

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Augustine Ikeji, Department Head
Computer Science

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 Computer Science 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 Computer Science

College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

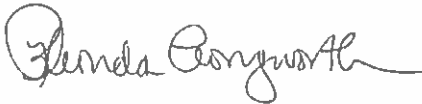
APPROVALS:



Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



Provost and Executive Vice President

12/19/16

(Date)

**DEPARTMENT OF COMPUTER SCIENCE
FACULTY INPUT SYSTEM (DID)**

Approved November 9, 2015

Vote: 12-0-1

Amendment Approved November 16, 2015

Vote: 6-1-2

I. COMMITTEE STRUCTURE

There shall be the following five standing committees, the Executive, the Evaluation, the Curriculum, the Graduate, and the Laboratory Committee with responsibilities as outlined below:

A. Executive Committee

1. The Executive Committee shall make recommendations to the Department Head regarding matters of instruction, finance, and personnel. Included are such things as:
 - a. Acquisition and allocation of resources – including current, pending and future budgets; equipment; travel funds; faculty development.
 - b. The setting of long-term goals for the department, its computer laboratories and its academic programs.
 - c. Scheduling of course offerings, determining class sizes and establishing an override policy.
 - d. Regular teaching assignments, Summer teaching assignments, teaching load equivalences and teaching overload policies for classes in computer science.
 - e. Assignment of special duties – such as hardware and software maintenance, advising, scholarship awards, class scheduling, and curriculum development – and determination of released time, when appropriate, for such duties.
 - f. Released time for research.
 - g. Hiring and setting of academic and hiring credentials of temporary teaching staff.
 - h. Setting academic credentials for teachers of credit and non-credit COSC-courses outside the regular departmental program, e.g. non-traditional courses.
 - i. Public relations, liaisons with industry, and other external matters.
 - j. Supervision of the election of faculty to a Department Head Search Committee and establishment of the process for searching for, screening of and recommending Department Head candidates to the Dean. The criteria for the search and screening

processes as well as the final list of candidates to be recommended to the Dean shall be voted on at meetings of the tenure track faculty of the department.

2. Constitution of and Elections to the Executive Committee

- a. The Executive Committee shall consist of three regular faculty members. A quorum shall consist of two of its members.
 - b. For all other details of the constitution of and the elections to the Executive committee see Part II.A.
- 3.** The Executive Committee may recommend to the Department Head the appointment of individuals or special committees, as appropriate, to deal with ongoing or short-term matters falling within its jurisdiction. In addition, the Executive Committee shall conduct all elections of departmental representatives to special committees and to College and University councils. The nominations and elections shall follow the procedure for the standing committees of the department.
- 4.** The Executive Committee together with two students who major or minor in Computer Science or Computer Science Education shall function as the department's Grade Grievance committee.
- a. The chair of the Executive Committee also acts as the chair of the departmental Grade Grievance Committee.
 - b. If a grade grievance is against a member of the Executive Committee, the elected Executive Committee Alternate member shall serve on the Grade Grievance Committee. A chair for a Grade Grievance Hearing is elected by the members of the Grade Grievance Committee whenever necessary.
 - c. The two student members shall be appointed by the Department Head prior to the beginning of the Fall Semester of each academic year and shall serve for one academic year on the Grade Grievance Committee.
 - d. If a member of the Executive Committee disqualifies herself/himself from a Grade Grievance Hearing, e.g. if the faculty member acts as advisor or as a witness, his/her replacement for the hearing shall be chosen from the members of the Evaluation Committee of the department in order to have the full complement of three faculty members on the Grade Grievance Committee for any grievance hearing.
- 5.** The Department Head is an ex-officio, non-voting member of the Executive Committee, shall report regularly to it on matters within its purview, and will actively solicit its input regarding such matters.
- 6.** The Executive Committee shall report regularly on its activities to the faculty members of the Department. The Secretary of the Executive Committee prepares the minutes of meetings for

approval by the Executive Committee at the next meeting and subsequent distribution to all faculty members.

7. Executive Committee Meetings

- a. Either the Department Head or the Executive Committee Chairperson may call a meeting of the Executive Committee.
- b. The agenda is constructed by the Chairperson of the Executive Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
- c. There are no fixed requirements for frequency of meetings of the Executive Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
- d. Meetings of the Executive Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two (2) business days in advance.

8. Five-Year Review of this Document

The Executive Committee shall review this document (DID) every five years for its compliance with the EMU-AAUP Master Agreement and Department practices. It shall report the results of its review to the Department. If changes are needed, the DID shall be revised and submitted for approval as provided for in the existing DID and Article XIII.B “Department and College Committees” of the EMU-AAUP Master Agreement.

B. Evaluation Committee

1. The Evaluation Committee is responsible for conducting evaluations and making recommendations concerning reappointment, tenure, promotion, and periodic evaluation of faculty members and of the Department Head.

2. Constitution of and Elections to the Evaluation Committee

- a. The Evaluation Committee shall consist of three regular, tenured faculty members. A quorum shall consist of two of its members.
- b. For all other details of the constitution of and the elections to the Evaluation Committee see Part II.A.

3. Evaluation Committee Meetings

- a. Either the Department Head or the Evaluation Committee Chairperson may call a meeting of the Evaluation Committee.

- b. The agenda is constructed by the Chairperson of the Evaluation Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
- c. There are no fixed requirements for frequency of meetings of the Evaluation Committee. It is expected that under normal circumstances the Evaluation Committee will meet only as needed.
- d. Meetings of the Evaluation Committee shall be closed except when non-confidential matters are discussed. Agendas and times and places of meetings shall be distributed to the members of the Evaluation Committee at least two (2) business days in advance.
- e. The Evaluation Committee shall conduct its operation as set forth in the Department Evaluation Document and will report to the Department Head or to the department faculty as is appropriate.

4. Department Head Evaluation

The Evaluation Committee shall be responsible for conducting Department Head Evaluations in accordance with the Article XV. H “Evaluation of Department Heads” of the EMU-AAUP Master Agreement.

C. Curriculum Committee

- 1. The Curriculum Committee shall make recommendations to the department faculty and to the Department Head regarding all of the department’s undergraduate academic concerns. The Curriculum Committee, any faculty member or the Department Head may initiate proposals for consideration by the Curriculum Committee. Matters under its purview include such things as:
 - a. Selection and/or approval of textbooks for 100- and 200-level courses that are prerequisites to required courses in the computer science majors.
 - b. Course outlines and updates for all undergraduate courses.
 - c. Resolutions of conflicts with course and program proposals submitted by other departments.
 - d. Changes in individual courses and in degree programs.
 - e. New course proposals and new degree program proposals.
- 2. **Constitution of and Elections to the Curriculum Committee**
 - a. The Curriculum Committee shall consist of three regular faculty members. The Undergraduate Advisor when not an elected member of the Curriculum Committee shall be an ex officio, non-voting member of the committee. A quorum shall consist of two of its regular members.

- b. For all other details of the constitution of and the elections to the Curriculum Committee see Part II.A.

3. Curriculum Committee Meetings

- a. Either the Department Head or the Curriculum Committee Chairperson may call a meeting of the Curriculum Committee.
 - b. The agenda is constructed by the Chairperson of the Curriculum Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
 - c. There are not fixed requirements for frequency of meetings of the Curriculum Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
 - d. Meetings of the Curriculum Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two (2) business days in advance.
4. The Curriculum Committee shall report regularly on its activities to the faculty members of the Department. The Secretary of the Curriculum Committee prepares the minutes of meetings for approval by the Curriculum Committee at the next meeting and subsequent distribution to all faculty members.

D. Graduate Committee

- 1. The Graduate Committee shall make recommendations to the department faculty and to the Department Head regarding all of the department's graduate academic concerns. The Graduate Committee, any faculty member or the Department Head may initiate proposals for consideration by the Graduate Committee. Matters under its purview include such things as:
 - a. Course outlines and updates for all graduate courses.
 - b. Resolutions of conflicts with course and program proposals submitted by other departments.
 - c. Changes in individual courses and in degree programs.
 - d. New course proposals and new degree program proposals.
- 2. **Constitution of and Elections to the Graduate Committee**
 - a. The Graduate Committee shall consist of three regular faculty members. The Graduate Advisor when not an elected member of the Graduate Committee shall be an ex officio, non-voting member of the committee. A quorum shall consist of two of its regular members.

- b. For all other details of the constitution of and the elections to the Graduate Committee see Part II.A.

3. Graduate Committee Meetings

- a. Either the Department Head or the Graduate Committee Chairperson may call a meeting of the Graduate Committee.
 - b. The agenda is constructed by the Chairperson of the Graduate Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
 - c. There are not fixed requirements for frequency of meetings of the Graduate Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
 - d. Meetings of the Graduate Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two (2) business days in advance.
4. The Graduate Committee shall report regularly on its activities to the faculty members of the Department. The Secretary of the Graduate Committee prepares the minutes of meetings for approval by the Graduate Committee at the next meeting and subsequent distribution to all faculty members.

E. Laboratory Committee

1. The Laboratory Committee shall make recommendations to the department faculty and to the Department Head regarding all of the department's computer laboratories. The Laboratory Committee, any faculty member or the Department Head may initiate proposals for consideration by the Laboratory Committee. Included are such things as:
 - a. Determine policies for the use and management of all departmental laboratories.
 - b. Disseminate such policies to potential laboratory users and departmental faculty, and to post them in the laboratories.
 - c. Authorize use and access privileges to the departmental laboratories for individuals and for entire classes.
 - d. Propose staffing of the departmental laboratories.
2. **Constitution of and Elections to the Laboratory Committee**
 - a. The Laboratory Committee shall consist of three regular faculty members in addition to the Department Head and the Laboratory Coordinator who serve as ex-officio, non-voting members. A quorum shall consist of two of its regular members.

- b. For all other details of the constitution of and the elections to the Laboratory Committee see Part II.A.

3. Laboratory Committee Meetings

- a. Either the Department Head or the Laboratory Committee Chairperson may call a meeting of the Laboratory Committee.
 - b. The agenda is constructed by the Chairperson of the Laboratory Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
 - c. There are not fixed requirements for frequency of meetings of the Laboratory Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
 - d. Meetings of the Laboratory Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two (2) business days in advance.
4. The Laboratory Committee shall report regularly on its activities to the faculty members of the Department. The Secretary of the Laboratory Committee prepares the minutes of meetings for approval by the Laboratory Committee at the next meeting and subsequent distribution to all faculty members.

II. GENERAL GUIDELINES AND PROCEDURES

A. Constitution of and Elections to departmental committees

1. Term of office shall be two years, commencing at the beginning of the Fall semester. Terms shall be staggered, with one member and two members being elected in alternate years. A member may serve at most three consecutive terms.
2. Members shall be nominated at a department meeting during the Winter semester preceding the start of their term. Further nominations are possible for five (5) business days following the nominating meeting. Voting takes place by secret ballot during the five (5) business days following the close of nominations. The ballots are created, distributed and counted by the Executive Committee.
3. The Department Head will call a meeting during the first two weeks of the Fall semester. Each committee will select one of its members to serve as Chairperson for the year and one of its members to serve as Secretary for the year. Officers of committees shall be selected at the committees' first meeting, which shall occur no later than October 1.

4. In the event that a committee member is unable to complete a full term, a special election will be held to select a replacement for the remainder of the term. The Executive Committee will supervise the election.
5. The Executive Committee shall solicit a sufficient number of nominations to fill open positions for regular committee members as well as open positions for alternates. The Executive Committee shall declare the nominee receiving the highest vote count not qualifying for regular membership as the elected Alternate.
6. The Alternate is expected to stay informed about the issues on the agenda of their respective committee, but usually will not actively participate in the committee meetings except when an ordinary member is unable to attend or when an ordinary member has a conflict of interest with an item on the agenda.

B. Department Meetings

1. There are no fixed requirements for frequency of Department meetings. It is expected that under normal circumstances meetings will be held approximately once per month during the Fall and Winter semesters to deal with issues in a timely way; more frequent meetings may be necessary.
2. Either the Department Head or the Chairperson of any of the standing committees may call a Department meeting.
3. Department meetings and meetings of the standing committees described in Section I shall be governed by Robert's Rules of Order.
4. A quorum for a Department meeting is a simple majority of the tenure-track faculty.

C. Recall of Elected Departmental Representatives

1. A group of at least four (4) tenure-track faculty members may petition the Department Head for the recall of an elected representative of the Department. Such petitions will only be accepted during the academic year.
2. In such an event, the Department Head shall call a special departmental meeting within ten (10) business days.
3. At that department meeting a secret vote on the recall will be taken. A two-thirds (2/3) majority of those present at the meeting is required for the recall to take effect.

D. Summer Teaching Rotation

1. The order of course selection is based on the entire history of number of courses taught in Summer semesters. This gives everyone a number. The numbers are sorted using radix sort from most significant digit to least significant digit.

2. In case of a tie, we rotate yearly within the tied groups.
3. All new hires will be placed at the end of the course selection order in their first year. A number with a two (2) in the most significant digit followed by nine (9) zeroes (0).
4. Faculty receiving summer awards will be removed from the summer course selection for that year and given a courses taught count of zero (0) for that year.

E. Faculty Hiring Process

1. Faculty Search Committee Structure

- a. The executive committee proposes a slate of four (4) tenured department faculty members.
- b. At a faculty meeting, the faculty will discuss the slate and accept further nominations of tenured department faculty members.
- c. If there are more than four (4) nominees, four (4) will be selected by secret ballot to comprise the committee.

2. Process

- a. At a faculty meeting, the faculty will decide which areas of specializations to hire.
- b. The entire faculty is expected to participate in the on-site interview process of the final candidates.
- c. At a faculty meeting, the faculty will discuss the final candidates and create, by vote, a ranked list of acceptable candidates to be forwarded to the Department Head.
- d. At a faculty meeting, the faculty will discuss and recommend the maximum number of years of service rank credits that can be offered.

F. Amendments

1. Amendments to these procedures may be introduced at a department meeting by petition of five (5) or more faculty members, and shall be voted on at the following department meeting. A two-thirds (2/3) majority of all tenure-track faculty members shall be required to pass an amendment.
2. Any amendment so passed shall be submitted for approval at the College or University level in accordance with University policy and contractual requirements.

G. 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.

Course	Equivalency	Notes
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.**