

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

**To:** Michael Williams, School Director  
Nursing

**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 Nursing 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 Nursing

College of Health and Human Services

Date of Last DID Revision: December 19, 2016


APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

**Eastern Michigan University  
Department Input Document  
School of Nursing**

**DEFINITIONS:**

- Academic Year**      The academic year is defined as two weeks prior to starting the Fall semester and the completion of the Winter semester (determined by when the faculty member submits final course grades)
- Agreement:**      Current contract between Eastern Michigan University and the Eastern Michigan Chapter of the American Association of University Professors
- Department:**    School of Nursing
- Director:**        Director of the School of Nursing
- DPC:**             Doctoral Program Committee
- Faculty:**        Tenured and tenure-track members of the School of Nursing belonging to the American Association of University Professor's collective bargaining.
- FOW:**            Faculty of the Whole; composed of all the tenure and tenure-track faculty of the School of Nursing. The SON Director, as a tenured faculty member, is a member of the FOW.
- Lecturer:**      Bargaining unit persons belonging to the full time unit of the EMU Federation of Teachers who are appointed to teach course credit load.
- MPAC:**            Master's Program Admissions & Curriculum Committee
- Nursing Coordinator:**    A Professional/Technical staff person employed to facilitate the curriculum and program needs as determined by the faculty and Director.
- PFC:**             Personnel & Finance Committee
- PAC:**             Program Assessment Committee
- SON:**            School of Nursing
- Sub-Committee:**    A committee of a standing committee, appointed by that committee to accomplish an ongoing task. It functions as a standing sub-committee of that committee

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- Task Force/ Ad Hoc: A special committee appointed by the Director, the FOW, or a Standing Committee to perform specific tasks, secure more information, investigate a situation and bring back a report or recommendation by a specific date
- UCARS: Undergraduate Committee on Admission and Retention of Students
- UCIC: Undergraduate Committee on Instruction and Curriculum

**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-AAAUP through the parties' Master Agreement.**

## I. SCHOOL STRUCTURE

See School Input Flow Diagram (Appendix E)

See School Organizational Chart—Organizational structure developed by the School of Nursing Director; attached but not a formal part of the input structure.

Director, School of Nursing

The Director shall be appointed by the Board of Regents in accordance with the procedures described in the Eastern Michigan University Policy Manual and shall be charged with the duties and responsibilities described therein.

### A. Cooperative Relationship

The following organizations provide input to the School and work on collaborative projects.

1. Community Advisory Board
2. Alumni Association
3. Affiliating Agencies
4. Student Nurses' Association, EMU
5. Sigma Theta Tau International, ETA Rho chapter

### B. Faculty Governance

#### 1. Faculty of the Whole (FOW)

a. Authority: The faculty of the School of Nursing has the authority to plan, implement and evaluate the programs.

- (1) The FOW oversees its standing and ad hoc committees.
- (2) The standing committees of the SON will include: Undergraduate Committee on Admissions & Retention of Students (UCARS), Undergraduate Curriculum & Instruction Committee (UCIC), Personnel & Finance Committee (PFC), MPAC (Master's Program Admissions & Curriculum Committee), and the (DPC) Doctoral Program Committee
- (3) Program Assessment Committee will be an ongoing workgroup of the FOW, but will not be considered a standing committee for the purpose of faculty assignments to committees.

b. Responsibilities:

- (1) Acts to advise the SON Director on matters of policy and procedure.
- (2) Considers and votes upon recommendations presented by the Standing Committees, Task Forces, Sub-Committee, etc.

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- (3) Considers and acts upon recommendations presented by the SON Director.
- (4) Serves as a forum to discuss matters of concern at the School, College, and University levels.
- (5) Facilitates the Program Assessment Committee's work on an ongoing basis
- (6) Establishes and maintains policies and procedures that affect all faculty members (commonly called FOW policies)
- (7) Appoints two faculty members (outside of the UCARS membership) at their 1<sup>st</sup> Fall meeting to serve as Grade Grievance Faculty Representatives to the school and CHHS.

c. Procedures:

(1) Composition

- (a) All tenured/and tenured-track faculty shall be members and are expected to attend FOW meetings.
- (b) The SON Director or designee shall preside at meetings.
- (c) All tenured and tenure-track faculty shall have full voting rights and responsibilities.

(2) Meetings

- (a) Meetings of the FOW shall be held at least monthly during the academic year. The FOW meeting schedule will be distributed to faculty at the beginning of each Fall & Winter semesters. Special meetings may be called as needed by the SON Director or by petition of any four (4) members of the FOW.
- (b) Consistent with faculty governance principles, faculty reserve the right to hold FOW meetings independent of the SON Director.
- (c) A quorum for a meeting of the FOW is a simple majority (50%+1) for all voting decisions.
- (d) Guests to FOW meetings require prior approval by the SON Director and can be asked to leave the meeting by the FOW if deemed appropriate.

**2. Personnel & Finance Committee (PFC)**

a. Responsibilities

- (1) In conjunction with the SON Director, determines specific needs for faculty recruitment.
- (2) Provides input into faculty assignments to the SON Director.
  - (a) The School Director will distribute the course schedule to all faculty along with a "Request for Teaching" form.
  - (b) Faculty will submit their requests for teaching to the PFC by the date established by the PFC chairperson and the School Director.
  - (c) The PFC will review the requests, along with qualifications and expertise.
  - (d) For Summer assignments, if there are fewer credit hours available than can be equitably distributed across faculty requests; a reasonable effort will be made to

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ensure subsequent Summer requests will be prioritized for those who were unable to be assigned in the prior Summer.

- (e) The PFC will submit their input to the School Director, who will ultimately determine assignments, also keeping qualifications, expertise, equity, and contractual limitations in mind.

- (3) Makes recommendations for personnel needs and workload distribution to meet program requirements.
- (4) Make recommendations to the FOW concerning policies governing the determination of faculty workloads and overload in accordance with the Agreement.
- (5) Utilizes these policies in order to develop and update specific job descriptions.
- (6) Prepares a standing committee list with open slots identified from members rotating off the committees. This list is distributed to SON Director and faculty. Faculty members submit their requests directly to the SON Director. The list returns to the FOW for a final input vote to the SON Director.
- (7) Oversee the input on faculty overload policies.
- (8) Designates a PFC member to be the keeper of the EMU Faculty Funds for special celebrations, bereavement, etc.
- (9) Reports to the FOW.

b. SON Director Review

Tenured/tenure track faculty members in the School of Nursing shall be given the opportunity to present to the Dean of the College their evaluation of the Director with such effects as the Dean shall determine. Such evaluation shall be made as guided by the Agreement. The standard format agreed upon by EMU-AAUP will be used along with evaluation material deemed appropriate by faculty in the School of Nursing. More frequent evaluations shall be made as the Dean may, from time to time, so request.

c. Faculty Evaluation

- (1) Monitors the effectiveness of existing evaluation procedures and recommends changes if necessary.
- (2) Conducts an annual evaluation of non-tenured/tenure-track faculty members in accordance with the Agreement.
- (3) Reviews the Faculty Activity Reports of Tenured Faculty under Full Professional Evaluation if the Director perceives a problem.
  - (a) Reviews all information and/or documentation from the faculty member applying for reappointment, tenure or promotion, and prepares a report to be passed on to the faculty member and SON Director.
  - (b) Establishes policy and procedures for mentoring faculty through the review process.
  - (c) In consultation with the SON Director, reviews all questions of reappointment, tenure merit, termination, and layoffs of faculty in accordance with the Agreement.

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- (d) Consults with the SON Director in evaluating applications for professional/educational leaves of absence, sabbatical and research fellowships and recommendations in accordance with the Agreement.

d. DID Review

- (1) PFC shall review the DID every five years for its compliance with the EMU-AAUP Master Agreement and School practices. It shall report the results of its review to the School. If changes are needed, the DID shall be revised and submitted for approval as provided in the existing DID and the Agreement.

e. Financial Input

- (1) Recommends priorities for spending for supplies, services, and materials (SS&M) and reports to FOW.
- (2) Takes action on faculty requests to be reimbursed for attendance at workshops and conferences in accordance with available funding.
- (3) Reviews expenditures annually and as needed.
- (4) Reviews SON travel funding criteria annually.
- (5) Coordinates SON's social activities and the acknowledgement of significant personal events in the lives of SON staff and faculty.

f. Procedures

(1) Composition

- (a) The PFC shall consist of a minimum of 4 tenured faculty members.
- (b) When a PFC member is being evaluated, the remaining members will be the decision-making body.
- (c) Faculty shall serve for a term of three years on a rotational basis.

(2) Meetings

- (a) The PFC shall meet at least once a month during the academic year.
- (b) Special meetings may be called in accordance with the General Procedures.

- (3) Policies related to the PFC can be found in the SON Procedures Manual.

**3. Undergraduate Curriculum and Instruction Committee (UCIC): Policies**

a. Responsibilities

- (1) Collect, analyze, and evaluate data required for annual and long term undergraduate curriculum assessment.



- (a) Sources of data for annual evaluation include but are not be limited to course reports, program director reports, coordinator reports and UCIC annual reports.
  - (b) Sources of long term evaluation include but are not limited to program level student learning outcomes and pedagogy to ensure program quality and effectiveness.
- (2) Conducts a review of required courses taught in other departments that support the undergraduate program curriculum for relevance, at least every 5 years.
- (3) Reviews and/or initiates recommendations to the FOW concerning:
- (a) Curricular developments and changes including research into potential new programs and courses.
  - (b) Sequence of course offerings, independent studies, special topics and electives and other learning opportunities.
- (4) Reviews requests by faculty regarding curriculum development, curriculum changes, and sequences of course offerings.
- (5) Designates a library liaison annually to coordinate acquisitions, services and resources with Halle Library.
- (6) Implements curricular directives on behalf of the FOW.
- (7) Reports to the FOW.

b. Procedures

(1) Composition

- (a) UCIC consists of a minimum of four tenured/tenure track faculty representing undergraduate programs. Representatives should reflect diversity of nursing specialties. UCIC shall also include 1-3 students representing different level or programs.
- (b) Faculty representatives shall serve for a term of three years on a rotational basis.
- (c) Students have input into issues requiring a vote.

(2) Meetings

- (a) The UCIC shall meet at least once a month during the academic year.
- (b) Special meetings may be called in accordance with the General procedures.

- (3) Policies related to the UCIC can be found in the School of Nursing Policies and Procedures Manual.

**4. Undergraduate Committee on Admission and Retention of Students: (UCARS)**

a. Responsibilities

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- (1) Screening and Admission
- (2) Makes recommendations to the FOW concerning policies for the screening and admission of all undergraduate students, i.e., BSN, RN/BSN, transfers, and Second Degree.
- (3) Develop and oversee the screening process and implementation of the same in conjunction with the SON Director.
- (4) Progression and Retention
  - (a) Makes recommendations to the FOW concerning policies and procedures for the retention of students in the Nursing Program.
  - (b) Monitors student progression and retention and makes a plan for appropriate academic advising.
  - (c) Monitors report of dismissal and repeat courses provided to them by the BSN and RN/BSN coordinators.
- (5) Readmission
  - (a) Makes recommendations to the FOW concerning policies and procedures for the readmission of students.
  - (b) Reviews the applications and interviews students seeking re-admission into the Nursing Program. Makes recommendations based on the results of this process and presents the recommendations to the SON Director.
- (6) Scholarships
  - (a) Compiles and communicates scholarship information.
  - (b) Coordinates scholarship dissemination and selection processes
  - (c) Maintains data on scholarships
- (7) Reports to FOW

b. Procedures

- (1) Composition
  - (a) UCARS consist of a minimum of 4 tenured/tenure track faculty members. Faculty serves for three years on a rotational basis.
  - (b) There will be 1-3 students invited to be representatives to the committee with a goal of one student from each level including an RN/BSN Completion student. Student members are excused from discussions on decisions related to admission, retention, readmission of individual students and other confidential issues.
- (2) Meetings
  - (a) UCARS shall meet at least once a month during the academic year.
  - (b) Special meetings may be called in accordance with the General Procedures.

- (3) Policies related to the UCARS can be found in the School of Nursing Policies and Procedure Manual.

**5. Master's Program Admissions/Curriculum Committee (MPAC)**

**a. Responsibilities**

- (1) Makes recommendations to the FOW concerning policies and procedures for the admission of graduate nursing (MSN and certificate) students consistent with Graduate School policies.
- (2) Reviews applications of incoming students and recommends suitable candidates for admission to the Master of Science in Nursing Program to the Graduate School.
- (3) Recommends policies and procedures for the retention and progression of students in the MSN and Graduate Certification Programs to the FOW consistent with Graduate School Policies.
- (4) Monitors student progression and retention and provides a plan for appropriate academic advising.
- (5) Develops academic and instructional policies affecting graduate programs in nursing for consideration by the FOW.
- (6) Recommends curricular development and revision consistent with the philosophy and objectives of the MSN and Graduate Programs.
- (7) Evaluates the effectiveness of current graduate program(s).
- (8) Makes recommendations to the Director concerning the sequencing of course offerings to facilitate student progression.
- (9) Plans orientation of graduate students to the university.
- (10) Collaborates with the School and university departments to plan and implement a graduate student recruitment strategy.
- (11) Supports student led graduate program initiatives.
- (12) Makes recommendations for Graduate Nursing Student Handbook.
- (13) Provides guidance and advisement to faculty supervising the capstone project.
- (14) Serves as selection panel for awards and recognition.
- (15) Reports to the FOW.

**b. Procedures**

**(1) Composition**

- (a) There will be a minimum of 4 tenure/tenure track members elected to serve 3-year terms.
- (b) One student representative and one alternate will be invited to participate in MPAC.
- (c) If the Associate Director for Graduate Studies & Faculty Development is not a member of the committee, he/she should attend as ex-officio (with voice but no vote).
- (d) If the Associate Director for Program Innovation is not a member of the committee, he/she should attend as ex-officio (with voice but no vote).

(2) Meetings

- (a) The MPAC shall meet at least once a month during the academic year.
- (b) Special meetings may be called in accordance with the General Procedures.

(3) Policies related to the MPAC can be found in the School of Nursing Policies and Procedures Manual.

**6. Doctoral Program Committee (DPC)**

a. Responsibilities

- (1) Makes recommendations to the FOW concerning policies and procedures for the admission of doctoral applicants consistent with Graduate School policies.
- (2) Reviews applications of incoming students and recommends suitable candidates for admission to the doctoral programs to the Graduate School.
- (3) Recommends policies and procedures for the retention and progression of students in the doctoral programs to the FOW consistent with Graduate School Policies.
- (4) Monitors student progression and retention and provides a plan for appropriate academic advising.
- (5) Develops academic and instructional policies affecting the doctoral programs for consideration by the FOW.
- (6) Recommends curricular development and revision consistent with the philosophy and objectives of the doctoral programs.
- (7) Evaluates the effectiveness of current doctoral programs.
- (8) Makes recommendations to the Director concerning the sequencing of course offerings to facilitate student progression.
- (9) Plans orientation of doctoral students to the university.
- (10) Collaborates with the Director and university departments to plan and implement a doctoral student recruitment strategy.
- (11) Makes recommendations on the doctoral Nursing Student Handbook.
- (12) Reports to the FOW.

b. Procedures

(1) Composition

- (a) There will be a minimum of 3 voting members elected to serve 3-year terms
- (b) All members of the DPC must be doctorally prepared.
- (c) One student representative and one alternate will be elected to DPC.

(2) Meetings

- (a) The DPC shall meet at least once a month during the academic year.
- (b) Special meetings may be called in accordance with the General Procedures.

- (3) Policies related to the DPC can be found in the School of Nursing Policies and Procedures Manual.

**7. Program Assessment Committee (PAC)**

**a. Responsibilities**

- (1) Shall be responsible for all aspects of successful operation of the programs and courses contained within the School of Nursing.
- (2) Evaluates whether the mission and governance of the School of Nursing is reflective of EMU, the CHHS, and societal commitment.
- (3) Evaluate whether resources (fiscal, physical, support, personnel, environment) are sufficient to accomplish the mission and goals of the School of Nursing.
- (4) Evaluates whether curricula are consistent with standards of professional nursing and higher education, and intended outcomes are met.
- (5) Evaluates whether programs achieve intended program goals and outcomes; e.g., NCLEX, certifications, graduation, retention, and persistence rates, etc.
- (6) Assists with surveys and aggregate data to evaluate program and faculty effectiveness on an ongoing basis.
- (7) Assists the SON Associate Directors with completing any required Board of Nursing or CCNE reports.
- (8) In conjunction with UCIC and MPAC, evaluates alumni, exit and employer surveys as set forth in the PAC policies section of the School of Nursing Policies & Procedures Manual.

**b. Procedures**

**(1) Composition**

- (a) Members will include Associate Director for Graduate Studies & Faculty Development, Associate Director for Undergraduate Studies, Associate Director for Nursing Learning Resource Center, Associate Director for Program Innovation and 1 faculty member appointed by the SON Director.

**(2) Meetings**

- (a) The PAC shall meet at least once in Fall and again in Winter semester and more often as needed.

- (3) Policies related to the PAC can be found in the School of Nursing Policies & Procedures Manual

**8. Search & Screen Ad-hoc Committee**

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- a. For the identification of full-time faculty and lecturer candidates, each year that faculty positions are approved/opened for hiring, an ad-hoc Search & Screen committee will be assembled under the direction of the Director & FOW.
- b. The Faculty Search & Screen Committee will be comprised of a minimum of 5 members and should represent the various nursing specialties (adult health, maternal/child, pediatrics, community health, psychiatric-mental health) as best as possible. Additionally, a member of PFC will be on the committee or hold an ex-officio role to serve as a liaison on behalf of the input process, consistent with the responsibilities of PFC.
- c. The Faculty Search & Screen Committee will fulfill the responsibilities as outlined by Academic Human Resources, e.g., establishing a screening matrix for reviewing applications, development a job posting and advertisement for the position(s), establish candidate interviews, and provide input on hiring decisions (including candidate ranking) to the School Director.

## II. General Procedures

### A. Committee Procedures

#### 1. Election to School Standing Committee

- a. Each Standing Committees' Member's term of office shall begin in the fall semester and continue until the next election.
- b. Members shall be elected for a term of three years on a rotational basis (one member rotating off each year).
- c. No member shall serve more than two consecutive terms on any one standing committee.

#### 2. Committee Meetings

- a. Meetings of the FOW, all committee meetings, procedures for amendments, agendas and minutes shall be governed by the Robert's Rule of Order.
- b. Each committee shall select a convener for the following academic year during the last FOW meeting of the Academic year.
- c. The Standing Committees shall meet by call of the SON Director, Committee chairperson, upon request of the majority of the members of the FOW, or upon request of any member of the Committee.
- d. Meetings of the Standing Committees shall be open, unless an executive session is called by the Committee Chairperson.
- e. In the event that a permanent vacancy shall occur on a committee, before the expiration of the term of office, the PFC shall make recommendations about a replacement.

#### 3. Agendas

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- a. The Chairperson of each standing committee shall draw up the agenda for each meeting. All matters coming to standing committees will go to the Chairperson of that body who shall put them on the agenda.
- b. The Director, members of the FOW, faculty members, and/or committee members may request those items to be placed on the agenda.
- c. Agendas for regular meetings shall be compiled by the Committee Chair and distributed prior to the meeting.

#### 4. Meeting Minutes

- a. Minutes are recorded at all meetings. The minutes typed and configured for distribution, and then archived after approval.
- b. Regular meeting minutes shall be distributed to all committee members, the SON Director, and to student members of that particular committee prior to the next meeting.

#### 5. Annual Reports

- a. The Chairperson of each standing committee shall submit an annual report to the Director by Sept 1st.
- b. Annual reports should include: Reports from the sub-committees, accomplishments of Standing Committee goals, any new policies, and recommendations including changes for the University Catalog and Student Handbooks that occurred the previous year. Annual reports should also include information specific to each committee.

#### 6. Recommendations from Standing Committees

- a. Policy recommendations from all committees shall be submitted to the FOW for a vote.
- b. Recommendations of all committees including the FOW are advisory to the Director.
- c. If the Director differs with the recommendations of any committee, he/she shall offer an explanation thereof for the record.

#### 7. Communication Procedures

- a. Committee chairperson will communicate committee recommendations to the FOW for action.
- b. Individual faculty members may consult directly with the SON Director as necessary. If policy changes are in order, the formal input process is required.

#### 8. Review and Revision of Input Structure

- a. The Personnel & Finance Committee will initiate a review of the input structure following redefining of the AAUP contract and/or at least every 5 years.

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- b. Recommendations for revision will come from the Standing Committees and will be voted upon by the FOW.
- c. Proposed amendments shall be introduced to the FOW and placed on the agenda of the following meeting.
- d. Amendments shall be voted upon a tally recorded.
- e. Adoption of amendments is by a simple majority vote.
- f. All revisions will include dates and initials of authors.



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Approved by School of Nursing

Faculty of the Whole

DATE 11/6/15

Vote: Aye 22 Nay 0 Abstention 0

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 D

Equivalencies specific to Departments with PhD Programs

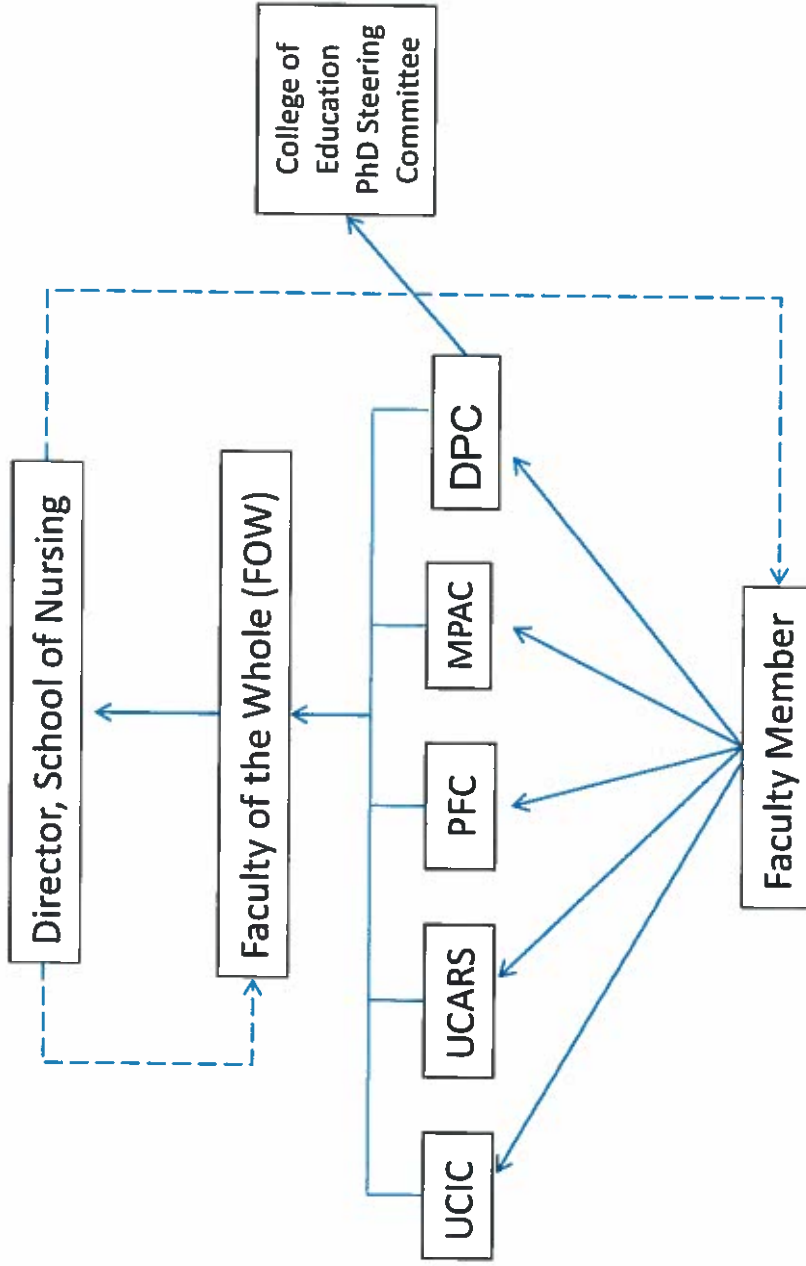
These equivalencies applied to traditional courses taught during the Fall and Winter semesters.

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>
Dissertation and Qualifying exam courses	5 banked credit hours = 1 credit hour course	The faculty member supervising a dissertation or chairing the qualifying exam is identified as the instructor of record for the course. When the dissertation course is completed (a grade is entered), the credit hours of the course(s) is banked. Once 5 hours are banked, the faculty member receives a one credit hour equivalency to balance the accumulated workload.
Dissertation and Qualifying committee members	8 banked credit hours = 1 credit hour course	The faculty member is identified as a member of the dissertation committee or qualifying exam committee. The committee should be comprised of up to 3 faculty members. When the dissertation or qualifying exam is completed (a grade is entered), the credit hours of the course(s) is banked. Once 8 hours are banked, the faculty member receives a 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.



### EMU SCHOOL OF NURSING INPUT PROCESS

Faculty input moves from the individual to committee, to the faculty of the whole, and ultimately the SON Director. The SON Director, to request formal faculty input, either requests for input at the faculty of the whole or request an individual faculty member take it through the input process as outlined in this diagram.