

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

**To:** Murali Nair, Dean  
College of Health and Human Services

**From:** David Woike, Assistant Vice President  
Academic Human Resources

**Date:** October 28, 2016

**Re:** Approved DID

Attached is a copy of the revised College Input Document for the College of Health and Human Services approved by the Provost on October 27, 2016. Please take steps to assure that school directors and faculty members 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 Health and Human Services

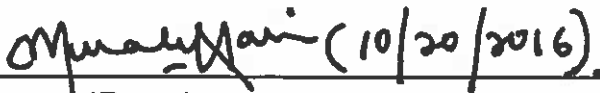
Date of Last College DID Revision: SEPT 23, 2014


Date of College Vote: Nov. 11, 2014


Yes 42 No 0 Abstain 0

## APPROVALS:

 OCT. 24, 2016  
Chair, (insert college council) (Date)

 (10/20/2016)  
Dean (Date)

 27 OCT 2016  
Assistant Vice President, AHR (Date)

 10/27/16  
Provost and Executive Vice President (Date)

Eastern Michigan University  
College of Health and Human Services  
Faculty Advisory Council  
College Level Input System

(Amended September 23, 2014).

A. The Faculty Advisory Council (FAC) for the College of Health and Human Services was established in compliance with Article XIII of the agreement between the Eastern Michigan Chapter of the American Association of University Professors, December 1974 (herein referred to as the Agreement).

I. Purpose

The purpose of the College of Health and Human Services Faculty Advisory Council (FAC) is to provide a system for faculty input from the Schools to the College in relation to issues of Personnel, Curriculum, and Finance and to provide feedback to the Dean of CHHS regarding faculty and/or departmental concerns and issues.

II. Definitions

A. College -- shall mean the College of Health and Human Services

B. Dean -- shall mean the Dean of the College of Health and Human Services.

C. Faculty -- shall mean the staff of the College of Health and Human Services 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 School of the College of Health and Human Services:

1. School of Health Promotion and Human Performance
2. School of Health Sciences
3. School of Nursing
4. School of Social Work

III. Composition, Term of Office and Officers

A. Representation on the FAC will include the Schools of: Health Promotion and Human Performance, Health Sciences, Nursing, and Social Work. If other Schools are added to the college, such shall be included in the Faculty Advisory Council.

B. Membership of the FAC will include one representative from each School with 1 to 10 faculty members and two representatives from each School having more than 10 faculty in the bargaining unit. Membership on the FAC is limited to faculty members employed in the bargaining unit, as defined in Article III of the Agreement.

C. School representatives will be elected from each School bargaining unit and shall provide for an alternate who will attend meetings in the event that any of the regular members can not attend. If a member is recalled, the member's school will be responsible for finding a replacement. Each School shall elect its faculty representatives in such a fashion that they may begin their term of office at the

- H. The FAC may meet in executive session or hold meetings as it deems necessary, upon approval of members. Only elected members shall participate in executive session.
  - I. The Chairperson, Vice Chairperson or designee will serve as liaison with other college Faculty Advisory Councils.
  - J. The Dean shall respond in writing within thirty (30) days to requests and/or recommendations from the FAC with rationale.
  - K. By majority vote the FAC may send a report of its deliberations and recommendations to the Provost, Vice President for Academic Affairs, as well as the Dean.
  - L. The FAC may appoint ad hoc committees as needed.
  - M. There shall be at least one college faculty meeting, annually. The Dean will prepare the time, agenda and schedule, in consultation with the FAC. The Dean shall chair College faculty meetings. The Dean will report on the Credit hour production for each School at the annual all College Faculty meeting.
- V. Faculty Input Procedures for Personnel, Curriculum, and Finance in the College of Health and Human Services.
- A. Faculty Input re: Problems/ Issues  
The FAC will review and make recommendations concerning college-level problems or issues brought to them by School Input Committees, such as Personnel, Curriculum, and Finance.
  - B. Faculty Input re: Strategic Planning  
In any strategic planning process, the Dean shall collaborate with the FAC regarding the design of the process, appointment of representatives and evaluation.
  - C. Faculty Input re: Leaves and Awards  
FAC reviews and ranks requests for sabbatical leaves and makes recommendations for University Research Awards, Dean's research awards, and Marshall awards
  - D. The FAC will be provided the opportunity to review requests for new faculty lines and rationale.
  - E. Evaluation of College Dean
    1. Per the AAUP Contract, "The College Advisory Councils shall conduct periodic evaluations of the academic Deans, .... As part of the evaluation, administrator will provide a self-assessment and documentation to the evaluating faculty. Results will be communicated to the person being evaluated and his/her respective supervisor. The supervisor of the person being evaluated will communicate the results of the submitted evaluation to the appropriate faculty together with any additional comments he/she wishes to make within thirty (30) working days." (EMU-AAUP Agreement 2012-2015, Article XI.I, p. 75)
    2. Evaluation Process
      - a. The period for evaluation and review of the CHHS Dean is three years.

Student Help, etc.), and the nature and extent of budget adjustments that may have to be implemented during a fiscal year.

H. Other

The FAC shall consider other matters brought to them by the Dean and may consider other matters brought by School Directors, CHHS faculty and other stakeholders.

VI. Approval and Amendment of Input Systems

The College level input system and amendments thereof must be submitted to the individual Schools within CHHS, the Dean of CHHS, and the Vice-President of Academic Affairs for approval.

VII. Amendment of College Faculty Advisory Council Input Document

- A. Amendments and/or corrections to this document and *the By-Laws contained within* will be by formal motion at any regularly scheduled FAC meeting. This document should be reviewed at least every two years. Any proposed changes will be distributed to the regular members of the FAC one week prior to that regularly scheduled meeting
- B. Any faculty member, School Director, or the Dean may propose in writing an amendment to this input system at a regularly scheduled meeting of the FAC. Changes to the input document shall be first proposed and publicized and then voted at next meeting. If the FAC 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 AAUP 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.

Revisions to the College Input Document approved by CHHS faculty on November 11, 2014.