

DEPARTMENT INPUT DOCUMENT

Department of Biology
College of Arts and Sciences

This Departmental Input Document received official approval as follows:

Approved by the Department Faculty

Vote: 12 Yes; 2 No; 3 Abstain

Date: 20 April 2022

Signature:


Chair of the Personnel Committee

Approved by the Department Head

Date: April 20, 2022

Signature:



Approved by the Dean

Date: 4/20/2022

Signature:



DEPARTMENT INPUT DOCUMENT

Department of Biology

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

Date of Department Faculty Vote: 20 April 2022

Yes 12 No 2 Abstain 3

APPROVALS:

Kathleen H. Stacey 5/12/2022
Assistant Vice President, AHR (Date)

Glinda Amgorski 5/12/22
Provost and Executive Vice President (Date)

FACULTY INPUT DOCUMENT OF THE DEPARTMENT OF BIOLOGY

In consideration of the master Agreement between the EMU-AA UP and EMU administration, we the Faculty of the Department of Biology, adopt this document governing Faculty input for the Biology Department.

I. FACULTY MEMBERSHIP

A. Full voting membership shall be extended to all members of the Department who have academic tenure or who hold appointments designated as working toward academic tenure. These members are hereafter referred to as the Faculty.

B. The Department Head shall chair meetings of the departmental Faculty Meetings (see II. below) and shall have the privilege of voting only to break tie votes.

II. DEPARTMENTAL FACULTY MEETINGS

A. Method of Convening

1. Meetings of the department Faculty shall be called by the Department Head on his/her own initiative or when he/she is requested to do so by any of the departmental committees or by written petition of at least one-third of the Faculty, but meetings shall be called about once a month during the Fall and Winter semesters.

2. The Department Head will notify the Faculty of meetings at least five (5) calendar days in advance and of the agenda for such meetings at least three (3) business days in advance. The Head may amend the agenda as late as twenty-four (24) hours prior to the meeting, providing written notice is available to all members of the Faculty. Meetings convened, on an emergency basis, with less than the mandated five (5) calendar day notice shall be subject to special limitations (see 11.B.6 below).

3. A meeting shall not be convened unless a quorum (over 50%) of the Faculty is present. Effort will be made by the Department Head to notify all Faculty of such meetings.

B. Method of Conducting

1. The Department Head or his/her designee shall preside at department meetings. The proceedings shall be governed by Robert's Rules of Order.

2. Unless agreed to by the majority of the Faculty present, the agenda will be followed during any meeting.

3. The agenda for such meetings shall include:

a. A listing, in the order to be considered, of agenda items.

b. Time limitations, if any, for each agenda item.

4. No action by the Faculty shall be considered as officially adopted unless it has been voted on as a motion.

5. Motions may be presented by departmental committees or by Faculty members. The Department Head may request that a specific motion be presented.

6. A motion which is agreed to by a majority (over 50%) of Faculty present shall be considered as officially adopted by the Faculty. In the special case of meetings convened with

less than the mandated five (5) day notice, motions must be agreed to by a majority (over 50%) of all Faculty to be officially adopted.

7. None of the above rules of conduct precludes the Department Head from exercising his/her executive role in decision making for the Department.

8. Should the Department Head choose a course of action contrary to a motion passed by the Faculty, he/she shall explain such action in writing to the Faculty within fourteen (14) calendar days.

C. Method of Disposition of Minutes

1. The Department Head shall assign Faculty members the responsibility for taking minutes at department meetings on a rotational basis.

2. The minutes of each Faculty meeting, including motions and the disposition of agenda items, will be distributed to the Faculty no later than seven (7) calendar days following the meeting. They shall be subject to Faculty approval at the next Faculty meeting.

3. Under the supervision of the Department Head, a file of these minutes shall be maintained, systematically arranged and conveniently available, in the Department Office and in a readily accessible electronic repository.

III. INPUT DOCUMENT REVISIONS

A. Definition: Revision includes all adoptions, amendments, substitutions for, or additions to, this document.

B. Method

1. Revisions shall be by the majority of the Faculty in a secret, written ballot.

2. The proposed change must be published for the consideration of the Faculty at least seven (7) calendar days before the balloting begins, and the balloting must be concluded in no less than three (3) business days after it begins.

3. Voting will be supervised and the votes counted by the Personnel Committee of the Biology Department.

4. The Personnel Committee shall be responsible for insuring that documentation, preservation and proper revision of the input document is accomplished.

5. The Personnel Committee shall forward revisions of the input document to EMU and the EMU- AA UP pursuant to procedures set forth in the Master Agreement.

IV. STANDING COMMITTEES

A. General Responsibilities

1. Provide the Faculty a means of expressing their opinions and of developing policies relating to departmental matters.

2. Provide up-to-date information regarding departmental matters to the Faculty.

3. Recommend actions and policies to the Department Head.

4. Request formal Faculty input via a Faculty vote on matters on which they or the Department Head deem to be useful or are required pursuant to the Master Agreement.

5. Provide up-to-date information regarding committee matters to the Faculty via minutes, synopses, notices, etc.

B. Specific Responsibilities

1. **Personnel Committee**, in advising the Department Head on personnel issues affecting the department, shall perform, but not be limited to, the following:

- a. Review and recommend priorities in personnel needs, including Faculty and staff.
- b. Develop and recommend policies for personnel mailers.
 - i. Review and/or update methods for evaluation of all department personnel, including Department Head.
 - ii. Respond to intradepartmental Faculty conflicts and concerns affecting their ability to fulfill their professional responsibilities.
 - iii. Review and/or update the criteria for promotions and tenure specified in the Faculty Evaluation Document of the Department of Biology.
- c. Conduct and supervise all departmental elections.
- d. Annually review Faculty Activity Reports and related files for all Faculty.
- e. Contribute to the preparation of the Department of Biology Annual Report.
- f. Establish and review policies concerning general academic credentials and course load responsibilities for all new hires, including Lecturers and tenure-track appointees.
- g. Propose descriptions of Faculty, Department Head and staff positions to be filled and establish search committees for these positions when necessary.
- h. Review the professional responsibilities of the Faculty, including teaching, advising, orientation, registration, participation in committee activities, keeping posted office hours, participation in ceremonial academic functions, limits on outside professional work, work load, equivalencies, release time, keeping up with current developments in one's field(s) of specialization, scholarly research and writing, attending conferences, and other such departmental responsibilities.
- i. Provide input on overload policies.
- j. Summer Teaching Rotation.
 - 1.. This policy is based on the principle of equity and recognizes faculty expertise and qualifications.
 2. The Department Head will inform program coordinators (where applicable) and faculty of the date by which proposed summer schedules are due.
 3. The Department Head, in consultation with the program coordinator (where applicable) and with input from the program area faculty, will prepare a list of program courses (not special topics courses) that should be offered in the summer sessions. This list will be distributed to all program area members.
 4. In a regularly scheduled program area meeting, faculty members will bring requests to teach two courses, for which they are qualified, from this list. Proceeding in order of seniority (from most to least), faculty members will be given their first choice.
 5. After all program faculty members have submitted a request for one course, and if there are unstaffed courses, the coordinator (where applicable)

will return to the beginning of the seniority list and faculty members will submit their second course request until the summer schedule is complete.

6. During subsequent summers, #4 and #5 will be repeated, beginning with the next faculty member. If there are unstaffed courses after all faculty have submitted their request for one course, the faculty members who did not receive 20% the previous year, will have first choice at selecting a second course. This is a continuous process.

7. Faculty members may choose to pass when submitting request(s). If faculty members pass by yielding to a more experienced faculty member, that faculty member will retain the same position on the next rotation list. If a faculty member volunteers to pass for other reasons, the next rotation list will be continued as if that faculty member had selected a course.

8. If there is an unstaffed course in a program area, a faculty member from another program area who does not have 20%, will be able to request that course with program area approval.

9. It is the responsibility of the Department Head to maintain summer rotation records.

k. Provide input on release time provided to faculty.

l. Evaluate and make recommendations on the performance of all Faculty for reappointment, periodic evaluations, and promotion or tenure

m. Review, evaluate and make recommendations on the performance of the Department Head in accordance with the Article XV of the EMU-AA UP Master Agreement.

n. Prepare improvement plans for Faculty not meeting the criteria specified in the Faculty Evaluation Document.

o. Report to the Faculty, at least once each academic year, the activities of Personnel Committee of the previous academic year and the planned activities for the current academic year and make adjustments to the annual plan based on faculty input.

p. Review the effectiveness of policies recommended by the Personnel Committee. Review the input document for compliance with the EMU-AA UP master agreement and department practices every five (5) years. The committee shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and Article XIII mp 380-382.

2. Finances and Resources Committee. in advising the Department Head on financial and physical asset issues affecting the department, shall perform, but not be limited to, the following:

a. Review the budget and expenditures of the Department of Biology once each (all and winter semester and make recommendations to the Department Head concerning departmental finances.

b. Recommend to the Department Head equipment purchase priorities for the department.

c. Review and recommend space-use policies and assignments

i. for Faculty and staff offices.

- ii. for research areas, workshops, and so forth.
- iii. for new and existing equipment.
- iv. for security and key acquisition.
- d. Review and make recommendations on all applications for internal funds, such as Graduate School Research Support Funds and Graduate Research Assistants.
- e. Contribute to the preparation of the Department of Biology Annual Report.
- f. Review the effectiveness of policies recommended by the Finances and Resources Committee.
- g. Report to the Faculty, at least once each fall and winter semester, the expenditures, acquisitions, and allocations of the Department

3. Curriculum and Instruction Committee, in advising the Department Head on curriculum and instruction issues affecting the department, shall perform, but not be limited to, the following:

- a. Develop and recommend long and short term curricular goals.
- b. Review and recommend program proposals, course changes, new course adoptions, and course deletions.
- c. Evaluate the effectiveness of existing programs.
- d. Review and recommend change(s) in admission standards for the Graduate Program, in consultation with the Graduate Coordinator.
- e. Recommend policy on the scheduling of classes.
- r. Oversee and evaluate spring/summer teaching schedules and priorities.
- g. Establish and review policies on override and class size practices.
- h. Monitor the frequency of offerings and enrollments of aH courses in the Department of Biology, including non-traditional format course,
- i. Maintain a long term (multi-year) schedule for the frequency of class offerings.
- j. Collect and review syllabi of all course offerings in the Department of Biology.
- k. Serve in an advisory capacity to the Personnel Committee in the evaluation of Teaching Effectiveness.
- l. Review and make recommendations on course content and format
 - i. To maintain accuracy in syllabi and catalog descriptions.
 - ii. To insure the inclusion of concepts and information essential for the function of prerequisite, core, and service courses.
 - iii. To determine consistency with the curricular goals of the department.
- m. Contribute to the preparation of the Department of Biology Annual Report.
- n. Report to the Faculty, at least once each academic year, the activities of Curriculum and Instruction Committee of the previous academic year and the planned activities for the current academic year and make adjustments to the annual plan based on faculty input.
- o. Review the effectiveness of policies recommended by the Curriculum and Instruction Committee.

4. **Assessment Committee**, in advising the Department Head on assessment issues affecting the department, shall perform, but not be limited to, the following:
- a. Facilitate the writing or modifying of program goals and learning outcomes;
 - b. Create or assist with creation of assessment instruments and collect and analyze assessment data;
 - c. Generate required Assessment Reports for the College of Arts and Sciences;
 - d. Respond to other requests for course assessment data, e.g., Program Review;
 - e. Conduct analysis and reporting for internal department assessment initiatives, as needed;
 - f. Report to faculty, at least once each academic year, the activities of the Assessment Committee of the previous academic year and the planned activities for the current academic year and make adjustments to the annual plan based on faculty input;
 - g. Review the effectiveness of policies recommended by the Assessment Committee.

C. Composition and Term(s) of Office.

1. Standing committees shall consist of three (3) regular members and one (1) alternate, elected by the Faculty.
2. All members of the committee must be members of the Department of Biology Faculty. No member may serve simultaneously on more than one standing committee.
3. The term of office for each member shall be three years with at least one member and the alternate elected each year.
4. Faculty members elected to committees shall take office on the first day of classes of the following Fall semester.
5. The committee chair will be the committee member in his/her third year of service on the committee unless otherwise agreed upon by all committee members. The committee chairperson must be determined by the second week of the fall semester.
6. Extended vacancies will be filled first by the alternate member until the next regularly scheduled election, at which time a regular member shall be elected by the Faculty for the remainder of the term of the seat.

D. Elections

1. Nominations will be made in writing to the Department Head by any regular member of the Faculty five (5) calendar days prior to the meeting at which elections are held. These nominations shall be posted in a prominent place in the departmental office and/or in a readily accessible departmental electronic repository. Any person nominated must confirm acceptance of the nomination by no less than two (2) business days prior to the date of the election.
2. Regular elections to the standing committees will occur at least seven (7) calendar days prior to the end of the Winter semester preceding the Fall semester in which the new committees convene. Representatives to the Standing Committees shall be elected by secret ballot.
3. The candidate receiving the highest number of votes shall be elected. In the case of ties, a run-off election shall be held immediately.

E. Vacancies

1. Should a position on any of the standing committees become vacant, the designated alternate shall serve until the next regular department election for such position, at which time a replacement shall be elected for the remainder of the term of the position.
2. Should vacancies occur for which no alternate is available, the Personnel Committee will, within two (2) weeks of the vacancy, call for nominations and schedule an election. Following the election procedures set forth in this input document. The newly elected committee member will serve the remainder of the term of office.

F. Provisions for Recall and Replacement

1. Initiation

- a. The standing committee shall consult with the Department Head and, following a majority vote or the committee, recommend to the Faculty that the committee member be removed from the committee.
 - b. Any Faculty member can initiate the recall of a member of a standing committee by the presentation to the department head of a written petition signed by a majority of the Faculty members.
2. Within two (2) weeks, the department head shall schedule a department meeting for the purpose of discussing and voting on the recall proposed. Reasons for recommending removal shall be provided.
 3. The Faculty shall, by secret, written ballot, vote on the committee's recommendation to remove the committee member. A majority vote by the Faculty is required for removal.
 4. If the committee member is removed from the committee, a call for nominations and election to the committee will commence, following election procedures set forth in this input document. The newly elected committee member will serve the remainder of the removed member's term of office.

G. Conflicts of Interest

1. If, in the judgment of the department head or the Faculty, a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee (e.g., he/she is being evaluated for Reappointment, Tenure, Promotion, etc.), that member shall be replaced by the alternate for that set of actions. Faculty members applying for the research/creative release shall not participate in the review evaluating the eligibility of their release; a committee member with such a conflict will be replaced by the alternate for that review.
2. If the alternate has such a conflict of interest, the department head shall appoint a temporary alternate or alternates to review the matter at issue.

H. Transmittal of Committee Activity

1. At the outset of each semester, each standing committee will distribute to the Faculty and the department head its proposed agenda plan for the semester. As significant revisions of

this plan take place, the chairperson of the committee will, in writing, so inform the Faculty and Department Head.

2. Minutes summarizing activities of each meeting shall be available for approval at the next committee meeting and communicated to the Faculty via the departmental electronic repository no later than seven (7) calendar days after the minutes are approved. Minutes which pertain to specific personnel and to student grievances are excluded from this requirement. All minutes will remain on file within the committee's records.

V. AdHoc COMMITTEES

A. Establishment

1. Ad Hoc committees can be formed by the Department Head, the Faculty, or any standing committee.
2. If formed by the Head or a standing committee, the charges to the ad hoc committee and the composition of its membership must be determined by consultation between the Department Head and the relevant standing committee.
3. The departmental Faculty must be informed of the membership and charges of the committee within seven (7) calendar days.

B. Search Committees

1. A Search Committee is to be established for each vacancy occurring in the permanent staff. The membership of this committee will include three (3) Faculty members, at least one (1) of whom is knowledgeable in the academic area to be filled. The Personnel Committee will appoint the membership of the Search Committee. At their first meeting the membership shall elect a chairperson.
2. The committee will review the credentials of each candidate and will recommend a list of finalists to be considered for interviews. The committee will provide opportunity for discussion and abide by the results of a vote by secret ballot of the Faculty on which finalists will subsequently be invited to present themselves to the committee, the Department Head and the Faculty for interviews. After these visits, the search committee will lead a discussion of the strengths of each candidate and provide its recommendations for consideration by the Faculty. The final recommendation by the Faculty will be determined by votes cast by secret ballot. Should the Department Head not concur with this choice he/she shall give written notice to the Faculty at least seven (7) calendar days prior to taking any action on the appointment. The Faculty may respond to that action in any manner consistent with the input document of the department and the AA UP-EMU Contract.
3. If the headship of the department should become vacant, a search committee, consisting of four (4) members of the Department of Biology Faculty and one (1) Department Head from outside the Biology Department will be selected from the Faculty by the Personnel Committee. This search committee will follow the procedures described in section V .8.2 above.

C. Grade Grievance Committee

1. A Grade Grievance Committee is to be established according to the provisions in IV .8.1 .m for each grievance or group of related grievances filed pursuant to University Grade Grievance Procedures.

2. The membership of this committee will include three (3) Faculty members and two (2) student members. If possible, at least one (1) Faculty member should be knowledgeable in the academic area concerned.

D. Graduate Committee

1. Membership shall consist of the Graduate Coordinator (chairperson) and two (2) elected Faculty members.

2. Responsibilities will include:

a. Serve in an advisory capacity to the Graduate Coordinator.

b. Review and recommend change(s) in admission standards for the Graduate Program when required.

c. Assist with selection of Graduate Teaching Assistants.

VI. METHOD OF CONDUCT OF COMMITTEE MEETINGS

A. Meetings of committees may occasionally be held via electronic mail or other suitable electronic means unless a member requests a formal meeting. Formal meetings of all committees shall conform to parliamentary procedure. No recommendations or decisions shall be transmitted which have not been proposed in a formal motion and agreed to by a simple majority of the committee membership.

B. Meetings of all committees shall be open to the Head of the Department as a non-voting ex-officio member.

C. If Faculty wish to make a presentation to the committee, they shall, in writing, inform the chairperson of this desire, ordinarily at least seven (7) calendar days in advance. If the committee deems the presentation of sufficient urgency it may, upon majority vote of the committee, be placed on the agenda with shorter notice.

D. Items to be considered on the agenda shall be submitted to the committee chairperson in writing at least seven (7) calendar days in advance. Items considered by the committee or the department head to be of sufficient urgency may, by majority vote of the committee, be placed on the agenda with shorter notice.

VII. UNDERGRADUATE AND GRADUATE COORDINATORS

A. Eligibility, Selection and Term of Office

1. The Graduate and Undergraduate Coordinators of the Department shall be elected by the Faculty.

2. The term of office in each case shall be for three (3) years.

3. The Graduate Coordinator shall be a member of the Faculty.

B. Responsibilities of the Undergraduate Coordinator

1. Maintain records of advisor/advisee assignments including initial and transfer assignments.

2. Serve as advisor to:

- a. advisees of Faculty on leave.
 - b. advisees with special problems.
 - c. new advisees.
 - d. transfer students needing authorization to transfer credits from other institutions.
3. Coordinate department tutoring.
 4. Oversee production of curriculum advising information handouts and curriculum check sheets.
 5. Serve in advisory capacity to all Department Committees.

C. Responsibilities of the Graduate Coordinator

1. As executive officer of the Biology Department Graduate Program, implements all University policy and procedures pertaining to graduate study in biology.
2. Maintain departmental graduate student records pertaining to:
 - a. recruitment.
 - b. admission.
 - c. student program establishment and changes.
 - d. graduation clearance.
3. As Coordinator of Graduate Advising
 - a. Coordinate and approve the program of study for all students.
 - b. Coordinate and approve the program of study for all students until an Advisor is selected.
 - c. Serve as advisor to all Non-degree students.
4. Facilitate coordination and communication between the Department of Biology Faculty, The Graduate School, graduate students, and departmental committees.
5. Act as Chair of the Graduate Committee.
6. Meet with new graduate students, who have not as yet selected an area of concentration, before they have completed ten (10) hours of graduate course work at Eastern Michigan University to plan a tentative program of study.
7. Serve in advisory capacity to all departmental committees.

VIII. 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 in this document detract from any right(s) or function(s) retained by or Granted EMU or EMU-AAUP through the parties' master Agreement.

Appendix A

Research/Creative Activity Release Program

Only the following equivalencies apply:

- **Double Sections (2x equivalency)**
 - 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.
- **Team Teaching (1:1 equivalency)**
 - 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.
- **Research/Creative Activity Release (3 credit hour release per semester from the contractual teaching load of 12 credit hours per semester/24 credit hours per academic year).**
 - Faculty can apply in any year using the Promotion evaluation calendar.
 - Faculty must:
 - Complete two major and one minor Research/Creative Activities per five-year evaluation period; and
 - Meet a Scholarly/Creative Activity rating of “Distinctly Above Average.”
 - Faculty meeting these standards are eligible to receive the release for a five (5) year time period.
 - Faculty must reapply to receive the Research/Creative Activity Release for another five-year period in the fifth year using the Promotional calendar.
 - Faculty electing the Research/Creative Activity Release may balance their teaching load over two (2) years as a result of a teaching load of more or less than 9 credit hours. Any additional credit hours needed to balance the load must be taught sooner if the five (5) year research release period is coming to an end.
 - Faculty electing not to participate will teach twelve (12) credit hours per semester or 24 credit hours per academic year. Faculty not participating may only receive equivalency credit for double sections, team teaching, and contact hours.