

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Victor Okafor, Department Head
Africology and African American Studies

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 Africology and African American Studies 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 Africology and African American Studies

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

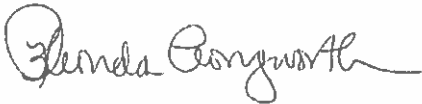
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

DEPARTMENTAL INPUT DOCUMENT

Department of Africology and African American
Studies
Eastern Michigan University

I. PREAMBLE

The Department of Africology and African American Studies promulgates this document to:

Comply with the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors;

Establish norms governing the participation of the faculty of the Department of Africology and African American Studies in the decision concerning the selection and evaluation of faculty members, curriculum development and utilization of financial resources; and

Enhance the capacity of the Africology and African American Studies Department to utilize resources of faculty, students and others within the University community in furthering intellectual inquiry into Africology and African American studies.

And enhance the capacity of the Africology and African American Studies Department to utilize resources of faculty, students and others within the University community in furthering intellectual inquiry into Africology and African American studies.

The provisions below delineate particulars relevant to the pursuit of these objectives.

II. IDENTIFICATION OF COMMITTEE

The Africology and African American Studies Executive Committee shall provide input into the selection and evaluation of faculty members, the status of the curriculum and the utilization of financial resources.

III. COMMITTEE FUNCTIONS

1. The Executive Committee shall provide the Department Head with Faculty input on new Faculty hires, the prioritization of requests for new Faculty hires and evaluation of candidates for new Faculty positions, service rank credit awards to prospective faculty appointees, evaluation, reappointment, tenure, promotion, and research activity awards, policies,

procedures, and grievances.

2. The Executive Committee is the Faculty Search Committee.
3. The Executive Committee shall advise the department head concerning the instructional affairs of the department, including such items as curriculum review, curriculum development, and new course proposals, evaluations of the effectiveness and salience of current programs, course scheduling, overload policies, academic standards, grade grievances and tutorial programs.
4. The Executive Committee shall advise the department head concerning the utilization of financial resources in such areas as materials and equipment acquisitions, conference travel, research support, and programming.
5. The Department shall conduct Department Head evaluations in accordance with the applicable Article of the EMU-AAUP Master Agreement.

IV. SIZE AND COMMITTEE COMPOSITION:

The Africology and African American Studies Executive Committee shall consist of all regular faculty members holding their appointments in the Department of Africology and African American studies, and the head of the Africology and African American Studies Department as an ex-officio non-voting member.

V. VOTING PROCEDURES

1. Unless otherwise specified, all votes taken pursuant to this document shall carry by a simple majority.
2. Except in the case of decisions concerning the selection and evaluation of faculty members, tie votes shall be broken by the Department Head.
3. All votes shall be taken by means of voice, or show of hands, or by electronic means, with the exception of votes on amendments. The latter shall be voted on by secret ballot. However, at the request of any voting member of the Executive Committee, a secret ballot may be utilized.

VI. OPERATIONAL GUIDELINES

1. Except as they are contravened by this document, Robert's Rules of Order shall govern the operations of the Executive Committee.
2. Meeting of the Executive Committee shall be held on a monthly basis beginning in October and extending through May. Additional meetings may be called as they are deemed necessary to perform the input functions specified above.
3. The Executive Committee shall be presided over by a duly elected chairperson selected from amongst the regular faculty of the Department of Africology and African American Studies. His or her The agenda of the Executive Committee shall be constructed by the Chairperson, in consultation with the Department Head. Any committee member wishing to have an item included on the agenda may notify either the Chairperson or the Department Head who shall add the item to the agenda.
4. Notice of meetings, the agenda for the same, and the minutes of the last held meeting are to be distributed to the Committee membership at least one week prior to the scheduled meeting. The Department Head shall be responsible for distribution of the above.
5. The Executive Committee may determine which officers it wishes to have beyond the Chairperson, and may devise its own guidelines for the taking of minutes and the routine handling of communications among the members.
6. Minutes of all the meetings shall be taken, duly approved and kept in the Department office.
7. Recommendations of the Executive Committee shall be submitted to the Department Head in keeping with applicable timelines or otherwise within a time reasonably sufficient to address the issues involved.
8. Likewise, the Department Head shall respond to requests from the Executive Committee in a timely manner.
9. The Department Head shall provide the Executive Committee and the faculty search committee members, the exact replica of his/her rationale for a faculty appointment recommendation, prior to forwarding the rationale to the Dean.
10. The Department Head shall attach a copy of the faculty input committee recommendation to the recommendation forwarded to the Dean.

11. Whenever there is a possibility of release time for extraordinary service, the department head shall put out a general notice to faculty explaining the task or tasks to be performed, the amount of release, the deadline for applying, and the department head shall request input from the Executive Committee on release time appointments. The department head shall issue a letter to the recipient documenting the amount of release, the expectations of work done while on release, and the completion date of the release.
12. The department head shall assign summer in-load teaching opportunities to faculty on a rotational basis. As hired, new faculty go to the top of the rotation and are entitled to be at the top of the list in their first year, but they shall follow the rotational policy thereafter.
13. The executive committee shall provide input to the department head on course overload assignments. The department head shall ensure that course overload assignments are distributed fairly among the faculty.
14. The Department shall review the DID every five years for its compliance with the EMU-AAUP Master Agreement and Department practices.
15. Amendments to this input document may be proposed by any member of the Executive Committee. Such shall be submitted in writing to either the Committee Chairperson or to the Department Head at least two months prior to the meeting at which they are to be considered. An amendment may be adopted by a two-thirds vote of the functions shall include serving as a liaison to the Department Head.
16. Amendments to this input document may be proposed by any member of the Executive Committee. Such shall be submitted in writing to either the Committee Chairperson or to the Department Head at least two months prior to the meeting at which they are to be considered. An amendment may be adopted by a two-thirds vote of the Executive Committee

VII. RECALL OF MEMBERS

1. At the discretion of the Department Head or within two weeks of receipt of a written petition requesting the recall of a faculty member and signed by a majority of the Executive Committee, the Department Head shall schedule an Executive Committee meeting for the purpose of discussing and voting on the proposed recall.
2. Notice of the meeting and its purpose shall be communicated to Executive Committee members at least one week prior to the meeting.
3. A faculty member of the Executive Committee shall be recalled if his or her conduct, as determined by a majority vote of the Executive Committee, is deemed inimical to the interest of the Department.

VIII. DURATION AND INTENT OF DOCUMENT

The provisions of this document shall remain in effect until they are duly amended and approved through the appropriate University channels.

IX. DISCLAIMERS:

This document shall not 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 to EMU or EMU -AAUP through the parties' Master Agreement.

This document shall not prevent the Department Head from consulting with individual faculty members or groups of faculty members as needed to carry out his or her duties.

Moreover, it shall not prevent faculty members from consulting with each other individually or in groups. Further, this document does not preclude the holding of Department or faculty meeting separate and apart from the meetings of the Executive Committee, nor prevent the Department Head from appointing ad hoc committees as needed.

Finally, recognizing the importance of the discipline to interdisciplinary studies, its broad based intellectual and social origins, the Department retains the right to consult with students, faculty and other members of the University and external community on its agenda, activities and goals.

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".
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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.