

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: Donald Ritzenhein, Department Head  
Economics

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 Economics 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 Economics  
College of Arts and Sciences

Date of Last DID Revision: December 19, 2016

## APPROVALS:

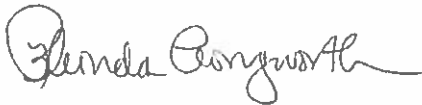


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

**DEPARTMENT INPUT DOCUMENT  
DEPARTMENT OF ECONOMICS  
(Revised version, 04/15/2011)**

**I. GENERAL PROVISIONS:**

This document addresses the organizational and operational structures of the various faculty input activities guaranteed by the collective bargaining agreement between the EMU-AAUP and Eastern Michigan University, and by the need to collegially manage this academic department.

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 the University Professors; nor shall any provision herein detract from any right(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

Nothing in this document shall be interpreted as preventing the department faculty members or the Department Head from consulting with individual faculty members or groups of faculty members as appropriate for carrying out their duties.

**II. DEPARTMENT MEETINGS:**

Department meetings are the forum through which faculty members make their contractually-sanctioned input to the Department Head, and in which collective operational decisions regarding the functioning of the department are made. Department meetings, except those dealing with personnel decisions, are open meetings but only tenured or tenure-track faculty members shall have a vote. There shall be at least two department meetings during the academic year (defined as July 1 through June 30).

A department meeting may be called by the Department Head, by a Department Committee, or by one-third of the tenured or tenure-track department faculty. At least one week's written notice, with agenda included, will be provided to all tenured or tenure-track department faculty members, unless this requirement is waived by a vote of two thirds of all tenured or tenure-track department faculty members. Robert's Rules of Order Newly Revised (RONR) will be followed in Department and Committee meetings, except in instances of conflict with the Department Input Document, in which case the latter shall take precedence. A quorum at any department meeting shall be two-thirds of the tenured or tenure-track faculty in the department. Faculty members not attending a Department or Committee meeting may provide their written proxy on specific items on the agenda to be acted upon at that meeting to another faculty member. Oral proxies of this sort may be provided by contacting both the Department Head and one other faculty member, in addition to the recipient of the proxy. Proxies shall not count toward the minimum number needed for a quorum.

The chairs of Department Committees shall present committee recommendations and action items to department meetings for discussion, and for voting when necessary. Proposals from committees are to be distributed to faculty members at least one week prior to department meetings at which they are to be acted upon, unless this requirement is waived by a vote of two thirds of all tenured or tenure-track department faculty members.

The secretary of a department meeting shall post minutes of the meeting to each department faculty member no later than seven days following the department meeting.

One week before the last regular meeting of the department during winter semester, the Department Head shall distribute a list of all actions taken at department meetings during the year. This list shall be reviewed at the meeting to be sure it is accurate and complete, and the list will be included in the minutes for that meeting.

Proposals to change existing departmental practices and/or policies must be discussed at one or more department meeting(s) and voted on by the tenured and tenure-track faculty before being implemented. These practices and/or policies include, but are not limited to, class size limits, teaching load equivalencies, spring/summer teaching assignment rotations, duties and responsibilities of graduate and undergraduate program coordinators, and regular and continuing education course offerings.

If the Department Head differs with the recommendations of the department faculty voted at a department meeting, he/she shall say so at a department meeting and shall supply a written explanation of his/her reasons in time for it to be attached to the minutes of the meeting.

#### **IV. COORDINATORS:**

Faculty members may serve as coordinators to advise the Department Head or to facilitate department functions not covered by department committees. The need for coordinators will be determined by the Department Head. In order of preference, the coordinators may be elected, they may volunteer, or they may be assigned by the Department Head at a department meeting. These coordinators normally shall serve for a term of one academic year, although some may be selected for multi-year terms.

In cases where coordinator's areas of responsibility relate to an existing department committee, their formal input on matters related to their duties shall be conveyed to the department head via resolution of that committee, such resolution to be brought to the department meeting for discussion and vote.

In cases where coordinator's areas of responsibility are not specific to an existing department committee, their formal input on matters related to their duties shall be conveyed to the department head via a motion brought to the department meeting for discussion and vote

## **V. DEPARTMENT COMMITTEES:**

### **A. OPERATIONAL GUIDELINES:**

There are three standing committees in the Economics Department: Undergraduate Instruction, Graduate Instruction, and Personnel and Finance. Other, ad hoc, committees may be created at a department meeting to address special needs.

Each standing committee shall consist of three tenured or tenure-track faculty members. The Department Head is an ex officio, non-voting member of all standing committees.

Standing committees shall act in an advisory capacity to the department and the Department Head. The chairs of standing committees shall present committee recommendations and action items to department meetings for discussion, and for voting when necessary. Committee recommendations related to department policies and procedures, program and course proposals, evaluation criteria, workload equivalencies, and actions on faculty hiring shall require a favorable department vote for approval.

The Department Head shall call the first meeting of each committee at the start of the academic year to elect the committee chair and secretary and to discuss the agenda for the academic year. The committee chair and secretary shall be elected by a show of hands of committee voting members, unless a committee member requests a secret ballot. Committee members and chairs have voting rights unless there is a conflict of interest. In that event, the replacement procedure shall be followed.

Meetings are scheduled as needed by the chair of each committee, a majority of committee members, or the Department Head. The Department Head or any tenured or tenure-track full-time faculty member may submit agenda items. The committee secretary takes minutes and distributes copies to all full-time faculty members, the Department Head, and one copy for department files, within one week after each meeting. Minutes shall not include discussions of confidential personnel matters.

All standing committee meetings are open, unless they are dealing with personnel decisions of any sort, or unless the presence of an individual presents a conflict of interest.

**B. ELECTION PROCEDURES:**

Faculty representatives to each of the standing committees, to any ad hoc committees, and to college and university committees to which department representatives are appropriate, are nominated and elected by the departmental faculty at the last regular meeting of the department during each winter semester, except as specified below under provisions for replacement and recall. Election is by a show of hands unless a faculty member requests a secret ballot. The candidate(s) receiving the highest number of votes shall be elected. The secretary of the department meeting shall tally the votes. Terms of service are for one year from July 1 to June 30. All tenured or tenure-track full-time faculty members are eligible; however:

- (1) No elected faculty member shall serve on the same committee for more than three years successively. This three year rule does not apply to undergraduate and graduate coordinators who are selected by the Department Head and who serve by appointment on the Undergraduate and Graduate Instruction Committees, respectively.
- (2) At least one member of each committee shall be changed annually.
- (3) At least two members of the Personnel Committee shall be tenured.
- (4) At least one member of the Personnel Committee shall serve consecutive terms.
- (5) Faculty scheduled for full evaluation or tenure review, or planning to apply for promotion, shall not normally be eligible for election to the personnel committee unless the committee runs short of the required quorum of three faculty members in the same committee.

**C. REPLACEMENT OR RECALL:**

In the event that one or more committee members must be replaced due to conflict of interest on an issue addressed by the committee, the chair of that committee shall appoint an equal number of replacements, for deliberation on the issue to which the conflict applies. Such appointments are subject to the concurrence of the remaining committee members and the other standing committee chairs. If the chair of a committee must be replaced, the committee secretary shall appoint a replacement, subject to the concurrence of the remaining committee member(s) and the other standing committee chairs. One of the elected committee members will be selected by the newly constituted committee to serve as chair for deliberation on the issue to which the conflict applies.

If the majority of the members of any departmental committee determine that one of its members is not fulfilling his/her responsibility to the committee, then the committee may request a recall vote to the department faculty. If a majority of all tenured or tenure-track full-time faculty members in the department vote to recall the member, he/she will be removed from the committee and another faculty member will be elected as a replacement for the remainder of the academic year. If a committee member resigns from a committee for any reason, another faculty member will be elected at a department meeting to complete the remaining term of office.

**D. STANDING COMMITTEES:**

There are three standing committees in the Economics Department: Undergraduate Instruction, Graduate Instruction, and Personnel and Finance.

**1. UNDERGRADUATE INSTRUCTION COMMITTEE**

The committee shall consist of two elected faculty members and the undergraduate advising coordinator (appointed by the Department Head) as voting members. It assists the Department Head in class scheduling, undergraduate aspects in program review, accreditation and self-study reports.



It shall be concerned with undergraduate advising and recruiting, awards, curricular developments and changes, including research into potential new programs, evaluation of the effectiveness of current programs and the societal needs met by them, academic standards, and tutorial programs. It shall also be concerned with matters related to undergraduate student awards and grievances. The committee should provide opportunity for student input.

The committee, coordinator, or Department Head may occasionally convene meetings of all undergraduate advisers.

## 2. GRADUATE INSTRUCTION COMMITTEE

The committee shall consist of two elected faculty members and the graduate advising coordinator (appointed by the Department Head) as voting members. It assists the Department Head in class scheduling, graduate aspects in program review, accreditation and self-study reports.

It shall be concerned with graduate advising and recruiting, and curricular developments and changes, including research into potential new programs, evaluation of the effectiveness of current programs and the societal needs met by them, academic standards, and tutorial programs. It shall also be concerned with matters related to graduate student awards and grievances. The committee should provide opportunity for student input.

The committee, coordinator, or Department Head may occasionally convene meetings of all graduate advisers to assess the various aspects of the program.

## 3. PERSONNEL AND FINANCE COMMITTEE

The committee shall consist of three elected faculty members at least two of whom shall be tenured.

It shall be responsible for evaluations for purposes of appointment and reappointment (including lecturers), tenure, promotion, merit pay (should it become available) or other special

recognition, termination or lay-off, and leaves of absence. It shall review and make recommendations regarding applications for university research grants including sabbaticals, fellowships, and spring and summer. It shall be concerned with the Department Evaluation Document (DED) and with the Department Input Document (DID). Specifically, it shall review the DID every five years for 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 in the existing DID. It shall also provide input as to work load, teaching overloads, equivalencies, and rotation procedures for summer and continuing education teaching assignments. It shall serve as the search committee for full-time faculty, unless the department chooses to appoint a separate search committee. It shall provide input to the Department Head for budgetary and financial aspects of personnel, travel funds, equipment, and services, supplies, and materials.

It shall be responsible for conducting Department Head Evaluations in accordance with Article XV of the EMU-AAUP Master Agreement. The committee shall be responsible for the Department Evaluation Document and evaluations of lecturers.

#### VI. SUMMER TEACHING ROTATION PROCEDURES

1. The initial summer teaching ranking is based on first rank then seniority within rank.
2. Faculty will be rotated with the summer teaching ranking based on the actual teaching of the previous year. Faculty who received a teaching assignment goes to the bottom of the ranking.
3. The department head will allocate one summer class to each faculty who are interested in teaching based on current year's rotation ranking, if sufficient number of summer classes are available.
4. A second course may be made available to faculty based on current year's rotation ranking if every regular faculty member that requested a teaching assignment in the summer session has one course.

5. Faculty members who elect not to teach will be treated the same as faculty members who were denied a course in the rotation.

6. If the Department Head believes a faculty member is not qualified to teach a course, when using this ranking system, The Department Head will ask the Personnel Committee for input on the qualifications of the faculty to teach the course.

7. New priority ranking will be distributed to the Faculty by the Personnel Committee during the Fall semester of each academic year.

## **VII. DEPARTMENT HEAD SEARCH PROCEDURES:**

### **A. The Search Committee:**

1. The Search Committee shall be composed of three tenured or tenure-track members of the Department faculty, and one outside Department Head who shall serve with the power to vote.
2. All faculty members are eligible for nomination.
3. Each member of the faculty votes by secret ballot for three of the candidates. (One can vote for less than three candidates, but cannot cast more than one vote for a single candidate on a ballot).
4. The three candidates with the highest number of votes will form a slate to be voted up or down by majority vote of the faculty. If the slate is not accepted by majority vote, steps 3 and 4 are repeated until a slate receives majority approval.
5. The faculty shall select the Chair of the Search Committee from the three faculty members on the Committee.
6. An outside Department Head shall be nominated by the dean of the college to participate in the Department Head search committee as a voting member.

**B. Duties of the Search Committee Chair**

1. The Chair shall be exempted from all other committee assignments during the year of the search. The Chair's duties shall include, but are not limited to, the following:
2. Chair meetings of the Search Committee.
3. Preside over Department Meetings when the topic of discussion is any aspect of the search.
4. Request from the administration, and distribute to faculty, written guidelines regarding applicable university regulations and legal considerations regarding the search, including confidentiality of materials submitted by candidates. Seek to ensure that the search is conducted in accordance with these guidelines.
5. Coordinate the advertisements and other search requirements with Human Resources and the Dean, and ensure that ads are placed in appropriate forums.
6. Coordinate appropriate documentation required by the search process.
7. Schedule all aspects of the search process.
8. Keep faculty informed of the progress/status of the search process.
9. Forward the Dean the name(s) of the candidate(s) selected by the Department together with the Department's ranking of the acceptable candidates.

**C. Tasks of the Search Committee:**

1. Draw up a job description, including academic credentials and other qualifications. Secure approval from the Department and appropriate administrative authorities for the job description prior to placing advertisements for the position.
2. Develop criteria for evaluating candidates and prepare any voting matrices or other decision-making/selection documents or processes to be used in screening candidates, and secure

approval from the Department and appropriate administrative authorities for their use prior to the beginning of the screening process.

3. Do an initial screening of applicant files to ensure that each file is complete (application received on time, appropriate degree and academic field, letters of recommendation, etc.)
4. Using criteria approved by the Department (C.2. above), review the credentials of the all the applicants who have a complete file, and make recommendation to the Department regarding which candidates the committee should interview, and subsequently on which should be invited for campus visits.
5. The committee may provide to the department recommendations on acceptability and rankings of finalists who have visited campus.

**D. The Selection Process:**

1. Internal candidates are excluded from this input process.
2. Throughout the search process, each member of the Department shall have the opportunity to review the credentials of any and all applicants. Such review shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.
3. As indicated above, the Department shall have input on selection of the Search Committee and its chair, job description, criteria, and voting matrices or related materials. The Committee's proposed slates of candidates for interviews and for \*campus visits may be amended by a majority vote of the faculty.
4. The final candidate(s) to be recommended to the Dean shall be selected by Department vote, following campus visits by all finalists. Voting on candidates will be as follows:

- a. A vote on each candidate as acceptable or unacceptable by faculty members who have met with that candidate. Two thirds of those voting are required for a candidate to be acceptable.
- b. Ranking of acceptable candidates by faculty members who have met with all acceptable candidates. Each voting faculty member will assign by secret written ballot an ordinal ranking (top = 1) to all candidates deemed acceptable by the Department. The ordinal rankings will be summed to determine an overall ranking. The Department then votes on this overall ranking with a majority of those faculty members voting required for its approval. Discussion and new ballots will be conducted, as needed, until a majority of those faculty voting approves an overall ranking. The final ranking will be submitted to the Dean.
- c. A vote by all faculty members on granting of tenure, with two thirds of those voting required for tenure to be granted when a candidate accepts the Department Head position.

**IX. FACULTY SEARCH PROCEDURES:**

**A. Input for Faculty Hiring:**

Department Head shall seek input from the faculty on faculty hiring, number of hires, and fields of specialization of a potential hire prior to submitting a hiring request.

**B. The Search Committee:**

1. The Search Committee shall be composed of three tenured or tenure-track members of the Department faculty.
2. Each member of the faculty votes by secret ballot for three of the candidates.
3. The three candidates with the highest number of votes will be elected to the Search Committee.

4. The faculty shall select the Chair of the Search Committee from the three faculty members on the Committee.

**C. Duties of the Search Committee Chair:**

The Chair shall be exempted from all other committee assignments during the year of the search.

The Chair's duties shall include, but are not limited to, the following:

- Chair meetings of the Search Committee,
- Request from the administration, and distribute to faculty, written guidelines regarding applicable university regulations and legal considerations regarding the search, including confidentiality of materials submitted by candidates. Seek to ensure that the search is conducted in accordance with these guidelines.
- Coordinate the advertisements and other search requirements with Human Resources and the Department Head, and ensure that ads are placed in appropriate forums.
- Coordinate appropriate documentation required by the search process.
- Schedule all aspects of the search process.
- Keep faculty informed of the progress/status of the search process.
- Forward the Department Head the name(s) of the candidate(s) selected by the Department together with the Department's ranking of the acceptable candidates.

**D. Tasks of the Search Committee:**

1. Draw up a job description, including academic credentials and other qualifications. Secure approval from the Department and appropriate administrative authorities for the job description prior to placing advertisements for the position.
2. Develop criteria for evaluating candidates and prepare any voting matrices or other decision-making/selection documents or processes to be used in screening candidates, and secure

approval from the Department and appropriate administrative authorities for their use prior to the beginning of the screening process.

3. Do an initial screening of applicant files to ensure that each file is complete (application received on time, appropriate degree and academic field, letters of recommendation, etc.)
4. Using criteria approved by the Department (C.2. above), review the credentials of all of the applicants who have a complete file, and make recommendation to the Department regarding which candidates the committee should interview, and subsequently on which should be invited for campus visits.
5. If possible, candidates will be interviewed in person by the Search Committee prior to being invited to campus for final interviews. The University and Department will cooperate to provide travel and related funding for committee members.
6. The committee may provide to the department recommendations on acceptability and rankings of finalists who have visited campus.

**E. The Selection Process:**

1. Throughout the search process, each member of the Department shall have the opportunity to review the credentials of any and all applicants. Such review shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.
2. As indicated above, the Department shall have input on selection of the Search Committee and its chair, job description, criteria, and voting matrices or related materials. The Committee's proposed slates of candidates for interviews and for campus visits may be amended by a majority vote of the faculty.



3. The final candidate(s) to be recommended to the Department Head shall be selected by Department vote, following campus visits by all finalists. Voting on candidates will be as follows:
  - a. A vote on each candidate as acceptable or unacceptable by faculty members who have met with that candidate. Two thirds of those voting are required for a candidate to be acceptable.
  - b. Ranking of acceptable candidates by faculty members who have met with all acceptable candidates. Each voting faculty member will assign by secret written ballot an ordinal ranking (top = 1) to all candidates deemed acceptable by the Department. The ordinal rankings will be summed to determine an overall ranking. The Department then votes on this overall ranking with the two thirds of those faculty members voting required for its approval. Discussion and new ballots will be conducted, as needed, until the two thirds of those faculty voting approves an overall ranking. The final ranking will be submitted to the Department Head.
  - c. A vote by all faculty members on granting of tenure, with two thirds of those voting required for tenure to be granted when a candidate accepts a tenured faculty position.

## 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.

<b>Contact Hours</b>	<b>1 contact hour = 1 credit hour towards load</b>	<b>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.</b>
<b>Field-based and/or Academic Service Learning (ASL) courses</b>	<b>+1 hour</b>	<b>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".</b>

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.**