

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Kathleen Stacey, Interim Academic Dean
College of Arts and Sciences

From: David Woike, Assistant Vice President
Academic Human Resources

Date: August 16, 2017

Re: Approved CAS DID

Attached is a copy of the revised College Input Document for Arts and Sciences, approved by the Provost on August 15, 2017. Please take steps to assure that the Advisory Council Chair, Academic Department Heads and faculty are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources website, under the DOCUMENTS tab.

Thank you.

COLLEGE INPUT DOCUMENT

College of Arts and Sciences

Date of Last College DID Revision: September 2016

Date of College Vote: March 16 - 23, 2017

Yes 88 No 2 Abstain 2

APPROVALS:

Peter Higgins

Chair, CAS Advisory Council (July 17, 2017)

Karla Wacey 8/13/2017

Dean (Date)

[Signature] 15 AUG 2017

Assistant Vice President, AHR (Date)

Deonda Conworth 8/15/2017

Provost and Executive Vice President (Date)

COLLEGE OF ARTS AND SCIENCES COLLEGE LEVEL FACULTY INPUT SYSTEM

(AMENDED March 2017)

I. Statement of Purpose

The current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors recognizes the necessity for meaningful faculty involvement in the areas of selection and evaluation of faculty members, curriculum development, and utilization of financial resources. It therefore requires a system providing for faculty input in each department and college in the areas of Personnel, Instruction, and Finance. This document establishes such a system, advisory to the Dean, for input at the college level in the College of Arts and Sciences.

II. Definitions

- A. College -- shall mean the College of Arts and Sciences
- B. Dean -- shall mean the Dean of the college of Arts and Sciences.
- C. Faculty -- shall mean the staff of the College of Arts and Sciences who are members of the bargaining unit as defined in the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.
- D. Department -- shall mean a department or school of the College of Arts and Sciences and may be modified as follows:
 - 1. Arts -- shall mean the departments of Africology and African American Studies, Economics, English Language and Literature, World Languages, History and Philosophy, Political Science, Sociology, Anthropology and Criminology, and Women's and Gender Studies; and the schools of Art & Design, Communication, Media, & Theatre Arts, and Music & Dance.
 - 2. Sciences -- shall mean the departments of Biology, Chemistry, Computer Science, Geography and Geology, Mathematics, Physics and Astronomy, and Psychology.

III. The College Advisory Council

A College Advisory Council shall be established. It shall be composed of the following voting members; one (1) faculty member from each department. Each department shall determine by vote who shall be their faculty representative and shall provide for an alternate. The term of office for the faculty representative shall be two (2) years with successive terms permissible. It

shall be composed of the following non-voting members: one (1) department head from a Sciences department and one (1) department head from an Arts department, both of whom shall be appointed by the Dean; and the program coordinator of the Environmental Science and Society program. The Dean and Associate Deans shall be non-voting members.

A. Responsibilities

I. Instructional

- a. To review all changes and new proposals for departmental status, curricula, majors, minors, courses, and interdisciplinary programs in the College and to submit its recommendations to the Dean.
- b. To make recommendations concerning all reviews of the College academic programs initiated within the University or by external accreditation agencies.
- c. To monitor the General Education Program and its effects on the College and to review all proposed changes in the program, with the submission of its recommendations to the Dean and any such concerned University-wide committee as does not conflict with the contract.
- d. To insure liaison between the departments of the College and between colleges regarding academic programs and courses.
- e. To recommend the establishment of teaching and learning resources, which should include such things as faculty workshops and a teaching and learning center.
- f. To monitor academic advising procedures and standards in cooperation with the Academic Advising Office and make recommendations in these regards.
- g. To recommend policies on transfer credit.
- h. To recommend policy concerning the relationship between credit and contact hours.
- i. To review academic standards in departments, and to suggest departmental review as it deems desirable.
- j. To make recommendations concerning the suitability of standard or special University programs in view of University goals.
- k. To refer appropriate matters to its committees.

2. Personnel and Finance

- a. To consider appropriate departmental recommendations to the Dean regarding personnel and finance decisions and to make recommendations to the Dean.
- b. To refer to the appropriate committee such matters having to do with personnel or budget policy as the Council may desire and to submit appropriate recommendations to the Dean based on the recommendations of the committee.
- c. To maintain accurate records of the proportion and number of tenured and non-tenured and of part-time and full-time faculty members in each department.
- d. To investigate adherence to the policy that there be no arbitrary establishment of a fixed proportion of tenured to non-tenured faculty members in any department or in the College.
- e. To establish and maintain liaison with all appropriate bodies such as the personnel and finance committees of other colleges and the Faculty Senate.
- f. Additionally the Council may, at its volition collect appropriate information and make recommendations concerning:
 - 1) the manner in which the contractual provisions concerning personnel files is adhered to (with the express understanding that any access to a given personnel file may be obtained only with that faculty member's written permission).
 - 2) equivalent standards for workload among the departments.
 - 3) the need for and extent of curtailments or eliminations of programs and for the termination, layoff, and recall of faculty members, in manners consistent with the contract.
 - 4) procedures and criteria regarding merit pay, should it become available.
 - 5) allocations to each department for each fiscal year. (This must be based on a detailed budget submitted from each department. The format of such a budget should be agreed upon by the Council and the Dean).

- 6) the College budget including funding requests for such things as programs, faculty positions, and other established budgetary categories (SS&M, Student Help, etc.), and the nature and extent of budget adjustments that may have to be implemented during a fiscal year.
- g. The Council may request from the Dean information needed to perform the actions or make the recommendations listed above in a timely fashion.

3. Evaluation of the College Dean

- a. The College Advisory Council shall conduct periodic evaluations of the college Dean. As part of the evaluation, the Dean will provide a self-assessment and documentation to the evaluating faculty. Results of the evaluation will be communicated to the Dean and the university Provost. The Provost will communicate the results of the submitted evaluation to the college faculty together with any additional comments he/she wishes to make within thirty (30) working days.

b. Evaluation Process

- i. The period for evaluation and review of the college Dean is 3 years.
- ii. The Council shall form an ad hoc committee to administer and/or supervise the evaluation and response procedure.
- iii. The entire body of the college faculty shall be surveyed using an instrument (1) approved by the Council and (2) deployed in a secure manner.
- iv. The survey will be deployed along with the dean's self-assessment.
- v. Within 5 working days of the close of the survey, the survey results, including aggregate scores and comments, shall be forwarded to the Dean and the Provost.
- vi. After results are forwarded to the Dean, the Dean has 5 working days to submit a reply, if she/he so desires.
- vii. Within 30 working days after the survey results have been forwarded to the Provost, the Provost shall submit results of

the evaluation, including aggregate scores and comments, together with any additional comments she/he wishes to make to the college faculty.

4. Selection of Dean

a. Faculty members of the search committee shall be elected by the Council from among the College faculty. The search committee shall include no fewer than four (4) faculty members, distributed so as to represent fine/performing arts disciplines, humanities disciplines, natural science disciplines, and social science disciplines.

b. Following public campus visits of finalists chosen by the search committee, but before the search committee makes recommendations on finalists to the Provost, a special meeting of the Council shall be held.

1) At this meeting, Council representatives shall relay the perspectives of their department's faculty to the faculty members of the search committee, who shall attend as guests.

2) The Chair of the Council may also invite other members of the search committee and the Provost to this meeting, if the Council approves.

B. Committees

1. Instruction

There shall be two (2) standing committees on the Council: the Arts Committee and the Sciences Committee. The membership of these committees taken together shall be restricted by the requirement that all faculty members shall be members of the Council.

a. Arts Committee

1) **Membership.** This committee shall be composed of eleven (11) faculty representatives (one from each Arts department) who are members of the Council. The Arts Department Head who serves on the College Advisory Council and one Associate Dean shall serve as non-voting members of the Arts Committee.

2) **Duties.** This committee shall review and make recommendations concerning all changes and new proposals for curricula, majors, minors, courses and interdisciplinary programs from or affecting Arts departments; shall consider matters in its area and any other items referred to it by the parent Council: and may at its

volition collect appropriate information and make recommendations concerning the other Council responsibilities listed above.

b. Sciences Committee

- 1) **Membership.** This committee shall be composed of seven (7) faculty representatives (one from each Sciences Department) who are members of the Council. The Sciences Department Head who serves on the College Advisory Council and one Associate Dean shall serve as non-voting members of the Sciences Committee. The faculty representatives and department heads shall be selected as for the Arts Committee.
- 2) **Duties.** This committee shall review and make recommendations concerning all changes and new proposals for curricula, majors, minors, courses and interdisciplinary programs from or affecting Sciences departments: shall consider matters in its area and any other items referred to it by the parent Council: and may at its volition collect appropriate information and make recommendations concerning the other Council responsibilities listed above.

2. Personnel and Finance

The personnel and finance responsibilities listed above shall be discharged by the full Council or by such committees as it may choose to establish on an ad hoc basis. In addition, the following advisory committees shall be established.

a. Budget Committee

- 1) This committee shall be composed of the Chair of the Council (or designee) and two faculty representatives elected from the Council (one from an Arts department and one from a Sciences department) for a one-year term in the Council's first meeting of the academic year.
- 2) This committee shall be advisory to the Dean on College-level budget matters, including the instructional budget and other matters as listed in III.A.2 (above).
- 3) This committee's recommendations shall not be regarded as input to the Dean unless approved by the Council.
- 4) This committee shall meet with the Dean prior to the

presentation of any budget-related requests for input from the Dean to the Council.

b. Personnel Committee

1) This committee shall be composed of the Chair of the Council (or designee) and two faculty representatives elected from the Council (one from an Arts department and one from a Sciences department) for a one-year term in the Council's first meeting of the academic year.

2) This committee shall be advisory to the Dean on College-level personnel matters, including the prioritization of new faculty requests, the allocation of graduate assistantships among departments in the College, and other matters as listed in III.A.2 (above).

3) This committee's recommendations shall not be regarded as input to the Dean unless approved by the Council.

4) This committee shall meet with the Dean prior to the presentation of any personnel-related requests for input from the Dean to the Council.

IV. General Procedures

A. The Dean shall be a non-voting member of the Council and all committees.

B. The Council and each standing committee shall elect from among its voting members a chairperson, vice chairperson and secretary.

C. Election of Faculty Representatives

1. Each department shall elect its faculty representatives in such a fashion that they may begin their term of office one full week before the beginning of the academic year.

2. To make possible a mixture of freshness and experience elections will occur in the following sequence:

a) The departments of Africology and African American Studies, Art and Design, Biology, Chemistry, Communication, Media and Theatre Arts, Computer Science, Economics, English Language and Literature, and World Languages will elect members to the Council in even-numbered years;

b) The departments of Geography and Geology, History and Philosophy, Mathematics, Music and Dance, Physics and

Astronomy, Political Science, Psychology, Sociology, Anthropology and Criminology, and Women's and Gender Studies will elect members to the Council in odd-numbered years.

- D. Meetings
1. The Council shall hold regular monthly meetings during the period September-April and such additional meetings, as it may deem necessary. Meetings shall be open unless matters of a confidential personal nature are being considered, at which time Council members may vote to close the meetings.
 2. Meeting schedules of the Council its committees shall be published in the College's annual calendar.
- E. When Council meetings are closed by a vote of members, non-voting members shall be excluded.
- F. Agenda shall be published, insofar as possible two days in advance of all Council and committee meetings. The elected officers of each body are responsible for these agenda. Minutes shall be published within five working days after each Council or committee meeting. The chair of the Council shall have the agenda distributed and the secretary of the Council shall have the minutes distributed to all faculty members. The chair of each Council committee shall have the agenda distributed, and the secretary shall have the minutes distributed, for committee meetings to all members of the Council.
- G. The Council and the committees shall each elect from their members an inter-college liaison person who shall meet, when appropriate, with similar representatives of other colleges and divisions of the University including the Graduate Council.
- H. Council and committee meetings shall be governed by Robert's Rules of Order.
- I. The Dean shall, as soon as possible but within fifteen (15) days, respond with acceptance or written dissent (including rationale supported by reasoning and evidence) to recommendations of the Council. The absence of a written response shall indicate acceptance.
- J. By majority vote the Council may send a report of its deliberations and recommendations through the Dean to the Vice President for Academic Affairs.
- K. Matters within the province of the Council may be dealt with by *ad hoc* committees constituted by the Council.
- L. There shall be at least annually a college faculty meeting. The agenda for such a meeting shall be prepared by the chairperson of the Council in consultation with the Dean. The Dean shall chair College faculty meetings.

- M. A Procedures Committee shall be established to consist of the officers of the Council (chairperson, vice chairperson, and secretary). This committee shall be responsible, in conjunction with the Dean, for conducting votes on referenda and amendments, as well as for maintaining an up-to-date description of the College Input system and the procedures and by-laws of the Council.
- N. Upon petition of Twenty percent (20%) of the faculty in the College, the Procedures Committee shall refer any matter considered by the Council or Committee to a vote of faculty, to be conducted by secret ballot.
- O. Any faculty member, department head, or the Dean may propose in writing an amendment to this input system at a regularly scheduled meeting of the Council. If the Council agrees by majority vote to consider the proposed amendment, it must then be submitted to the college faculty for ratification. Ratification shall require a two-thirds (2/3) affirmative vote of those faculty casting ballots by secret ballot. The amendment shall then be reviewed by the Association and the Office of Academic Human Resources for the purpose of determining whether such recommendations are in compliance with the parties' master Agreement. Following this review, the amendment must be approved by the Dean of the College and by the Provost and Vice President for Academic Affairs.
- P. Copies of this document shall be distributed by the Dean to all of the faculty.

03/2017
(CASInputDoc)