES MEETINGS**

The Personnel and the Instruction and Finance Committees shall meet on a needs basis during the Fall and Winter terms. The agenda shall be determined by the committee members, but any other faculty member or student may place items on the agenda by submitting them in writing to the department secretary at least two school days before the meeting. The agenda shall be distributed to the faculty at least one (1) day before the meeting. The minutes of these meetings shall be distributed to the department faculty within one (1) week of the meeting, and a copy shall be filed in the department office.

With the exception of curricular actions, for which the Dean's Office requires a recorded vote of regular faculty, the actions approved by a majority vote of the Personnel and the Instruction and Finance Committees shall be recommended to the Department Head as department policy unless a written request to place an action on the agenda of the next department meeting is received within five (5) school days following distribution of the approved minutes of the committee. If such a request is received, the action in question shall be reviewed and voted upon at the next department meeting, where a simple majority vote of the faculty will determine recommendations for department policy on the issue or action under discussion.

The Department Head shall have the authority to call meetings, prepare agenda, and serve as chair without vote at the Personnel and the Instruction and Finance Committees meetings.

The Personnel Committee shall hold such special meetings as may be necessary to enable it to prepare the evaluation reports that are provided for in the EMU-AAUP agreement.

### C. LANGUAGE SECTION MEETINGS

Each Language Section shall determine the frequency and agenda of its meetings. Minutes of all official actions shall be recorded and a copy filed in the department office. Minutes of program and Language Section meetings are to be submitted regularly to the secretary for filing/posting in an accessible location.

Each Language Section will choose its Section Chair in a manner agreeable to that section. The Section Chair can succeed him/herself if agreed by the section. The Section Chair shall have the authority to call meetings, prepare agenda, and serve as chair at Language Section meetings with a casting vote. In addition, the Section Chair must call a meeting upon receipt of a written request from any faculty member of that section. Items shall be placed on the written agenda at the request of any section faculty member; additionally agenda shall include an opportunity for any section faculty member to bring a matter before the meeting.

Department Head may attend Language Section meetings if the section so requests, but may not vote at section meetings.

### D. AD HOC COMMITTEES

Minutes of actions taken by any ad hoc committee shall also be recorded and filed in the department office.

In the event that matters must be dealt with at a time when the usual committee procedure cannot be followed, the Department Head shall solicit the aid of available faculty to implement as much of the procedure as possible.

## **II. Financial Resources**

1. At the beginning of each academic year, the Department Head shall furnish the faculty with a copy of the department's budget allocations and an analysis of the budget.
2. Each Language Section shall submit that year's requests on a priority basis for equipment, travel, and other expenses (except routine office supplies) to the Department Head no later than September 30. He/she shall also list on a priority basis any needs anticipated for the following two years.
3. At its first meeting after September 30, the Instruction and Finance Committee shall study the budget, evaluate individual requests, and recommend priorities for expenditures that year as well as for the following two years.

If travel requests received are in excess of departmental budget allocated for this purpose, it is agreed that:

- Funding will be limited to faculty making presentations (or equivalent), one grant per faculty member per year.
  - Funding will be for transportation, lodging, and/or registration.
  - Requests will be granted on a first-come basis as funds are available.
  - All requests for travel funds will be submitted in advance of the trip, and in any case, no later than April 15 for a given fiscal year. Faculty members shall submit the following two types of information by email to the Instructional and Finance Committee when making travel requests:
    - a. An explanation of activities to be undertaken, events, places and dates, with supporting documentation.
    - b. An estimated budget, including anticipated expenses, such as travel, lodging, meals, conference registration, etc.
4. The Instruction and Finance Committee shall make additional budget recommendations as needed throughout the year or as required by changes in allocations.

## **III. Instruction**

1. Each Language Section shall be responsible for the on-going evaluation of that section's programs, course revision, proposals for new courses and programs, both undergraduate and graduate, and the awarding of student honors.
2. The Language Section shall advise the Department Head on the selection of undergraduate and graduate advisers for the year and on the establishment of advising schedules during preregistration and registration periods.



3. The Language Section shall make recommendations on scheduling and staffing of courses in the section for each term. The final choice will be made consistent with the needs of the program.
4. The Language Section shall make recommendations on the hiring of new instructional personnel for the section. The final choice will be made consistent with the needs of the program.
5. The Language Section, program and ad hoc committees, and individual faculty members shall ordinarily submit recommendations to the Instruction and Finance Committee for program and curricular proposals affecting the department as a whole, as well as recommendations concerning general admissions to the program, requirements and waiver of requirements, placement procedures, and special honors and awards.
6. The Instruction and Finance Committee shall review and make recommendations to the faculty concerning program and curricular proposals which affect the department as a whole as well as policy relative to students in the department. This committee shall also review any and all language courses offered through Continuing Education as well as the professional qualifications of persons assigned to teach said courses.
7. Related curricular proposals (course changes, new courses, etc.) are to be presented as a package to the faculty whenever appropriate. Further, all proposals shall be approved by the faculty prior to referral to the College Advisory Council. Finally, if a proposal fails approval at a department meeting, it shall be reconsidered at the following department meeting, prior to which revisions, as appropriate, will be distributed to the entire faculty.

#### **IV. Workload**

- A. **RELEASE TIME FACULTY INPUT PROCESS:** A faculty member may receive release from teaching (a teaching load less than 12 hours) as approved by the Department Head 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.
  1. The Department Head will notify the faculty about any available release time opportunities.
  2. Language Sections shall inform the Instructional and Finance Committee of any faculty within the section interested in the opportunity.
  3. The Instructional and Finance Committee shall consider all candidates and make recommendations to the Department Faculty for a vote.
  4. The Instructional and Finance Committee will tally the votes and will forward to the Department Head the name of the candidate who receives the most votes.

## **V. Summer Rotation**

1. Scheduled Summer courses should be chosen purely in terms of program needs and allowing students to complete their degree requirements.
2. For a scheduled course to be offered during the Summer terms, it must have the department's minimum requirement regarding the number of students registered or CAS Dean's approval.
3. Each section committee will maintain a list of all section members by year of hire. If two or more faculty are hired the same year, they will be listed by seniority. Whenever there are not enough Summer courses to teach for every willing and available faculty member, the teaching assignment should be based on a rotation. For the first summer term, the first name on the list will be given the option of teaching one summer course, if s/he declines, it will go to the next, and so on. If there are more classes than faculty available to teach them, the offer will begin at the top of the list again. For the maximum number of hours a faculty member can teach in the summer, refer to the AAUP Master Agreement.
4. If a faculty member declines, s/he will remain in the list in the same ranked order for the following Summer semester.
5. Every Summer semester the list will start where it left off the previous year.
6. The faculty within one Language Section has priority for teaching courses in that language over faculty from other Language Sections. TESOL faculty has priority over other Language Sections to teach ESL courses.

## **VI. Procedures for Search Request and Hiring of New Instructional Personnel**

1. Procedures and method for conducting a vote and establishing a ranking of search requests:
  - a. Faculty members will follow a specific list of instructions in filling out anonymous ballots which record how strongly they support each search for approval by the Dean. The instructions can be found in Appendix B.
  - b. A quantity of numbered ballots equal to the number of faculty members shall be printed. A sample ballot is provided in Appendix C.
  - c. If voting cannot take place at a department meeting, faculty members should pick up their ballots from the World Languages office and their names will be checked off on the secretary's list so that the office knows when all ballots have been properly distributed and recorded.

This ranking constitutes department faculty input to the Department Head regarding the priority to be given to search requests from the Department of World Languages for

that year. All procedures for new appointments shall be in accordance with the provisions of the EMU Equal Opportunity and Affirmative Action program.

2. For faculty and lecturers appointments, the Department Head and the Language Section concerned shall determine the qualifications for the position, and the position shall be posted as required by University policy. The Language Section shall serve as a screening committee for all applications and shall rank the candidates according to qualifications. The Department Head and Language Section shall then review the best qualified candidates and select the top names (usually three).
3. For a faculty position, each of the candidates approved for invitation to the campus shall be interviewed by the Department Head and the relevant Language Section, although this review process shall be open to all interested faculty members.
4. The Language Section shall establish a priority ranking of the candidates, and shall submit a short list of names in rank order to the Department Head for transmittal to the Dean
5. In the event that a vacancy occurs at a time when the above procedure cannot be followed, the Department Head shall solicit the aid of available faculty to implement as much of the procedure as possible.

## **VII. Evaluation of Faculty**

1. Evaluation criteria are found in the Department Evaluation Document (see Departmental Handbook section II).
2. Evaluation procedures are found in the Personnel Policies and Procedures section of the Handbook (see Departmental Handbook section III).
3. The Personnel Committee shall be charged with recommending to the faculty changes in criteria and procedures for evaluation.

## **VIII. Terminations, Layoffs, and Recall**

Departmental policies and procedures relative to termination, layoff and recall shall be those specified in the appropriate sections of the EMU/AAUP Agreement.

## **IX. Selection of a New Department Head**

1. All procedures for new appointments shall be in accordance with the provisions of the EMU Equal Opportunity and Affirmative Action program.
2. A Search Committee shall be composed of one member from each Language Section elected by the department and an outside Department Head who shall serve without a vote.
3. There may be only one representative from any one Language Section and to select the outside Department Head, the Search Committee shall forward a nomination to the Dean for approval.
4. The Search Committee shall select its chair from among the members of the committee. The chair's duties shall include, but are not limited to, the following:
  - a. chair meetings of the Search Committee;
  - b. preside over Department meetings when the topic of discussion is any aspect of the search procedure;
  - c. coordinate the advertisement and other search requirements with Academic Human Resources and the Dean and ensure that ads are placed in appropriate forums and that the various requirements are met;
  - d. prepare appropriate documentation as required by the search process;
  - e. ensure that the search is conducted in accordance with all applicable university regulations;
  - f. schedule all aspects of the search process;
  - g. keep members of the Department informed of the progress/status of the search process;
  - h. forward to the Dean, via the chair of the Search Committee, the short list of the candidate(s) selected for campus visits and subsequently, the name(s) of the candidate(s) selected for the position, as per Academic Human Resources requirements.

### **A. TASKS OF THE SEARCH COMMITTEE**

1. draw up a job description, including academic credentials, and secure approval from the Department and appropriate administrative authorities prior to placing ads;

2. prepare any voting matrices or other decision-making/selection documents or processes (including the procedure for the department's final vote) and secure department approval for their use prior to the beginning of the screening process.
3. conduct an initial screening of applicant files, only to ensure that the files are complete (application received on time, appropriate degree, acceptable academic field, letters of recommendation, etc.);
4. review the credentials of all applicants who have complete files and rank groups of candidates for recommendation to the Department for further consideration; this selection process shall be conducted using decision-making/selection documents approved earlier by the Department;
5. each member of the Department shall have the opportunity to review the files of the candidates and to express his or her preferences regarding the candidates by using the process approved by the Department for this purpose;
6. the Search Committee shall record faculty attendance at the formal sessions with each candidate and compile a list of members;
7. in the event that a faculty member from the Department is an applicant for the position, that person will be excused from the process and not privy to any application material.

## B. SELECTION PROCESS

1. After tenure/tenure-track faculty of the Department review and rank the files of screened applicants, the Search Committee will compile the results and the Chair of the Committee will forward a short list to the Dean;
2. each of the candidates approved for invitation to the campus shall be interviewed by the Search Committee, which should be open to all faculty members;
3. a numbered ballots equal to the number of faculty members shall be printed and distributed;
4. each faculty member shall rank the finalists in order of preference and submit their rankings to the Search Committee, who will tally the votes and determine a ranking according to the voting matrices to compile a final ranking;
5. the Chair of the Search Committee will forward the final ranking (with rationale) to the Dean of the College of Arts and Sciences. This ranking constitutes department faculty input to the Dean.

Throughout these procedures, the credentials of any and all applicants shall be available for review by all members of the Department unless a faculty member has been excused due to conflict of interest. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.

## **X. Evaluation of Department Head**

1. The Department Head will be evaluated once every three (3) years by the tenure-track faculty within the Department.
2. The Personnel Committee shall be charged with adopting any evaluation materials to be appended to the standard form. These evaluation materials shall be subject to the approval of the faculty.
3. Each tenure-track and tenured faculty member in the department shall have the opportunity to evaluate the Department Head in writing using the standard form and appendices, if any. The form (or appendices) shall contain a recommendation for retention or replacement. The Personnel Committee, exclusive of the Department Head, shall receive and summarize these forms. A copy of the Personnel Committee's report shall be sent to the Department Head and to all tenure-track and tenured members of the department. A meeting shall then be held to permit the tenure-track and tenured faculty to discuss the evaluation report and to vote on its recommendations.

## **XI. 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 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 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.

<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.

**APPENDIX E**  
**INSTRUCTIONS FOR CASTING VOTES FOR SEARCH REQUESTS**

**General Considerations:**

**First**, all requests for faculty positions made through presentations at a Department of World Languages faculty meeting reflect the valid needs of the various sections of our department. In an ideal world with adequate resources, all these requests should be approved.

**Second**, as indicated on the ballot, there will be a certain number of requests from all Language Sections for regular faculty positions and for full-time lecturer positions.

**Third**, if a Language Section feels that two or more requests are equally urgent, then they should feel free to give them the same score.

**Finally**, all faculty members are encouraged to base their scoring on the written rationale statements provided by each Language Section and the presentations given in the faculty meeting where the topic is discussed that each faculty member will honestly and objectively assign points, and not just rate the request(s) from their own Language Section as of the highest urgency and all others as lowest.

**Instructions:**

The ballot in Appendix C is a sample one and may need to be modified depending on the search to be conducted. Once the ballot is discussed, changed and approved, it will be used by the Department of World Languages faculty members to indicate the strength of their feelings regarding the search requests for each year in which the search(es) scores will indicate the extent to which faculty agree with the following statement about each request:

**The request for undertaking the approved search(es) is urgent. Not conducting a search will negatively impact the Department of World Languages.**

**Please give this (these) request(s) the highest priority.**

Faculty will indicate on a scale of **0 to 3** how strongly they agree with this statement about each request, according to the following rating system:

- 0 = Do not agree
- 1 = Agree to a limited extent
- 2 = Agree strongly
- 3 = Agree very strongly

The overall Department of World Languages faculty ranking will be determined by the total score received for each separate request.

**APPENDIX F  
SEARCH REQUEST PREFERENCES  
SAMPLE BALLOT**

On a scale of 0 to 3 (as explained in the instructions), please circle the number opposite each search request that corresponds best to how strongly you feel the Dean should approve each of the requests for *this coming year*. 0 indicates little or no support and 3 indicates the strongest support.

**REGULAR FACULTY SEARCH REQUESTS**

<b><u>Faculty Requests</u></b>	<b>Do Not Agree</b>	<b>Limited Agreement</b>	<b>Strongly Agree</b>	<b>Very Strongly Agree</b>
<b>CHINESE</b>	0	1	2	3
<b>ESL/TESOL</b>	0	1	2	3
<b>FRENCH</b>	0	1	2	3
<b>GERMAN</b>	0	1	2	3
<b>JAPANESE</b>	0	1	2	3
<b>SPANISH</b>	0	1	2	3

**LECTURER SEARCH REQUESTS**

**Note:** Record your score for each lecturer request independent of the Language Section's request for a regular faculty search.

If the request for a search for a regular faculty member is approved, the request for a lecturer will be withdrawn. However, if the request for a regular faculty member is denied, then the ranking of the lecturer requests will have been established by this vote and no later voting will be necessary.

<b><u>Faculty Requests</u></b>	<b>Do Not Agree</b>	<b>Limited Agreement</b>	<b>Strongly Agree</b>	<b>Very Strongly Agree</b>
<b>CHINESE</b>	0	1	2	3
<b>ESL/TESOL</b>	0	1	2	3
<b>FRENCH</b>	0	1	2	3
<b>GERMAN</b>	0	1	2	3
<b>JAPANESE</b>	0	1	2	3
<b>SPANISH</b>	0	1	2	3

**BALLOT NUMBER:**