

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Deborah Heyl-Clegg, Interim Department Head
Chemistry

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 Chemistry 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 Chemistry
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

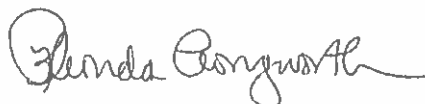
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

Department Input Document

Department of Chemistry

Eastern Michigan University

Revised 12/4/15

I. Departmental Meetings

A. Schedules

There shall be no less than one department meeting in each of the Fall and Winter semesters. Department meetings shall be scheduled by the department head at times he/she deems appropriate; or, upon written request signed by a majority of the department faculty members. A written request for a meeting must state the date, time, place, and purpose of the meeting requested.

B. Notice

At least seven days prior to a department meeting held for the purpose of soliciting faculty input, the date, time, and place of the meeting shall be communicated in writing to all department faculty. A meeting held for the purpose of soliciting faculty input may be called with less notice in emergency situations or when requested by a standing department committee.

C. Agendas

Department meeting agendas shall be prepared by the department head or, in those instances where meetings are convened in response to requests from faculty members, by the originators of the request. A faculty member may place an item on the agenda of a meeting by submitting a written request to the department head at least two days prior to the scheduled meeting.

D. Proceedings

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

E. Minutes

The department head shall assign faculty members the responsibility for taking minutes at department meetings on a rotational basis. The department head will review the minutes prior to distribution. Minutes of meetings shall be made available to the department faculty members, lecturers, and staff within a reasonable time period, normally not to exceed two weeks from the date of the meeting.

II. Committee Structure and Elections

The five standing committees are Personnel, Instruction, Finance, Graduate, and Assessment. The departmental committee structure is designed to facilitate departmental decision-making, particularly as it relates to the contractual provision for "meaningful faculty involvement in the area of selection and evaluation of faculty members, curriculum development and utilization of financial resources." Nothing in the language describing the structure is to be understood as limiting the rights of either faculty or administration beyond the limitations that are specifically written into the agreement currently in force between the administration and the AAUP. In the interest of collegiality, it is understood that nothing in this document shall be interpreted as preventing the department head from consulting with individual faculty members or groups of faculty members in the carrying out of her/his duties.

A. Eligibility

All faculty members shall be eligible for membership on the Instruction, Finance, Graduate, and Assessment Committees. Only tenured faculty members are eligible to serve on the Personnel Committee. No faculty member shall simultaneously serve on more than two standing committees. A member may serve any number of consecutive terms.

B. Nominations

A Nominations Committee will meet prior to the department meeting at which elections are held. This committee will consist of the chairpersons of the five standing committees and be chaired by the chairperson of the Finance Committee. The Nominations Committee will solicit input from all regular faculty members regarding their interest in serving on the standing committees. The Nominations Committee will then prepare a list of one or more nominations for each committee vacancy. This list will be distributed to all faculty members no less than two days prior to the department meeting at which elections are held.

C. Elections

Department elections shall normally be conducted at the last regular department meeting during the Winter term. The vacancies for committee positions will be filled using the following procedure:

1. The chairperson of the Nominations Committee will nominate faculty member(s) using the list his/her committee prepared and distributed.
2. Any faculty member may nominate himself/herself or another faculty member. At any point, anyone nominated may decline the nomination.
3. If there are more nominees than vacancies, the vote will be by secret ballot. The ballots will be counted by the department head and/or his/her designee.
4. The candidate(s) with the highest number of votes shall be elected. In the event of a tie, the department will revote once and if a tie remains will draw by lot. The actual vote totals will not be announced.

Elections for full terms will be held separately from those for partial terms. The elections for the committees shall ordinarily be in the order: Finance, Instruction, Personnel, Assessment, and then Graduate. (The order may be altered at the discretion of the Nominations Committee.) The results of each election shall be announced before the next occurs.

After all committee elections are completed, the department will elect a representative to serve on Faculty Senate. This election will follow the same procedure described above except that the Nominations Committee is not expected to nominate anyone for this position.

Faculty members elected to committees shall take office at the beginning of Fall term of the following academic year.

D. Vacancies

Should a position on the Instruction, Personnel, Graduate, or Assessment Committee become vacant, the committee shall meet and select a replacement to serve the remainder of the academic year. The replacement will be eligible to serve only after being confirmed by a majority vote of the faculty members at a department meeting. Should a position on the Finance Committee become vacant, the elected alternate shall serve the remainder of the academic year. In all cases, at the next department election a replacement will be elected to serve the remainder of the term.

The same procedures will be used to fill temporary vacancies (except the replacement will only serve during the time the committee member is unable to serve). If, due to time constraints, it is necessary to fill the vacancy before the next scheduled faculty meeting, the replacement chosen by the committee will be allowed to serve with the approval of the department head.

E. Recall

At the discretion of the department head or after the receipt by the department head of a written petition signed by a majority of the faculty members of the department, a faculty member serving on a standing committee may be subject to recall. A vote to recall will be held at the next department meeting subject to the following constraints:

- (a) The faculty member being recalled must be notified in writing at least one week prior to the vote on recall.
- (b) This written notification must explain the reason(s) for the action being taken.
- (c) The faculty member may respond to the charges in writing in advance of the meeting and shall be given the opportunity to respond orally at the meeting, prior to the vote being taken.
- (d) A two-thirds majority of the faculty is necessary to remove the faculty member from his/her elected position.

III. Operational Guidelines for Committees

A. Chairperson

As soon as possible after the elections each committee, except for the Graduate Committee, will meet to elect a chairperson from its membership. The chairperson of the Graduate Committee will be the Graduate Coordinator. In the absence of a chairperson, he/she may designate another committee member to chair the meetings of the committee.

B. Minutes

The chairperson, or his/her designee, will be responsible for taking minutes of the meeting. These minutes will be available to other faculty members upon request. These minutes shall not contain any references which would violate an individual's right to privacy.

C. Department Head Involvement

The department head will inform the five committees of deadlines, issues and need for decisions in their areas of responsibility. The department head participates in the five departmental committees as an ex-officio member (non-voting). An exception is made to this when the committee meets for deliberations relating to the submitting of its reports or the preparation of evaluations as called for in the EMU/EMU-AAUP Agreement. The department head will be notified in advance (and provided with agenda) of all committee meetings. In addition, the department head shall have the right to submit such items as she/he feels necessary for the various committees' agenda.

D. Conflict(s) of Interest

If, in the judgment of the department head, or a majority of the faculty members on a committee, a committee member has a personal or professional conflict of interest in a matter to be reviewed by the committee, that member shall be replaced for all discussions concerning that matter. The replacement will be made utilizing the procedures for filling vacancies described above.

Specific examples of conflicts of interest include: (1) reviewing, as a member of the Finance Committee, proposals when the committee member has submitted one of the proposals; (2) evaluating, as a member of the Personnel Committee, another faculty member's application for promotion while applying for promotion himself/herself (only tenured faculty may serve on the Personnel Committee); (3) evaluating, as a member of the Personnel Committee, another faculty member's application for promotion to a rank higher than that of the committee member.

E. Meetings

The chairperson will be responsible for the calling of a meeting. The chairperson is required to call a meeting if requested by either the department head or at least half of the faculty members on the committee. Meetings will be scheduled, at the convenience of the members, whenever issues needing attention arise. The agenda for the meeting should be distributed to the committee members as far in advance of the meeting as possible and posted by the person(s) calling the meeting. Unless a majority of the committee rules otherwise, the meetings will be open to non-committee members.

F. Committee Reports and Recommendations

The committees are expected to solicit input from other faculty members and to have appropriate members give oral reports from time to time at regularly scheduled Departmental Staff Meetings.

Each committee will make its recommendations to the entire department faculty. The faculty may then revise the recommendations before passing them on to the department head.

All matters which do not violate an individual's right to privacy are subject to review at the departmental level. Those matters which are not subject to departmental review, in the interests of confidentiality, include, but are not limited to, Personnel Committee matters relating to evaluations of faculty, lecturers or staff, those concerning a faculty member's performance of his/her professional responsibilities, merit pay, salary adjustment, and termination and Finance Committee matters relating to the evaluation of proposals for research awards and sabbatical leaves. An individual may waive his/her right to privacy if he/she wishes a departmental review of a particular issue. Such a waiver would in no manner infringe upon that member's right to privacy regarding any other issue.

Items brought to a department faculty meeting from committees shall not be voted on at the same meeting at which they are presented.

IV. Scope of Responsibilities

A. Personnel Committee

A six-member committee on Personnel will be maintained by yearly election of two members for three-year terms.

The duties of the Personnel Committee are as follows:

1. **Evaluation:** To recommend techniques for evaluation and for the implementation of the criteria following the procedures as provided in the EMU/EMU-AAUP Agreement. This includes the upkeep of the Department Evaluation Document.
2. **Department Head Evaluation:** To conduct Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement.
3. **Professional Responsibilities:** To help establish departmental standards as provided for in the EMU/EMU-AAUP Agreement and to inquire into any deviations from these standards which may come to its attention and to make recommendations to the department head as to action to be taken.
4. **Summer Teaching:** The committee will make recommendations regarding allocation of Summer teaching loads.
5. **Committees:** To assist the department head in appointing members to the nonelected Department committees.
6. **Department Input Document:** To review the Department Input Document at least every 5 years.
7. **Release Time:** To make recommendations to the department head as to the amount of release time awarded to faculty members for activities within the department.
8. **Reports:** To submit a yearly written report to the Chemistry Department members and to the department head on committee business.

B. Instruction Committee

A five-member committee on Instruction will be maintained by the yearly election of one or two members, as needed, for a three-year term. For issues relating to a specific course, the appropriate Laboratory/Course Coordinator will be included in all discussions as an ex-officio member (non-voting).

The duties of the Instruction Committee are as follows:

1. **Curriculum:** To evaluate current programs, especially by maintaining contact with graduates, and to recommend changes that appear beneficial. The Committee shall make recommendations of persons to act as Lecture, Laboratory, and Safety Coordinators.
2. **New Programs:** To assess the feasibility of offering new degree programs, particularly when these would involve major reassignments of departmental resources.
3. **Scheduling:** To make recommendations on courses to be offered, scheduling of classes, class sizes, override policy, teaching load equivalencies, and teaching overload policies.
4. **Standards:** To monitor grading and instructional practices.
5. **Tutorial:** To coordinate and maintain the tutorial program, selecting and evaluating tutors. A Tutoring Coordinator will be recommended to the department by the Instruction Committee.
6. **Recruitment and Retention:** To recommend programs and activities directed toward obtaining and retaining students in the instructional program. A Recruitment Coordinator will be recommended to the department by the Instruction Committee.
7. **Honors:** To coordinate activities with the Honors College and advise departmental Honors students. An Honors Coordinator will be recommended to the department by the Instruction Committee.
8. **Awards:** To recommend recipients of scholarships and awards. An Awards Coordinator will be recommended to the department by the Instruction Committee.
9. **College Advisory Council (CAC):** To elect from its membership the department representative, and alternate, to the CAC.
10. **Grade Grievances:** To conduct student grade grievance proceedings pursuant to University Student Grade Grievance Procedures, as necessary, and advise the department head on grade grievance matters.
11. **Reports:** To submit a yearly written report to the Chemistry Department members and to the department head on committee business.

C. Finance Committee

A five-member committee on Finance will be maintained by the yearly election of one or two members, as needed, for a three-year term. The five members will represent the five areas of chemistry: analytical, biochemistry/toxicology, inorganic, organic and physical. Because of the frequent need for temporary replacements for reviewing proposals, each time a member is elected to the committee, an alternate member, representing the same area of chemistry, will be chosen. This alternate will serve on the review committee if the regular member, from the same area, has submitted a proposal for review. If both the regular and alternate members, from a particular area, have submitted proposals for review, the remainder of the committee will select the replacement from the available alternates in other areas.

The duties of the Finance Committee are as follows:

1. **Budget:** To assist in the preparation of budget requests and funding priorities, initiating its deliberations well in advance of the date such requests are due. This work will involve study of past years' expenditure patterns and must be done with some awareness of shifting enrollment pressures. The budgets in question include SS&M, student help, work study, travel funds and capital equipment.
2. **Economy:** To promote cost-awareness among faculty and students. To promote the compilation of a record of expenditures by laboratory course where possible, especially including research costs. Efforts at returning unused equipment and supplies will be initiated by this committee.
3. **Review:** To provide departmental review of proposals to the university for research awards and sabbatical leaves.
4. **College Committee on Research and Sabbatical Leaves (CCRSL):** To elect from its membership the departmental representative, and alternate, to the CCRSL.
5. **Reports:** To submit a yearly written report to the Chemistry Department members and to the department head on committee business.

D. Graduate Committee

A four-member committee dealing with issues involving the Graduate program will be maintained by the yearly election of one member for a three-year term. The department Graduate Coordinator, appointed by the department head, is a permanent member of the committee and acts as its chairperson.

The duties of the Graduate Committee are as follows:

1. **Curriculum:** To recommend, to the Instruction Committee, graduate course offerings and programs of study.
2. **Recruitment and Retention:** To assist the graduate coordinator in developing policies for recruiting and retaining students in the graduate program.
3. **Honors and awards:** To recommend recipients of graduate student awards.
4. **Graduate Council:** To elect from its membership the department representative to the University Graduate Council. This will normally be the Graduate Coordinator.
5. **Admissions:** To assist the Graduate Coordinator in screening applicants for the M.S. program.
6. **Assistantships:** To assist the Graduate Coordinator in assigning assistantships.
7. **Reports:** To submit a yearly written report to the Chemistry Department members and to the department head on committee business.

E. Assessment Committee

A four-member committee on Assessment will be maintained by the yearly election of one or two members, as needed, for a three-year term. If possible, the membership should represent diversity among the curriculum areas.

The duties of the Assessment Committee are as follows:

1. Assist in the development of learning outcomes for students in our programs in consultation with faculty
2. Develop appropriate assessment methods for learning outcomes in consultation with faculty
3. Collect and analyze assessment data
4. Communicate assessment results to the faculty
5. Suggest curriculum and pedagogical changes designed to improve student learning outcomes to the Instruction Committee
6. Report findings to Instruction and Graduate Committees and work in conjunction with these committees when necessary
7. Produce assessment reports as required by the University

V. Ad Hoc Committees

Ad Hoc committees may be appointed by the department head. The Personnel Committee is responsible for assisting the department head in determining the composition and responsibilities of such committees.

VI. Search Committee Procedures

The following procedures outline the manner in which the faculty will provide input to the administration for the filling of faculty and department head positions. In all cases University policies will be strictly followed. Furthermore, it is recognized that all forms used and all recommendations are subject to administrative approval.

A. Faculty Positions

1. Specialty

Prior to the beginning of the search, the Personnel Committee will meet and decide on what area(s) of specialization, if any, is particularly needed. Their recommendation will be brought to a department meeting for approval or modification.

2. Composition

The Search Committee will be appointed by the Personnel Committee. It will normally consist of the Personnel Committee itself. However, if additional expertise is desired, or multiple searches are simultaneously occurring, the Personnel Committee may choose to add to or modify the membership of the Search Committee.

3. Advertisement

The Search Committee will construct an advertisement focusing upon the area(s) decided upon by the departmental faculty. This advertisement will state the minimum qualifications for the position, the materials which must be submitted by the applicants, and the date after which review of applications will begin. The approved advertisement will be widely distributed in appropriate professional journals in an attempt to generate a large and diverse pool of applicants.

4. Screening

After the initial review date has past, the files will be examined and applicants with incomplete files will normally be notified and given the opportunity to send the missing materials. If the committee feels, due to time constraints, there is no time for this step, it may be omitted. However it is done, all applicants will be treated in the same manner.

a. **Level 1 Screening.** Applicants who do not meet the minimum qualifications (as determined by at least two members of the Search Committee) will not be considered any further. Incomplete applications will normally not be considered for higher level screening. However, prior to beginning Level 2 screening, the Search Committee may decide to establish a minimal subset of application material which is sufficient to allow for Level 2 screening.

b. **Level 2 Screening.** The Search Committee, or a designated subset thereof, will review all of the sufficiently-completed files of qualified applicants for a position. All faculty members are welcome to review the completed files and communicate their recommendations to the search committee. Each applicant will be rated, by each committee member, using a previously-generated screening form. The numerical results from these screening forms will be compiled and discussed. After this discussion, the list of applicants will be reduced to a group of semi-finalists (normally consisting of five to ten applicants). Any semi-finalist with an incomplete application will be notified of what material is missing from his/her application and given a minimum of 2 business days, from the time of initial contact attempt, to complete the application prior to the selection of finalists.

c. **Level 3 Screening.** Normally, the applicant files for all of the semi-finalists will be made available for review by the entire department faculty. Each applicant will be rated using the same form as used for Level 2. These forms are open to inspection by any faculty member within the department. The results from these forms will be compiled by the Search Committee and used to help select the finalists who will be recommended for on-campus interviews. If the Committee feels it is necessary, due to time constraints, the time period for departmental review may be compressed or eliminated altogether. Only applicants with complete applications will be selected as finalists. The list of recommended finalists will be submitted to the Personnel Committee for approval.

d. **Level 4 Screening.** After the applicant's interview is complete, each department faculty member will be given the opportunity to rate each applicant using a previously-developed form for Level 4 Screening. Interviewees may also be evaluated by lecturers, using the same form as faculty members, and by students, using a different form. These forms will also be collected by the Search Committee. All of these forms are open to inspection by any faculty member within the department. The Search Committee will analyze the results from the forms and use them to help in the determination of its final recommendation to the Personnel Committee.

5. Recommendation

The Search Committee will present its recommendation, along with supporting rationale, to the faculty. The department faculty members will then vote whether to accept the recommendation or to modify it. The results of the faculty vote will be the recommendation to the department head.

6. Service Rank Credit

The Personnel Committee will recommend to the department head whether or not any service rank credit should be awarded and, if so, how many years of credit.

B. Department Head Position (External Search)

1. Composition

The Search Committee will be appointed by the College Dean. It would be the department's expectation that it will normally consist of the Personnel Committee, the outgoing department head, and additional members appointed by the Dean in consultation with the Personnel Committee.

2. Qualifications

Prior to the beginning of the search, the Search Committee will meet and decide on any desired qualifications for the position beyond those specified on the University Classification Specification for Academic Department heads. Their recommendation will be brought to a department meeting for approval or modification.

3. Advertisement

The Search Committee will construct an advertisement focusing upon the approved qualifications. This advertisement will state the minimum qualifications for the position, the materials which must be submitted by the applicants, and the date after which review of applications will begin. The approved advertisement will be widely distributed in appropriate professional journals in an attempt to generate a large and diverse pool of applicants.

4. Screening

After the initial review date has past, the files will be examined and applicants with incomplete files will normally be notified and given the opportunity to send the missing materials. If the committee feels, due to time constraints, there is no time for this step, it may be omitted. However it is done, all applicants will be treated in the same manner.

a. Level 1 Screening. Applicants who do not meet the minimum qualifications (as determined by at least two members of the Search Committee) will not be considered any further. Incomplete applications will normally not be considered for higher level screening. However, prior to beginning Level 2 screening, the Search Committee may decide to establish a minimal subset of application material which is sufficient to allow for Level 2 screening.

b. Level 2 Screening. The Search Committee, or a designated subset thereof, will review all of the sufficiently-completed files of qualified applicants for a position. All faculty members are welcome to review the completed files and communicate their recommendations to the search committee. Each applicant will be rated, by each committee member, using a previously-generated screening form. The numerical results from these screening forms will be compiled and discussed. After this discussion, the list of applicants will be reduced to a group of semi-finalists (normally consisting of five to ten applicants). Any semi-finalist with an incomplete application will be notified of what material is missing from his/her application and given a minimum of 2 business days, from the time of initial contact attempt, to complete the application prior to the selection of finalists.

c. Level 3 Screening. The applicant files for all of the semi-finalists will be made available for review by the entire department faculty. Each applicant will be rated using the same form as used for Level 2. These forms are open to inspection by any faculty member within the department. The results from these forms will be compiled by the Search Committee and used to help select the finalists who will be recommended for on-campus interviews. Only applicants with complete applications will be selected as finalists.

d. Level 4 Screening. After the applicant's interview is complete, each department faculty member and each external member of the Search Committee will be given the opportunity to rate each applicant, using a previously-developed form for Level 4 Screening. Interviewees will also be evaluated by lecturers, using the same form as faculty members, and by staff, using a different form. These forms will also be collected by the Search Committee. All of the faculty members' forms are open to inspection by any faculty member within the department. The Search Committee will analyze the results from the forms and use them to help in the determination of its final recommendation.

5. Recommendation

The Search Committee will present its recommendation, along with supporting rationale, to the faculty members, lecturers, and staff at a department meeting. The department faculty members will then vote whether to accept the recommendation or to modify it. The recommendation of the Search Committee and the results of the faculty vote will be forwarded to the Dean.

C. Department Head Position (Internal Search)

1. The current Department Head sends a notice to all faculty members in the Department asking for nominations (including self nominations).
2. The current DH contacts each nominee and inquires as to their willingness to be considered for the position. If the current DH is a candidate, this duty will be assumed by the chair of the Personnel Committee*.
3. A list of all candidates is compiled. Each candidate issues written responses to a list of questions formulated by the personnel committee based upon input from faculty, lecturers, and staff.
4. Faculty members are asked to submit the written comments about the suitability of each candidate.
5. The current DH and the Chair of the Personnel Committee* gather and transcribe the input into an anonymous format. This includes input from the current DH. The materials are then made available to any faculty member who is not a candidate and who wishes to read colleagues' comments before rating the candidates.
6. Faculty rate the candidates on a three-point scale (Preferred, Suitable, and Unsuitable).
7. The comments and ratings are submitted to the Dean.

*If the DH and/or the Chair of the Personnel Committee is a candidate, another member of the Personnel Committee (selected by the Personnel Committee) will serve in the appropriate role.

VII. Scheduling

The following policies are advisory to the department head:

A. Summer

It shall be considered department policy to distribute summer teaching as nearly equal as possible among all faculty members who request it, proceeding in order of seniority from most to least. Due to needs for specializations, preferences for teaching only in a particular semester, and the undesirability of splitting some courses, it will not always be possible to give everyone equally-sized loads. It is assumed that anyone teaching a smaller load one year would be given higher priority the next year.

B. Schedulers

Each year the Instruction Committee will work with the department head on departmental scheduling. They will be authorized to provide the required faculty input into which courses are to be offered, the number of sections and meeting times of each course, and who will teach each course. It may be necessary to make minor adjustments in class size to match lecture and lab capacity or to fit the rooms available.

It is assumed that the schedule will be written adhering to past departmental practice. Any substantial revision to past departmental practice should go through the Instruction Committee. Examples of such revisions include changing the pattern of course offerings (from every year to every other year); changing the pattern of evening offerings; significantly changing (by more than 5) the capacity of a course section; and changing the summer offerings.

VIII. Amendments

Amendments to this document shall be proposed in writing to the department Personnel Committee for their review. After evaluating the merits of the proposed revisions, the Personnel Committee will bring them to a regular department meeting for departmental consideration. If approved, recommended amendments shall be forwarded to the University in accordance with the procedures set forth in the EMU/EMU-AAUP Agreement. All amendments must receive the written approval of the Vice President for Academic Affairs before they can go into effect.

IX. Definition

A "Faculty Member" means a person employed in the bargaining unit as defined in the Master Agreement. Only faculty members are eligible to vote or serve on the committees defined in this document.

X. 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 herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

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.
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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 are 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.